

## Pre-qualification for Print Providers

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Pre-qualification for Print Providers

<b>Open</b>	1/21/2020 3:00 PM EST	Type	Purchasing- Pre-qualification
<b>Close</b>	2/19/2020 2:00 PM EST	Number	MF012120
		Currency	US Dollar
<b>Sealed Until</b>	2/19/2020 2:00 PM EST		

### Contacts

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### Commodity Codes

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*None Added*

## **Description**

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### **Intent to Bid Directions:**

Suppliers intending to respond must read and follow the proposal Submittal Instructions provided below.

### **Questions Due: January 29, 2020 @ 2:00 PM**

Answers to questions will be provided by **February 4, 2020**.

### **About UConn - General:**

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4302 acres, enrolling over 30,000 students for the academic year of 2016-2017. The total construction-related budget for fiscal year 2014 was \$2.1 billion dollars and on-going initiatives include UCONN 2000 & 21st Century UConn, Next Generation Connecticut, and Bioscience Connecticut. The main campus is located in Storrs, Connecticut and regional campuses located throughout Connecticut. Regional campuses include Avery Point in Groton, Stamford, Waterbury, and Hartford. Its academic health center, UConn Health, is located in Farmington, Connecticut. The UConn School of Law is located in West Hartford, Connecticut. Detailed University demographics are available via the following link:

[2019 Fact Sheet](#)

### **Scope of Work:**

The University of Connecticut is seeking to pre-qualify printing proposers for bidding purposes as required. Prospective Proposers will be evaluated according to criteria defined herein. Based on the evaluation, Proposers may qualify for listing on one or more lists that will be established, based on submissions in response to this notice.

### **Proposal Selection Evaluation Criteria:**

All proposals will be evaluated by a selection committee, using the specific evaluation criteria listed in the table below. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

### **Evaluation Criteria Descriptions and Weights:**

Each Proposer shall demonstrate, to the satisfaction of the University, that it possesses the financial, managerial and technical ability, and the integrity necessary to faithfully and efficiently perform the work for which it intends to bid, without conflict of interest. The University shall evaluate whether the Proposer is qualified based upon its experience with projects similar to those described in the Pre-qualification Print Categories section of the Qualifications Statement for Print Providers page and upon the above-stated and following objective criteria:

#### **A. Previous Experience outside of the University of Connecticut – 40 Points**

- The Proposer must demonstrate to the satisfaction of the University that it possesses the ability and capacity to successfully complete the projects through the satisfactory past performance of work of a similar size and scope as those identified in the Category Descriptions portion of the Proposer's response. The following criteria shall constitute evidence of such ability and capacity:

- Submission of six samples of work for each category, for which the Proposer seeks to become pre-qualified;
- A list of six references for whom the Proposer has successfully completed work similar to the work defined in each category for which the Proposer seeks to become pre-qualified. At minimum, the name, telephone number and e-mail address of the contact person referenced must be included.
- The Proposer shall demonstrate that it has maintained a satisfactory level of performance on such similar work continuously over a three year period preceding the date of the submission. If the Proposer is unable to do so, it must include in the Proposer response any and all information demonstrating its ability and capacity to perform the work.
- The Proposer shall be able to furnish references from clients indicating that it has satisfactorily and timely completed work similar to the projects as described in each category for which the Proposer is seeking pre-qualification. If delays occurred, evidence explaining and exonerating the Proposer shall also be provided. The Proposer shall be able to demonstrate expertise in the various types of work listed by example of successfully completed similar projects

#### **B. Managerial Ability – 20 Points**

- The Proposer shall have on its payroll, or must be able to prove that it customarily employs managerial, supervisory and account representation personnel of the type qualified to perform the work that may be called for on any project for which it intends to submit a bid.
- The Proposer shall demonstrate, through the information submitted in its response, that it possesses the managerial resources, capability and commitment necessary, and satisfactory to the University for the proper performance of the work for which it intends to bid.

#### **C. Technical Ability - 20 Points**

- The Proposer or its principals shall own or possess rented or leased equipment of the type customarily required by printers in the production of work similar to the size and scope of that defined herein, and that such equipment, if needed, is available for the job bid on. Evidence of such ownership or possession shall consist of the following: a. Submission, with the response, of a complete and comprehensive list of equipment operated on-site at the Proposer's facility(ies); b. Optional inspection of the Proposers' printing facility by University personnel.
- The Proposer or its principals shall have adequate physical facilities in which and from which the work can be performed.
- The Proposer shall demonstrate, through the information submitted in its response, that it possesses the technical capacity, resources, capability and commitment necessary, and satisfactory to the University for the proper performance of the work for which it intends to bid.

#### **D. Integrity – 20 Points**

- The Proposer shall have purchased materials over the three years from suppliers who customarily sell same in quantity to printers.
- The Proposer shall demonstrate that it has not been cited for three or more willful or serious violations of any OSHA, or of any standard, order or regulations promulgated pursuant to such act, during the three year period preceding any bid which may be submitted, which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupational Safety and Health Act and which were not abated within the time fixed by the citation, which citations have not been set aside following appeal to the appropriate agency or court having jurisdiction.
- The Proposer shall not have received one or more criminal convictions related to the injury or death of any employee in the three (3) year period preceding any bid which may be submitted.

