Competitive Solicitation
Required Documents Checklist

NOTE: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO INCLUDE ALL
APPROPRIATE DOCUMENTS ALONG WITH THEIR RESPONSE. FAILURE TO SUBMIT ALL
REQUIRED DOCUMENTS WILL RESULT IN SOLICITATION RESPONSE BEING DEEMED
AS NON-RESPONSIVE.

LISTED BELOW ARE THE MOST COMMON AREAS OF MISTAKES MADE BY VENDORS.
PLEASE CHECK YOUR RESPONSE CLOSELY PRIOR TO SUBMITTAL BY UTILIZING THIS
SELF-CHECKLIST FORM.

Please check all that apply:

☐ Completed and signed applicable competitive solicitation form:
  • Invitation to Bid (Form PS001)

☐ Check FIU Purchasing Website for Addenda(um) at
  http://finance.fiu.edu/purchasing/ prior to submission of Response

☐ Sign and attach all Addenda(um), to your response, prior to
  submission of Response

☐ Cost/Price Sheet, if applicable

☐ Appendix I, if applicable

☐ Appendix II, if applicable

☐ Exhibit A, if applicable

☐ Exhibit B, if applicable

☐ Requested references

☐ Statement of insurance capability from your insurance carrier on their
  letterhead
INVITATION TO BID

TITLE: RE-BID OF PRINTING SERVICES FOR FIU STATIONARY

Purchasing Coordinator: CHANDRA NIX

VENDOR NAME: (Vendor also referred to as "Contractor" herein)

REASON FOR NOT SUBMITTING: CERTIFIED OR CASHIER'S CHECK IS ATTACHED, WHEN REQUIRED, IN THE AMOUNT OF $ N/A

POSTING OF TABULATIONS: Bid tabulations with recommended awards will be posted for review by interested parties at the Florida International University Bid Board and website: http://finance.fiu.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED) TITLE

GENERAL CONDITIONS

1. BID must contain a manual signature of authorized representative in the space provided above. Offer must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his Bid price must be initialed. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his Bid price must be initialed. The company name shall appear on each page of the Bid as required. Complete ordering instructions must be submitted with the Bid.

2. NO BID SUBMITTED: If not submitting a Bid, respond by returning only this Bid acknowledgement form, marking it "NO BID" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the Bid mailing list. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

3. Bid Opening: Shall be public, on the date and at the time specified on the Bid form. It is the proposer's responsibility to assure that his Bid is delivered at the proper time and place of the Bid opening. Bids that for any reason are not so delivered, will not be considered. Offers by telegram or telephone are not acceptable. A Bid may not be altered after opening of Bid unless done pursuant to Negotiations. NOTE: Bid tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope and payment of a predetermined fee. Bid files may be examined during normal working hours by appointment. Bid tabulations with recommended awards will be posted for review by interested parties at the Florida International University Bid Board and website: http://finance.fiu.edu/purchasing/ and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

4. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and include all prices rendered to the purchaser.

b) CASH DISCOUNTS: Cash discounts for prompt payment shall not be considered in determining the lowest net cost for Bid evaluation purposes.

c) MISTAKES: Proposers are expected to examine the conditions, scope of work, Bid prices, extensions and all instructions pertaining to the services involved. Failure to do so will be at proposer's risk. In case of mistake in extensions the unit price will govern.

(d) INVOICING AND PAYMENT: The contractor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods, less deductions if any, as provided. Invoices shall contain the contract number, purchase order number and the contractor's vendor number. An original and three (3) copies of the invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. PAYMENT: Payment shall be made in accordance with F.A.C. Rule 6C8-7.032 Prompt Payment, which states the Contractor's rights as a Vendor and the University's responsibilities concerning interest penalties and time limits for payment of invoices. Vendors providing goods and services to an agency should be aware of the following time frames: Upon receipt, the University has five (5) business days to inspect and approve the goods or services, unless Bid specifications, purchase order or contract specify otherwise. If a payment is not issued within 40 days of receipt of a proper invoice and receipt and inspection approval of the goods and services, the University will pay to the Vendor, in addition to the amount of the invoice, an interest penalty at the rate established pursuant to Section 53.03(1)(F), provided, the interest penalty is in excess of one dollar ($1.00). A Vendor Ombudsman has been established within the Office of Business and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment from the University. The Vendor Ombudsman may be contacted at (305) 348-2101.

