

**Idaho Transportation Department  
Request for Quotations (RFQ)  
RFQ# 09480  
2013 HIGHWAY SAFETY KIDS CALENDAR**

Please provide pricing for the following specifications for the 2013 Highway Safety Kids Calendar. Price must include any and all one-time production charges. Award will be made on the basis of lowest responsible vendor and the ability to meet delivery deadline.

**NO Print Overrun will be allowed.**

**1 Timeline**

RFQ Closes August 17, 2012 @ 5:00PM Mountain time

**2. Questions and Addenda**

All correspondence will be in writing. In the event that it becomes necessary to revise any part of this RFQ, addenda will be posted at <http://ipro.sicomm.net/IPRO/>. It will be the responsibility of the Bidder to monitor <http://ipro.sicomm.net/IPRO/> for any updates or amendments.

Any oral interpretations or clarifications of this RFQ shall not be relied upon. All changes to this RFQ must be in writing and posted at <http://ipro.sicomm.net/IPRO/> to be valid.

The Idaho Transportation Department is the only contact for this solicitation. **Written questions must be submitted via e-mail to:**

Evey McAdams, ITD Buyer  
Idaho Transportation Department  
E-mail: [evey.mcadams@itd.idaho.gov](mailto:evey.mcadams@itd.idaho.gov)

**3. FOB DESTINATION**

All pricing shall be **FOB DESTINATION**, freight paid.

**4. Award**

Contract will be awarded "All or None" to the responsible low responsive vendor for that quantity selected by ITD.

## 5. Required Proofs

Printer to provide the following pre-production proofs:

- High Resolution Match Prints accurate to press for all pages
- Digital blueline proof folded, trimmed and finished to match final calendar

## 6. Description / Requirements

- Artwork: Macintosh files output from FreeHand 11.0
- Quantity: minimum 10,000
- Item: 28 Page Calendar with Self-Cover
- Size: 11" x 17" Flat with Bleed; 8.5" x 11" finished
- Paper: 100 lb. Titan Gloss Book
- Ink: 4 color process with Satin Aqueous coating on 2 sides (5/5)
- Output: Printer to provide 175 lpi minimum print
  
- Finish Work:
  - Fold to an 8.5" x 11"
  - Saddle stitch
  - Drill 5/32" hole on face
  
- Packaging:

Calendars shall be shrink-wrapped in bundles of 25, and packaged 125 calendars per standard box.

## 7. Delivery Schedule

**Half of the calendar order must be delivered within seven (7) business days after receipt of art files but no later than August 29, 2012;** ITD will provide digital art files within one business day of award.

Final delivery of remaining calendars must be received by September 14, 2012.

**QUOTE SCHEDULE  
2013 HIGHWAY SAFETY KIDS CALENDAR  
RFQ# 09480**

VENDOR: \_\_\_\_\_

**AWARD WILL BE ALL OR NONE, AND FOR ONE QUANTITY ONLY**

ITEM #	DESCRIPTION	QTY*	UOM	UNIT PRICE	EXTENDED TOTAL PRICE
1	2013 Highway Safety Kids Calendar	10,000	Each	\$ _____	\$ _____
2	2013 Highway Safety Kids Calendar	12,000	Each	\$ _____	\$ _____
3	2013 Highway Safety Kids Calendar	14,000	Each	\$ _____	\$ _____

\*ITD requests pricing for three different quantities. **When entering your response into IPRO, please enter pricing for quantity of 10,000.**

**PRINTING NOTE**

**Special Terms and Conditions:**

Idaho Code §60-101, §60-103 specifies that printing shall be done within the State of Idaho unless the cost is shown to be 10% higher than printing done outside of the State. For this reason per Idaho Code §67-2349 regarding Idaho Reciprocal Preference Law applies: For bids or quotations for printing being produced outside the State of Idaho, 10% additional cost is added to the bid for evaluation purposes only. The additional 10% is not added to any purchase order or contract that may result from the bidding process; it is for bid award purposes only.

**Job Location:** Will any portion of this printing contract be executed outside the State of Idaho?

YES      NO      (circle one)

If yes, what portion/process \_\_\_\_\_ will be performed by what company \_\_\_\_\_ in what city/state \_\_\_\_\_.

**If the above is left blank, the bid submitted will be computed as being printed outside the State of Idaho.**

**THIS PAGE MUST BE SIGNED & RETURNED WITH YOUR RESPONSE**

Signature \_\_\_\_\_ Date \_\_\_\_\_



Idaho Transportation Department  
Business & Support Management  
3311 West State Street (83703)  
PO Box 7129  
Boise, ID 83707-1129

SIGNATURE PAGE for Use with a Manually Submitted Request for Quotation Response

Quotations and pricing information shall be prepared by typewriter or in ink and shall be signed in ink by an authorized representative of the submitting vendor.

NO LIABILITY WILL BE ASSUMED BY THE DIVISION OF PURCHASING FOR A VENDOR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR'S RESPONSE TO THE SOLICITATION.

Your quotation may be faxed to: 208.332.4109

**OR**

Send your quotation package to:

Idaho Transportation Department  
ATTN: Evey McAdams  
PO Box 7129  
Boise, ID 83707-1129

When sending packages by FedEx, UPS, or other Couriers:

Idaho Transportation Department  
ATTN: Evey McAdams  
3311 W. State St.  
Boise, ID 83703

This RFQ response is submitted in accordance with all documents and provisions of the specified RFQ Number and Title detailed below. By my signature below I accept the STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this RFQ was issued, as incorporated by reference into this solicitation. As the undersigned I certify I am authorized to sign and submit this RFQ response for the bidder. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Please complete the following information:

BIDDER (Company Name): \_\_\_\_\_ RFQ Number: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ RFQ Title: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

TOLL FREE \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ FEIN/SSN# \_\_\_\_\_

E-Mail \_\_\_\_\_

THIS SIGNATURE PAGE IS TO BE SIGNED WITH A HANDWRITTEN SIGNATURE AND RETURNED WITH YOUR QUOTATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please type or Print Name

\_\_\_\_\_  
Title