- The Proposer or its principals shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable for any criminal offense or civil action involving embezzlement; forgery; bribery; falsification or destruction of records; receipt of stolen property; collusion, antitrust, conspiracy or other offenses arising out of the submission of bids or proposals on government projects or contracts.
- The Proposer shall demonstrate, through the information submitted in its response, that, by its past and present actions and conduct, and that of its principals and principal employees, it possesses the integrity necessary for and satisfactory to the University for the proper performance of the work for which it intends to bid.

### **Submittal Instructions:**

There are a number of sections within this bid that requires your attention.

1. Prerequisites- If there are any forms or questions within this section they are required fields.
2. Buyer Attachments- These will be attachments related to the bid.
3. Supplier Attachments- This section is available to suppliers to upload any necessary attachments.
4. Questions- This section is a point by point response to a number of content including Scope of Work, References, Terms and Conditions, Contract Requirements and Required Submittals.
5. Additional Item Field- Not Applicable
6. Items- If applicable please provide any required pricing information.\*

[\*If pricing is to be submitted in a separate document (outside of the Items page), the following should be requested:

Pricing: Proposals must show stated quantity, unit price, extended amount and grand total with packing and delivery cost to destination included.]

### **Point of Contact & Communication:**

Upon formal issuance of a Sourcing Event, the University and Proposer(s) will cease all informal communications relevant to the Sourcing Event. All communications and/or inquiries regarding this Sourcing Event must be directed to the contact person identified within. All questions must be submitted through this portal. Upon Sourcing Event status change with the selected Proposer(s), all other Proposers will be notified as to their Sourcing Event status, or when the University formally rejects all proposals and cancels the Sourcing Event process. Failure to adhere this provision may result in a Proposer being declared ineligible, proposal rejection, or Sourcing Event cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired.

Under no circumstances, may any proposer or its representative contact any employee or representative of the University regarding this Sourcing Event prior to the closing date. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in proposer being considered as non-compliant and ineligible for award.

### **Questions and Answers:**

Please submit all questions through this portal. All Questions and answers will be managed through this portal. Question and answers are incorporated into the Sourcing Event and may be incorporated along with the Sourcing Event into any resulting contract. Failure of a Proposer to not acknowledge the Questions and Answers shall not relieve the Proposer of any responsibility for complying with the terms thereof.

### **Campus Visitor Parking:**

At all Campuses parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:  
[UCONN Parking Services \(Main and Regional Campuses\)](#)

### **Supplier Diversity:**

The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience, as they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Additionally, the University encourages Connecticut-based businesses to participate within this public bid process.

To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center> or contact the DAS Supplier Diversity Division (Set-Aside Program) at (860) 713-5057. To learn about the University of Connecticut's Supplier Diversity Program (USDP), please visit <http://supplierdiversity.uconn.edu>, or contact the USDP by e-mail at [supplierdiversity@uconn.edu](mailto:supplierdiversity@uconn.edu) or by phone at (860) 486-2614.

### **Mandatory Submittals and Forms page:**

If you have any difficulty copying and pasting the links (located on the **Mandatory Submittals and Forms** page) into your browser please refer to the active hyperlinks below. The completed documents must be uploaded in the **Mandatory Submittals and Forms** section of the event.


Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928>


Bidder Contract Compliance Monitoring Report  
<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>

SEEC Form 10 Acknowledgement of Receipt  
[http://www.ct.gov/seec/lib/seec/forms/contractor\\_reporting\\_/seec\\_form\\_10\\_final.pdf](http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf)

Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: <http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/>

CT Economic Impact Form [http://www.biznet.ct.gov/SCP\\_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form (DAS-46).pdf)

 Required to View Event

 Required to Enter Bid

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## Prerequisites

There are no Prerequisites added to this event.

## **Buyer Attachments**

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There are no Buyer Attachments added to this event.

<b>Group 1.1:</b>	<b>Executive Summary</b>	
1.1.1	Provide a summary to include what is being proposed and the important points of the proposal and key benefits of being selected as the Contractor.	★
<b>Group 1.2:</b>	<b>Form of Proposal</b>	
1.2.1	Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.	★
1.2.2	Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.	★
1.2.3	Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.	★
1.2.4	Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services?	★
1.2.5	Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms.	★
1.2.6	Sales Representative Contact Information - please include name, telephone #, email address and attach resume.	★
1.2.7	Confidential Information: The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a bidder wishes to supply any information, which it believes is exempt from disclosure under the act, said bidder should summarize such information in a separate file, upload here and mark as Confidential. However, any such information is provided entirely at the bidder's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the bidder in connection with its proposal.	★
1.2.8	Freedom of Information: The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University.	★
1.2.9	Conflict of Interest: The bidder shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with the University of Connecticut Procurement Services Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists.	★
1.2.10	Ethics and Compliance Reporting/Whistleblower Protection: The Office of University Compliance is responsible for handling anonymous ethics and compliance reporting. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism. Any person who is aware of unethical practices, fraud, violation of state laws or regulations, or other concerns relating to University policies and procedures can report such matters anonymously using the information provided on their website at <a href="https://compliance.uconn.edu">https://compliance.uconn.edu</a>	★
1.2.11	Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when the University posts notification of intent to award; all communications in regards to this solicitation must be sent to the Procurement representative via email. Failure to adhere to this provision may result in a proposer being declared ineligible, proposal rejection, or solicitation cancellation.	★



