

Auburn University RFP B0008567
Due Wednesday, June 3, 2020 @ 10:30 A.M. CDT
The Auburn Plainsman

General Information:

Auburn University is seeking proposals for the printing of The Auburn Plainsman, beginning with the 2020-2021 academic year, as per the specifications, terms, & conditions of Auburn University RFP B0008567. The “Pricing” section should be completed in order to submit a complete bid.

NOTE: The first issue to be produced by the awarded vendor is scheduled tentatively for August 13, 2020.

Questions regarding this RFP should be directed to:

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Strategic Sourcing Analyst
Procurement Services
(334) 844-3559
beth.owen@auburn.edu

Any award resulting from this request will be for three (3) years and may be renewed for two (2) additional years on a year by year basis, provided the requisitioning department, the printer, and the AU buyer are all in written agreement on pricing and terms & conditions. A new purchase order will be issued at the beginning of the new fiscal year.

Instructions to Proposers:

- Due to COVID-19 and the issuance of a shelter in place order from Alabama’s Governor Kay Ivey, Auburn University is no longer accepting hard copy bids and now opens bids publicly via conference call. Please see attached document “COVID 19 Bid Opening Procedures”. Proposals will only be received via email until 10:30 AM CDT on June 3, 2020.
- Proposers may withdraw proposals at any time prior to the time and date set for opening.
- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.

- No department, school, or office at the University has the authority to solicit official proposals other than Procurement & Business Services. All solicitation is performed under the direct supervision of the Executive Director of Procurement & Business Services and in complete accordance with the University policies and procedures.
- The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.
- Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Procurement & Business Services will schedule the presentations.
- The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.
- The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.
- The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama, Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”
- Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions.

Specifications:

- The Plainsman is published weekly, approximately 32 times per year. NOTE: If the University temporarily shuts down, or students are not on campus, The Plainsman may temporarily cease publication.
- Quantity will be approximately 5,000 copies per issue.
- Average number of pages will be 12.
- Weekly broadsheet issues will be printed in a 44-50" web format. Full page image area is to be 9.888" wide x 20" tall. If trim size of broadsheet is different than these specifications, please note size upon which bid is based.
- Approximately 15 special tabloid-size sections will be published per year. Full page image area is to be 9.54" wide x 10" tall. Paper is to be heavier brite white stock.
- Recycled paper must be considered.
- The Plainsman staff will produce printable pdf files of all pages. Pdfs must have embedded fonts and proper CMYK color separation. All pdfs will be uploaded to a designated ftp site for transfer to the printer. The ftp site will be provided by the printer and the Plainsman staff will be given the address, user name and password.
- Paper stock is to be 30# newsprint offset with brightness of 56-57, mill brand SP newsprint or an acceptable substitute. Any substitute will be compared with the Competitive Grade Finder for equality and samples may be required.
- Ink-one black, process throughout. The printer shall during the contract period, make available an unlimited number of colors from the NPA standards.
- Deadlines may be changed with the consent of the editor or general manager in writing. To meet printing schedule, deadlines for finished pages (pdfs) must be uploaded to the ftp site no earlier than 5:00 p.m. CST.
- Editor and printer must agree upon any changes to the schedule.

Delivery:

Papers must be bundled and tied with intersecting ties. The number of papers to be bundled together will be in multiples of 25. Papers must be bound to be acceptable to the University's safety regulation (Example: twine is acceptable).

- Papers are to be delivered to the Auburn University Student Center loading dock no later than 4:00 a.m. CST on the publication date. Should the printer fail to meet the deadline, papers will be delivered by the printer to designated drops on campus provided by the Plainsman at no additional cost. The printer shall also pay the Plainsman \$100.00 per hour and any portion of an hour for delays past 6:00 a.m., CST, providing the Plainsman meets its specified deadlines. The per hour penalty may be waived.
- Over-runs of 5% are acceptable. No under-runs will be accepted.

Special Conditions:

The paper is normally circulated on Thursday; however, the Plainsman reserves the right to publish additional issues on other days. The printer will be notified at least one week prior to issue date. Deadlines will be negotiated between Plainsman and printer at least two weeks in advance for these issues.

- 44"-50" format for paper
- Special issues may be published any day of the week but printer will be notified one week prior to print date. Several specials are usually printed each year. There are no set number of pages for these issues.
- Printer will print the following size section configurations (8, 12, 16, 20, 24 pages, broadsheet & tabloid):
 - _____Number of pages per section with spot color (any/all sections)
 - _____Number of pages per section with spot color and processed color (any/all sections)
 - _____Number of pages per section with processed color only (any/all sections)
- Sections will be inserted in alphabetical order. **(ABCD)**
- In the event of equipment failure or late breaking story which precludes having paper ready before midnight, or other specified times on special issues, the editor will decide whether to circulate on a later specified day or negotiate deadlines.
- The Auburn University Procurement & Business Services Department may cancel this contract upon 30 days written notice by registered letter if it is determined work and/or services are unsatisfactory by the Plainsman.
- Itemized and detailed invoices must be submitted in triplicate to:
 - The Auburn Plainsman
 - Auburn University Student Center
 - 255 Heisman Drive, Suite 1111
 - Auburn University, AL 36849-5343

NOTE: Please reference the Auburn University bid number on ALL invoices.

This should be done on a weekly basis for auditing and payment purposes. Payment will be made no less than 30 days after receipt of invoice.

Evaluation Criteria

- 50% - Price
- 20% - Ability to meet required deadline
- 15% - Samples of previous work / quality of substitute stock suggested
- 15% -References from like publications (Please provide the contact information at the publication)

Pricing:

A “Representative Issue” is defined as follows:

A. 44” – 50” Web:

Quantity: 5,000 copies per issue

Pages: 12

Ink: Black plus process color on all pages (specify if color is unavailable on pages)

Stuff one (1) pre-printed insert

B. Tabloid:

Quantity: 5,000 copies per issue

Pages: 16 pages

Ink: Black plus process color on all pages (specify if color is unavailable on pages)

A. Broadsheet format (12 pages)

\$_____ to print 5,000 copies (b/w)

\$_____ to print 8,500 copies (b/w)

\$_____ for each additional 1,000 copies

\$_____ per page color cost

B. Tabloid (16 pages)

\$_____ to print 10,000 copies (b/w)

\$_____ for each additional 1,000 copies

\$_____ per page color cost (indicate if color is purchased per multiple pages)

C. 44-50" format:

Cost per page per thousand:

PAGES	COPIES			
	0 - 9,000	9,001- 12,000	12,001-15,000	15,001-18,000
under 10				
10-16				
18-28				
30-36				
over 36				

Options:

- \$ _____ per page adjustment, per 1,000 for recycled paper
- \$ _____ per hour overtime (failure to meet deadlines by Plainsman)
- \$ _____ per 1,000, to stuff one preprinted insert (max. per insert per issue = 9)
- \$ _____ per 1,000, to stuff second preprinted insert (max. per insert per issue = 9)
- \$ _____ per page for full color (no charge if additional spot color used on enfacing pages)

Items to be included in the submission:

1. Pricing information requested
2. Samples of previous work or an equivalent
3. At least three (3) references from like publications. Please be sure to include the publication name and the contact information at the publication for all references.