

# INSTRUCTIONS TO BIDDERS

**Bid # 18DAS032AA**

*Miscellaneous Services needed in Pre-Press*

RELEASE OF BID: 11/13/2018

BID DUE DATE: 11/30/2018

Please note this Bid will not be publicly opened. This is a Department of Administrative Services Business Office (DAS) Bid, not a DAS State Procurement Bid.

This Bid is not a Contract and, alone, shall not be interpreted as such. Rather, this Bid only serves as the instrument through which bids are solicited.

## **Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

## **Stability of Bid Prices**

Any price offerings from bidders must be valid for a period of 120 days from the due date of the bid.

## **Deliveries**

Prices must include transportation and delivery charges, fully prepaid by the contractor, to the destination specified in the bid. Unless otherwise specified in the bid, all products and equipment delivered pursuant to the contract shall be new and shall include any and all manufacturer's warranties. Delivery shall be to the point specified in the contract. All deliveries shall display, in plain sight, any related Purchase Order or Reference/Delivery Number.

## **Amendment or Cancellation of the BID**

DAS reserves the right to cancel, amend, modify or otherwise change this Bid at any time if it deems it to be in the best interest of the State to do so.

## **Bid Modifications**

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

## **Bidder Presentation of Supporting Evidence**

Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their bids.

## **Bidder Demonstration of Proposed Services and or Products**

At the discretion of DAS, bidders must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

## **Erroneous Awards**

DAS reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a Contract already made to a bidder and subsequently awarding the Contract to another bidder. Such action on the part of DAS shall not constitute a breach of Contract on the part of DAS since the Contract with the initial bidder is deemed to be void and of no effect as if no Contract ever existed between DAS and such bidder.

**Bid Expenses**

Bidders are responsible for all costs and expenses incurred in the preparation of bid and for any subsequent work on the bid that is required by DAS.

**Ownership of Bids**

All bids shall become the sole property of the State and will not be returned.

**Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a Contract awarded as a result of this Bid shall be the sole property of the State unless otherwise stated in the Contract.

**Sample Contract**

Attached to this bid is a sample contract and it's included in this bid for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a contract to the vendor for review and signature. The contract that DAS and the successful vendor will sign may vary from attached contract. The Contract may include a liquidated damages clause at the discretion of the State.

**SUBMITTAL REQUIREMENTS:**

Bid proposals must be submitted on the forms supplied by DAS. Vendor name must appear on all bid documents/forms.

Bid proposals may be submitted by Mail or E-mail

If mailing, mail to:

State of Connecticut, Dept. of Administrative Services  
Business Office  
450 Columbus Blvd., Suite 1101  
Hartford, CT 06103  
Attn: Marie House

If e-mailing: [marie.house@ct.gov](mailto:marie.house@ct.gov)

Each bidder must complete and submit with their Bid:

1. Form STO-93 (Request for Quote). Form must be signed by a duly authorized representative of the company. Unsigned Bids are automatically rejected.
2. Nondiscrimination Certificate, either form A or B
3. The Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders form (all three fillable pages).
4. Ensure Vendor Name appears on all Bid documents/forms.

Ensure the price extensions and totals have been checked. In case of discrepancy between unit prices and total prices, the unit price will govern the Bid evaluation.

Any errors, alteration, corrections or erasures to unit prices, total prices etc. Must be initialed by the person who signs the Bid proposal or his designee. Such change made and not initialed means automatic rejection of Bid.

**Late Bids are not accepted under any circumstances.**