- Unless specifically authorized in writing by the University's Communications Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of Contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University. ★
- 1.2.12
- The proposing vendor must certify that no elected or appointed official or employee or student of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this ITB, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut). The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this stature will be turned over the proper prosecuting attorney. See Code of Ethics in CT. ★
- 1.2.13

**Group 1.3: Standard Contract Terms and Conditions**

- The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award process. ★
- 1.3.1 Contract Status: The response to this solicitation will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, the University will issue an acceptance of the proposal offer. ★
- 1.3.2 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change. ★
- 1.3.3 Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University. ★
- 1.3.4 Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection. ★
- 1.3.5 Contract Commencement: The contract will commence upon execution and final approval by the Office of the Attorney General. The Project covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation. ★
- 1.3.6 Ownership of Subsequent Samples: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the University unless otherwise stated in the contract. ★
- 1.3.7 Samples: The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample. ★
- 1.3.8 Samples: Samples shall be furnished free of charge. Bidders must indicate if return of any sample is desired. The University shall comply with such request provided samples are returned at bidder's sole cost and expense, FOB Bidder's destination, and that they have not been made useless by testing. If they are useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries. ★
- 1.3.9 If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to ten (10) business days to correct the deficiency. If the vendor continues to be in default, Procurement will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor. ★
- 1.3.10 Unless otherwise noted, prices shall include delivery and transportation charges fully prepaid F.O.B. DESTINATION. No extra charges for packing or packages will be allowed. ★

**Group 1.4: State of Connecticut Terms and Conditions**

- 1.4.1 Please indicate that your firm agrees to all the State of Connecticut terms and conditions found at this website: <http://contracting.uconn.edu/terms-and-conditions>. If your firm disagrees to any, please choose disagree and provide explanation and/or alternate language in the next line. ★
- 1.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).

**Group  
1.5:**

**Terms and Conditions for Printing or Publications and Forms**

- Purchase Orders:  
Purchase orders will be issued for an amount which exceeds your quotation by up to twelve percent (12%). This is done to authorize author's alterations valued up to ten percent (10% of the original quote and up to an additional two percent (2%) for overruns). To comply with policy, invoices must be itemized to reflect 1) the job as quoted, 2) an itemized list of authorized author's alterations and costs associated with such alterations (not to exceed ten percent (10%) of the total quoted amount) and, 3) overruns (not to exceed two percent (2%) of quantity ordered). Invoice amounts in excess of that authorized on the face of this purchase order will not be honored without prior written permission from the University of Connecticut Purchasing Department.
- 1.5.1 ★
- 1.5.2 In the event that the scope of work is changed during the project, (i.e. special feature, insert, design application, etc.) the successful vendor(s) shall have the right to quote and perform additional work upon receipt of written authorization from the University Procurement Services Department. ★
- 1.5.3 Overruns on this job must not exceed 2%. ★
- 1.5.4 University Ownership: All files generated by the Contractor, that relate to this contract, including changes on press and final output/print run files, shall become the property of the University of Connecticut. Failure to return these materials may delay payment of Contractor's invoice or result in a penalty assessment which may be deducted from the Contractor's invoice. ★
- 1.5.5 Unauthorized Changes: General - No State employee or Contractor shall make any changes to the bid specifications of any printing contract or purchase order without prior approval from the University of Connecticut Procurement Services. Quantities - Likewise, no State employee or Contractor shall deviate from the quantities called for in the contract without similar approval. ★
- 1.5.6 Proofs: Final proofs of all forms as approved by a State employee shall apply only for correctness of copy. All other factors, including but not limited to, paper stock, composition, inks, carbons, color sequences, numbering, etc. shall be governed by the original document specifications and revisions made thereto which shall be supported by approval of designated management or the Procurement Agent. ★
- 1.5.7 Discrepancies: In the event of any discrepancies between the final proofs and the document specifications, the document specification shall govern. Contractors who note any discrepancies between the final proofs and said specifications shall notify the designer/department or procurement agent immediately for resolution of the discrepancy. Failure to notify the designer/department or procurement agent as prescribed above shall not relieve the Contractor from completing the job in accordance with the document specifications at no additional cost to the University. ★
- 1.5.8 Bidder's facility must have complete on-site capability for printing this job. The printing portion of any contract resulting from this bid may not be subcontracted. Additionally, bidders must identify in their bid, what portions of the work would be subcontracted and to whom. ★
- 1.5.9 Delivery: Delivery must be made as ordered and in accordance with the contract. If the Contractor is responsible for late delivery, the firm is subject to removal from the bidders' list for a time period to be determined by the Director of Procurement Services, University of Connecticut. The weight of delivered cartons will be determined in bid specifications. Minimal packaging required unless otherwise indicated. ★
- 1.5.10 Preference will be given to offers which guarantee delivery per the production schedule noted in the Description. Vendor will be responsible for assuring goods are delivered in first class condition and on time per stated parameters in the Description. ★
- 1.5.11 Warning: Any Contractor who fails to abide by any of the above Terms and Conditions does so at his/her own risk, and shall be subject to such penalties as may be deemed suitable by the Director of Procurement Services, University of Connecticut. Any personnel who acts in violation of these Terms and Conditions shall be subject to the penalties called for in Section 4a-65 of the Connecticut General Statutes: "Unlawful Purchases". ★
- 1.5.12 By mutual agreement of both parties, this contract may be extended as deemed necessary by the University. Said extension(s) will be exercised only upon satisfactory performance and by mutual consent of both parties to any contract resulting from this bid. Pricing changes are subject to approval of documentation requesting the changes. Documentation to be submitted will be determined by the University. Pricing is to remain firm for the term of the contract. Such intent to extend shall be conveyed to the vendor in writing thirty (30) days prior to the effective date. ★
- 1.5.13 Printer is to submit one (1) sample of each finished publication solicited under this agreement to: Michael Franklin, University of Connecticut, Procurement Services, 3 Discovery Drive, Unit 6076 Storrs, Connecticut 06269-6076 ★