e) ANNUAL APPROPRIATIONS: University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. Also attached are the Special Conditions and Supplemental Provisions.
5. INTERPRETATIONS/DISPUTES: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the Bid opening. Inquiries must reference the date of Bid opening and Bid number. No interpretation shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision. Any person who is adversely affected by a decision or intended decision concerning a procurement solicitation or contract award, who desires to protest such decision or intended decision shall file a protest in accordance with Chapter 28-110, Florida Administrative Code. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

6. NOTICE OF BID PROTEST BONDING REQUIREMENT: Any person who files an action protesting a decision or intended decision pertaining to contracts administered by Florida International University pursuant to Section 120.57(3)(b), F.S., shall, at the time of filing the formal written protest or within the 10-day period allowed for filing the formal written protest, a bond payable in an amount equal to 1 percent of Florida International University's estimate of the total volume of the contract or $5,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of Florida International University pertaining to agencies' requests for approval of exceptional purchases, the bond shall be in the amount equal to 1 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or $5,000, whichever is less. In lieu of a bond, Florida International University may, in either case, accept a cashier's check or money order in the amount of the bond. FAILURE TO FILE THE PROPER BOND AT THE REQUIRED TIME WILL RESULT IN A DENIAL OF THE PROTEST.

7. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, F.S. Proposers must disclose with their Bid the name of any officer, director, or agent who is also an employee of the State of Florida or any of its agencies. Further, all proposers must disclose the name of any State employee who owns, directly or indirectly, an interest of five (5%) or more in the proposer's firm or any of its branches.

8. AWARDS: As the best interest of the State may require, the right is reserved to reject any and all Bids or waive any minor irregularity or technicality in Bids received. Proposers are cautioned to make no assumptions unless their Bid has been evaluated as being responsive. All awards made as a result of this Bid shall conform to applicable Florida Statutes.

9. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship, or performance of the items offered on this Bid prior to their delivery. It shall be the responsibility of the successful proposer to notify Florida International University at once, indicating in his letter the specific regulations that require alteration. Florida International University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.

10. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering agency. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the ordering agency will:
   a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
   b) Report damage (visible and concealed) to the carrier and contract supplier, confirming such reports, in writing, within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
   c) Retain the item and its shipping container, including inner packing material, until inspections is performed by the carrier, and disposition given by the contract supplier.
   d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.

11. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to the amount shown on the Bid but not to exceed Category Two variables for commodities at the prices proposed in this invitation. If additional quantities are not acceptable, the Bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY".

12. SERVICES AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacement that will be provided during and subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

13. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before Bid opening time and date, and if not destroyed may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with proposer's name, manufacturer's brand name and number, Bid number and item reference. Request for return of samples shall be accompanied by instructions that include shipping authorization and method of handling of the carrier's Bill of Lading. If instructions are not received within this time, the commodities shall be disposed of by the State of Florida.

14. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by the Florida Department of Agriculture and Consumer Services, or by any other agency authorized by the State to test for compliance. Any non-conformance to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in Bid and/or purchase order may result in Proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in supplier's name being removed from Florida International University's vendor mailing list until such time as supplier reimburses the University for all procurement and cover costs.

15. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all Bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Bid response hereto and Florida International University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

16. ASSIGNMENT: Any Purchase Order issued pursuant to this request for Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

17. LIABILITY: On any contract resulting from this Bid, the proposer shall hold and save Florida International University, its officers, agents and employees harmless against claims by third parties resulting from the supplier's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

18. LIABILITIES: Florida International University reserves the right to inspect the proposer's facilities at any reasonable time with prior notice.

19. CANCELLATION: The State shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S. and made or received by the contractor in conjunction with the contract.

20. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in specifications are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s).

21. MEASUREMENTS: The manufacture's name and number. Proposer shall submit with his Bid, cuts sketches and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous Bid will not satisfy this provision. The proposer shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. The State of Florida reserves the right to determine acceptance or rejection of any equivalent proposed. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to propose an alternate brand will be received and considered in complete compliance with the specifications as listed on the Bid form. The Purchaser is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the State unless evidenced by a Change Notice issued and signed by the purchaser.