**Group  
1.6:**

**Delivery Requirements**

- Delivery Requirements: The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, often times resulting in traffic congestion and making access to buildings and parking at the University difficult. To safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all bidders are reminded that the following rules and considerations will be required when making deliveries to any University of Connecticut campus:
- 1.6.1 Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. Pedestrians have the right of way at all times. ★
  - 1.6.2 All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus. ★
  - 1.6.3 It is required that deliveries to any dining facility loading dock be made utilizing a maximum sized 24', 6 wheel truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. No trailers are allowed. ★
  - 1.6.4 Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be tickets and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces. ★
  - 1.6.5 Queuing up on sidewalks or in traffic lanes to await load zone access is not permitted as this poses a safety hazard to pedestrians and other vehicular traffic. ★
  - 1.6.6 Drivers are required to shut off engines while making deliveries to loading zones. ★
  - 1.6.7 Pallets will be picked up a daily basis. ★

**Group 1.7:**

**Bidder Contract Compliance**

- 1.7.1 Has your firm or any part of your firm, any owner, or partial owner of your firm, or any person in any way associated with or employed by your firm ever: Had a conviction or entry of a plea of guilty or nolo contendere for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract? (Connecticut General Statute 31-57c) ★
- 1.7.2 Had a conviction or entry of a plea of guilty or nolo contendere under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor? (Connecticut General Statute 31-57c) ★
- 1.7.3 Had a conviction or entry of a plea of guilty or nolo contendere under state of federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals? (Connecticut General Statute 31-57c) ★
- 1.7.4 Been cited for noncompliance with contract provisions on a public project, of a character regarded by the awarding authority to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract? ★
- 1.7.5 On a public project or contract, been cited for any other cause the awarding authority determined to be so serious or compelling as to affect responsibility as a state contractor, including disqualification by another governmental entity, having caused financial loss to the state of having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts? ★
- 1.7.6 If applicable, upload a file identifying all litigation or arbitration proceedings including out of court settlements initiated by or against your within the past five (5) years including all pending cases. List the name of the project, project location and the court or arbitration number and location. Briefly describe the circumstances and disposition of each case. Specifically identify and provide details of each instance of claims or legal proceedings by or against a public or private Owner. Please note that generalized responses such as "litigation arising in the ordinary course private Owner. Please note that generalized responses such as "litigation arising in the ordinary course of doing business" are not acceptable.
- 1.7.7 If applicable, upload a file identifying any OSHA citations within the past five (5) years under present business name or any past business name. Have you been cited for three or more willful or serious violations of OSHA, or of any standard, order or regulations promulgated pursuant to such Act which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupational Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; and which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction? Additionally list any criminal convictions related to the injury or death of any employee. (Connecticut General Statute 31-57b)

- 1.7.8 Have you appeared on any list published by the Connecticut State Labor Department of persons or firms that have been found by the National Labor Relations Board and by a final decision rendered by a Federal Court to have been in violation of the National Labor Relations Act, 29 USC 151 et. seq. or to have been found in contempt of court by a final decision of a Federal Court for failure to correct a violation of the National Labor Relations Act on three or more occasions involving different violations? (Connecticut General Statute 31-57a) ★
- 1.7.9 If your answer to the above question is "yes", state the date of publication of such list by the Connecticut State Labor Department.
- 1.7.10 On a separate sheet, identify any cases within the previous 5 years in which you or any entity in which you have an interest, has appeared on a list published by the CT DOL of persons or firms who DOL has found you to have disregarded or violated your duties to employees under C.G.S. 31-57f and/or subcontractors on public works projects under C.G.S. 31-53 and 31-76c (i.e. payment of prevailing wages and overtime payments) or in which you have been barred from Federal government contracts in accord with the provisions of the Davis Beacon Act, 40 U.S.C. 276a-2. Describe in detail each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, if known, of any complaint giving rise to any DOL inquiry, the results of any such investigation, the penalty imposed or other action taken by the DOL, any remedial action which was taken and any other resolution of any such complaint or violation. (C.G.S. 31-53a)
- 1.7.11 On a separate sheet of paper, identify any instances in which any complaint has been made to, or any investigation or inquiry has been conducted by, the CT DOL regarding any alleged non-compliance by your or by any subcontractors on your previous projects, of any provision of Part III of Chapter 557 (CGS 31-52 through 31-57e, prevailing wage and other requirements) and Chapter 558 (CGS 31-58 through 31-761, minimum wage, overtime and other requirements) during the five calendar years immediately preceding this Proposal. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, if known, of any complaint giving rise to any DOL investigation, the results of any such investigation, the penalty imposed or other action taken by the DOL, any remedial action which was taken and any other resolution of any such complaint or violation.
- 1.7.12 If in the event that there were such instances as described in your responses, you are further required to provide with your proposal a written statement of the policy and procedures you would implement on this project in an effort to insure that you and your subcontractors would remain in compliance with the statutory requirements for wage rates and payment of wages as noted above. Please upload file, if applicable.
- 1.7.13 State whether you have ever been cited or penalized by any government agency for failure to comply with any affirmative action, non-discrimination, or other human rights requirements applicable to any work performed by you. If so, upload a file providing the date(s), details, disposition and docket number(s) for each such instance.
- 1.7.14 If applicable, upload a file identifying any criminal charges, indictments or civil enforcement actions currently pending against you or your principals involving any of the offenses or violations referred to above. Identify the offense(s), court docket number and status of proceeding(s).

**Group 2.1:**

**Affidavits and Certifications**

- 2.1.1 If you are unable to copy and paste the link below into your web browser please refer to the Description page for active hyperlinks.
- 2.1.2 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★

**Group 2.2:**

**Additional Required Forms and Acknowledgements**

- 2.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★
- 2.2.2 SEEC Form 10 Acknowledgement of Receipt [http://www.ct.gov/seec/lib/seec/forms/contractor\\_reporting\\_/seec\\_form\\_10\\_final.pdf](http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf) ★
- 2.2.3 Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: <http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/> ★
- 2.2.4 CT Economic Impact Form [http://www.biznet.ct.gov/SCP\\_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut_Economic_Impact_Form_(DAS-46).pdf) ★
- 2.2.5 Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★
- 2.2.6 State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★

**Group 3.1:**

**Qualifications Statement**

- 3.1.1 How many years has your organization been in business as a printer? ★
- 3.1.2 How many years has your organization been in business under its present name? ★
- 3.1.3 Under what other or former names has your organization operated? If applicable, provide dates. ★
- 3.1.4 What percentage of the print work is performed with your own staff? ★

- 3.1.5 If applicable, please list work normally subcontracted.
- 3.1.6 List labor organizations with which you have agreements. If Not Applicable, please indicate in the space provided. (Please note: a response of Not Applicable will not be reason for disqualification). ★
- 3.1.7 Over the past 5 years what percentage of contracted work has been obtained via competitively bidding on an open bid market or selective bidding/negotiating on the basis of invitation only? ★  
Please provide the percentages where applicable.
- 3.1.8 Within the past five years has your firm, or any part of your firm; any owner, or partial owner of your firm; or any person in any way associated with or employed by your firm, ever been barred, suspended, disqualified or otherwise precluded from bidding on contracts by any municipality or any agency of the State of Connecticut, other states, or the Federal Government? ★
- 3.1.9 If you responded Yes to the above question, include an explanation of any previous debarment and copies of any notice of reinstatement as a file upload.
- 3.1.10 State whether, within the last five years, you have been defaulted, terminated, or have had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against you and indicate the current status of any litigation involving those transactions. ★
- 3.1.11 Have you ever terminated work on a project prior to its completion for any reason? ★
- 3.1.12 State whether, within the last five years, you have been defaulted, terminated, or have had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against you and indicate the current status of any litigation involving those transactions. ★
- 3.1.13 If you responded Yes to the above question, please provide detail in the text box below. If you require additional space, please upload a file to the Supplier Attachments in this bid.
- 3.1.14 If you responded Yes to the above question, please provide detail in the text box below. If you require additional space, please upload a file to the Supplier Attachments in this bid.
- 3.1.15 State whether, within the last five years, you have been declared to be a non-responsible bidder on any government project, and identify the project and date of the findings. Please state if Not Applicable. ★
- 3.1.16 Please provide a list by type, make, model and year of all equipment customarily required by your firm in the performance of contract work. If you require additional space, please upload a file to the Supplier Attachments in this bid. ★
- 3.1.17 Has your firm, or any part of your firm, affiliate, subsidiary, parent or predecessor, any owner, partial owner or principal of your firm, or any officer or managerial or supervisory employees of your firm ever been involved in any bankruptcy proceedings? ★
- 3.1.18 Provide the court location, caption and docket number of any such bankruptcy proceedings as well as a statement explaining the circumstances resulting in the filing. Please note that the institution of bankruptcy proceedings, in and of itself, shall not be considered as grounds for a failure to pre-qualify.
- 3.1.19 Provide the name and telephone number of the person from your company who will be responsible for this account. Name, Title, Telephone Number, Email Address and Cell Number. ★
- 3.1.20 What frequency will the account representative be available to pick-up and deliver? ★
- 3.1.21 All vendor representatives must have an appointment. No drop-ins will be permitted. ★
- 3.1.22 Is your firm capable of providing sample dummies upon request at no charge? ★
- 3.1.23 How many years has this representative worked in the printing industry? ★
- 3.1.24 What technical support will your representative be capable of offering clients at the University? ★
- 3.1.25 List any other services available from your company. Attach additional sheet(s) if necessary in the Supplier Attachments section. ★
- 3.1.26 Do you have an 800 telephone number? If yes, provide the number:
- 3.1.27 Please provide a name and email address for the University's primary contact. ★
- 3.1.28 Do you have a home page social media presence on the Internet? If yes, provide the applicable links.
- 3.1.29 Do you have an FTP site? ★
- 3.1.30 Describe what constitutes a 'rush' order and how your company will accommodate requests for such orders from the University. Provide any applicable charges. ★
- 3.1.31 What is your standard turnaround for delivery of a laser proof from receipt of CD/DVD/flash drive/secure FTP transfer? ★
- 3.1.32 What is your standard turnaround for delivery of a digital proof from receipt of camera-ready materials? ★

- 3.1.33 Can you respond to bid requests within 24 hours? ★
- 3.1.34 How many miles from the Storrs campus is the bidder's printing facility located? Your subsidiaries? Provide all applicable information, including locations. ★
- 3.1.35 Do you have a system in place to ensure on-time service? In the event of equipment breakdown? Provide detailed information. Please upload a file to the Supplier Attachments section if needed. ★
- 3.1.36 Does your company operate more than one shift? Provide details on company hours, availability of technical support, etc. ★
- 3.1.37 Attach pre-press, press and bindery equipment lists. Include information on labeling and mailing services. ★
- 3.1.38 Are on-site digital printing services available from your company? Provide details. ★
- 3.1.39 What "green" initiatives are in place? ★
- 3.1.40 List current certifications i.e. FSC, PEFC, etc. and provide copies in the Supplier Attachment section. ★
- 3.1.41 Please provide any other "green" initiatives in progress.
- 3.1.42 Do you have mailing/fulfillment services? ★
- 3.1.43 Are you HIPPA certified for mailings? ★
- 3.1.44 If so, what USPS facilities does your regularly mail out of? ★
- 3.1.45 What other certifications do you have (Military, government classification, etc.). ★

**Group 3.2:**

**Pre-qualification Print Categories**

- To pre-qualify in a category, it is mandatory that the Bidders' Capabilities by Category section below be completed and that six samples of work similar to that described for each category, printed on-site at the bidder's facility accompany the response. Each must be clearly marked "Sample - Category \_\_\_\_". Failure to comply with these mandatory requirements will be sufficient reason to reject the response for non-compliance. All samples must be provided by the Open Date and Time specified in this solicitation and mailed to: University of CT, Attn: Mike Franklin, 3 Discovery Drive, Storrs, CT 06269-6076.
- 3.2.1 Category I - Publications in Category I may be four color digital printing (inkjet & xerography), one, two, three color offset lithography. Vendor's must have the capabilities to receive electronic publications via University Dropbox or vendor FTP site. Vendor must have capabilities to collate, fold, saddle stitch or perfect bind. Examples of publications for this category are short run digital work, newsletters, brochures, announcements, posters, carbonless forms, and stationery. Samples submitted by bidders for this category must show examples of halftones, screens, trapping, saddle stitching or perfect binding, and digital printing if available. ★
  - 3.2.2 Category II - Publications in Category II include all specifications from Category I. Category II jobs may be higher volume and/or require printing multiple issues or repeat orders. 4-color process printing is required, therefore bidder must have on-site capability to print 4 colors in one pass through press. Examples of publications for this category are newsletters, brochures, booklets, posters, carbonless forms and stationery. Samples submitted by bidders for this category must show 4-color process, halftones, screens, trapping, and saddle stich or perfect binding. ★
  - 3.2.3 Category III - Publications in Category III include all specifications from Categories I and II. Additionally, prepress work such as creating varnish files, image manipulation, retouching, color correcting with Ink specifications that may be for up to 6 colors in one pass through press including varnishes. Examples for this category are recruitment publications, course catalogs, complex program booklets including those which may require multiple crossovers, duo or tritone, foil stamping, embossing, special coatings, specialty folding or related finishing work. Ability to handle large personalized, multiple piece mailings. Vendor must be able to produce high-resolution proofs which show the exact page layout and indicated color specified as layout is originally produced. Samples submitted by bidders for this category must have been printed with a minimum of 6-colors including varnishes. ★
  - 3.2.4 Category IV - Publications in Category IV include all specifications from Categories I through III. This category also includes publications where quality in both printing and customer service is most valued. Examples for this category are art books, recruitment publications, complex program booklets including those which may require multiple crossovers, duo or tritone, foil stamping, embossing, special coatings, specialty folding or related finishing work. Ability to handle large personalized, multiple piece mailings. Vendor must be able to produce high-resolution proofs which show the exact page layout and indicated color specified as layout is originally produced. Samples submitted by bidders for this category must have been printed with a minimum of 6-colors including varnishes. ★

**Group 3.3:**

**Bidders' Capabilities by Category - Please check all categories that apply to each item**

- 3.3.1 Receive digital files via dropbox
- 3.3.2 FTP site available
- 3.3.3 Direct-to-plate capability
- 3.3.4 Capability to send electronic files (finished versions of publications)
- 3.3.5 Software: Mac or PC versions of full Adobe Suite (Illustrator, InDesign, Photoshop)
- 3.3.6 Software: PC versions Adobe (Illustrator, InDesign, Photoshop)
- 3.3.7 List others
- 3.3.8 Capability to provide In-house Design Services:
- 3.3.9 In-house Design Services: Ability to color correct
- 3.3.10 Capability to Produce up to 200 line screen
- 3.3.11 Capability to Produce over 200 line screen
- 3.3.12 Capability to produce duotones
- 3.3.13 Capability to produce tritones
- 3.3.14 Capability to produce quadratones
- 3.3.15 Capability to produce 4-color separations up to 200 lines
- 3.3.16 Capability to produce 4-color separations over 200 lines
- 3.3.17 Proofing systems - Showing 4/C process plus PMS color
- 3.3.18 Proofing systems - Blueline
- 3.3.19 Proofing systems - Color proofs on specified stock
- 3.3.20 Identify Other High Res Proofing Systems Available
- 3.3.21 Proofreading available
- 3.3.22 Printing Services - Capability to print 2 colors in one pass through press
- 3.3.23 Printing Services - Capability to print 4 colors in one pass through press
- 3.3.24 Printing Services - Capability to print 5 colors in one pass through press
- 3.3.25 Printing Services - Capability to print 6 colors in one pass through press
- 3.3.26 Printing Services - Perfecting Press
- 3.3.27 Printing Services - Capability to print 8 colors in one pass through press
- 3.3.28 Printing Services - Web Press
- 3.3.29 Printing Services - Large Format Press (up to 40-1/4" x 55-9/16")
- 3.3.30 Printing Services - Indigo Digital Press or comparable as proven with samples 6-color
- 3.3.31 Printing Services - Indigo Digital Press or comparable as proven with samples 7-color Multiple Select
- 3.3.32 Bindery Services - Collating Up to 4 stations
- 3.3.33 Bindery Services - Up to 9 stations
- 3.3.34 Quantify: \_\_\_\_\_ Stations for above
- 3.3.35 Bindery Services - Up to 30 stations
- 3.3.36 Quantify: \_\_\_\_\_ Stations for above
- 3.3.37 Bindery Services - Folding, able to do double right angle fold
- 3.3.38 Bindery Services - Folding, able to do double parallel folds
- 3.3.39 Bindery Services - Folding, able to do double gate folds
- 3.3.40 Bindery Services - Folding, able to do box score folds
- 3.3.41 Bindery Services - Folding, saddle stitching
- 3.3.42 Bindery Services - Folding, GBC binding
- 3.3.43 Bindery Services - Folding, Wire-O spiral binding
- 3.3.44 Bindery Services - Folding, Perfect binding
- 3.3.45 Bindery Services - Folding, Perfing/Scoring
- 3.3.46 Bindery Services - Folding, Offline Scoring
- 3.3.47 Bindery Services - Folding, Laminating
- 3.3.48 Bindery Services - Folding, Die Cutting
- 3.3.49 Bindery Services - Folding, Laser Cutting
- 3.3.50 Bindery Services - Folding, Re-moist gluing

- 3.3.51 Bindery Services - Folding, Engraving
- 3.3.52 Bindery Services - Embossing
- 3.3.53 Bindery Services - De-embossing
- 3.3.54 Mail services: Sort, Merge and Purge as follows: Utilize a USPS certified mailer's software (such as NCOA) to prepare records, provided on disk, for non-profit, automation rates as well as merge/purge and zip + 4 sortation.
- 3.3.55 Mail services: Provide list of bad addresses identified
- 3.3.56 Mail services: Ability to deliver final product to a National Distribution Center (NDC) or Sectional Center Facility (SCF).
- 3.3.57 Mail services: Personalize multiple mail pieces
- 3.3.58 Mail services: List output from disk
- 3.3.59 Mail services: Pressure sensitive label application
- 3.3.60 Mail services: Cheshire application
- 3.3.61 Mail services: Wafer seal
- 3.3.62 Mail services: Sort, bag, deliver to Post Office
- 3.3.63 Mail services: Ink Jet
- 3.3.64 Mail services: Pre-inspection of mailability

**Group 4.1:**

**Submissions**

- 4.1.1 The University expressly reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest. ★
- 4.1.2 The University expressly reserves the right to find any Proposer to be non-responsible with respect to a specific project, notwithstanding the fact that it may have previously been pre-qualified pursuant to the pre-qualification process. ★
- 4.1.3 The University expressly reserves the right to require financial surety. ★
- 4.1.4 The University expressly reserves the right to deviate from the pre-qualified bidders lists when it is deemed to be in the University's best interest. ★
- 4.1.5 The University expressly reserves the right to solicit, receive and/or utilize information from any persons or entities identified in the proposal as references, or from persons or entities having knowledge of the Proposer's experience, abilities, past performance, integrity, financial status or any other item referenced in the Pre-qualification Document. ★
- 4.1.6 The Proposer must completely, fully and fairly respond to all questions and requests for information contained in the Pre-qualification Document. The University reserves the right to request the Proposer to provide, or obtain from any source it deems appropriate, additional information deemed necessary for evaluation purposes. If the Proposer believes it is necessary or appropriate to explain the circumstances surrounding any response, it shall have the right to do so, even if the Pre-qualification Document does not specifically call for an explanation. Please provide any additional information in the Proposal Attachments. ★
- 4.1.7 Any failure by a Proposer to completely, fully or fairly respond to any of the questions in the Pre-qualification Document, or to otherwise provide any information or documentation requested by the University in the pre-qualification process, to the satisfaction of the University, shall constitute grounds for a refusal to pre-qualify the Proposer. ★
- 4.1.8 The making of any false, deceptive, fraudulent, or intentionally misleading or inaccurate statements or representations in the Pre-qualification Document shall constitute grounds for a refusal to pre-qualify the Proposer. ★

**Group 4.2:**

**Evaluation**

- 4.2.1 Proposers and their responses will be evaluated in conjunction with the objective criteria identified herein, on the basis of the information provided in the individual proposals, as well as any additional information obtained in follow-up to same from references, persons or other sources, identified in the proposal or otherwise, obtained by or known to the University. ★

**Group 4.3:**

**Notification**

- 4.3.1 All prospective Proposers who submit responses will be notified of their standings as soon as practical after determination. ★

**Group 4.4:**

**Reconsideration**



- 4.4.1 In the event that an Proposer is not found to be pre-qualified, it may, within ten (10) calendar days of the date of notice of the determination, request in writing (which must be received by the University within those ten (10) calendar days) that the University reconsider its proposal, and it may submit with such request any additional evidence bearing on its qualifications. However, if the tenth day falls on a weekend or Federal holiday, the Proposer may submit the request on the next business day. No request and supporting data received after that date shall be considered. The University shall again consider the matter and may either adhere to or modify its previous decision. The University shall give prompt notice to the Proposer of its decision. ★

**Group 4.5: Authorization**

- 4.5.1 The submission of a completed response by a Proposer shall constitute an express authorization by the Proposer for the University to obtain all information it deems pertinent with respect to the financial worth and assets and liabilities of the Proposer, as well as its experience, abilities, past performance, integrity, or any other item referenced in the Pre-qualification Document from banks or other financial institutions, sureties, dealers in materials, equipment or supplies, any person identified in the Proposer's response as references, or any other persons having business transactions with the Proposer, and shall expressly authorize all such financial institutions or other persons or entities to furnish any such information requested from them by the University. The Proposer, by submission of a completed response, also acknowledges that any information provided to or obtained by the University in the pre-qual process, whether related to financial matters as noted herein. ★

**Group 4.6: Pre-Qualified Bidders List**

- 4.6.1 Proposers who are pre-qualified to receive University Purchase Orders will be listed in the University's "Pre-Qualified Printing Proposers" lists. Bids from Proposers not on the lists will not be accepted for projects designated for pre-qualification. ★
- 4.6.2 Recognizing conditions change over the course of a year, each pre-qualified Proposer when participating in an actual bid shall be required to advise the University of any and all changes which have occurred since their acceptance as one of the selected pre-qualified firms. ★
- 4.6.3 The successful Proposers will be listed for an indefinite period on the University's register of pre-qualified printing Proposers, based on their satisfactory performance. ★
- 4.6.4 The University may, at its discretion, reopen the application process to Proposers who did not have the opportunity to participate in this pre-qualification. ★

**Product Line Items**

★ Product Line Items

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There are no Items added to this event.

**Service Line Items**

★ Service Line Items

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There are no Items added to this event.