22. PATENTS AND ROYALTIES: The Proposer, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process or article manufactured or supplied by the Proposer. The Proposer has no liability when such claim is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by contractor or is based solely and exclusively upon Florida International University's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement and will afford the Proposer full opportunity to defend the action and control the defense. Further, if such a claim is made or is pending, the contractor may, at its option and expense procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the State of Florida reserves the option to return the article and receive a reimbursement for any cost and expenses, if any, as may be determined by a court of competent jurisdiction.) If the Proposer uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed understood whereof by Contractor shall be reimbursed for any and all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

23. PUBLIC RECORDS: Any material submitted in response to this request for Bid will become a public document pursuant to Section 119.07, F.S. This includes material that the proposer proposing may consider to be confidential or a trade secret. No claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.

NOTE: ANY AND ALL GENERAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO SHALL HAVE PRECEDENCE.
GENERAL CONDITIONS

1. CONTRACTUAL SERVICE PROVISIONS:
Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof. The State of Florida’s performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The terms under which the cost may change are as determined in the Competitive Solicitation. Renewals shall be contingent upon satisfactory performance evaluations by FIU and subject to the availability of funds.

2. EQUAL OPPORTUNITY STATEMENT:
The State University System believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to the non-discrimination because of race, disability, color, sex, age, national origin, or religion. To be considered for inclusion as a contractor, the bidder commits to the following:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, marital status, age and disability.

3. IDENTICAL TIE RESPONSE:
When multiple responses to a competitive solicitation that are equal in all respects are received, the University will give preference to responses that include commodities manufactured in the State, Florida businesses, business with a drug-free workplace program, or foreign manufacturers located in the state, to determine the contract award, or if those conditions exist or are equivalent between two or more responses, will use toss of coin to determine.

4. TRAVEL:
No travel expense may be paid to any individual in excess of the amount permitted by Section 112.061, Florida Statutes and then only when substantiated by receipts and submitted on the proper State form.

5. WORKERS’ COMPENSATION COVERAGE:
The Contractor shall take and maintain during the life of this agreement, Workers’ Compensation Insurance for all of his employees connected with the work of this Project. In the event any work related to this agreement is sublet or subcontracted, the Contractor shall require the subcontractor similarly to provide Workers’ Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by...
the Contractor. Such insurance shall comply fully with the Florida Workers’ Compensation law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Workers’ Compensation Statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance for the protection of such employees.

6. **INDEMNIFICATION:**
   The Contractor agrees to indemnify and hold harmless, assume liability for and defend, the State of Florida, the Florida Board of Governors, the Florida International University Board of Trustees and their officers, employees, and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of Contractor or Contractor’s officers, employees, agents, guests, patrons, licenses, invites or subcontractors in connection with related to their operations, activities, occupany or use of the premises.

7. **USE OF AGREEMENT BY OTHER GOVERNMENT AGENCIES:**
   At the option of the contractor, the use of the Agreement(s) resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, it agencies, political subdivisions, counties, and cities.

   Each governmental agency allowed by the contractor to use this Agreement shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for services ordered, received and accepted.

8. **COMPETITIVE SOLICITATION INTERPRETATION:**
   Interpretation of the wording of this solicitation document will be the responsibility of the University, and that interpretation will be final and binding. Any requests for interpretations shall be provided in writing by the University.

9. **AWARD OPTION:**
   Florida International University reserves the right to award the commodity specified or service detailed in this competitive solicitation either in its entirety or in any part thereof all to the advantage of the Florida International University.

10. **INSURABILITY:**
    Should this competitive solicitation, see attached specification documents, require the successful vendor to supply proof of insurance, vendor responding
to this solicitation must submit with their formal response a letter from the vendor’s insurance carrier stating that should the vendor be awarded this competitive solicitation the insurance carrier will be able to supply all insurance requirements as stated herein.

Should any vendor take exception to the stated insurance requirements, such will be grounds for disqualifying that vendor’s response to this competitive solicitation.

11. **GENERAL DUTY CLAUSE:**
   In accordance with the requirements of the Occupational Safety and Health Act of 1970 (OSH ACT), Florida International University seeks to furnish its students and employees with a place of work and study that is free from recognized hazards that are causing or are likely to cause death or serious physical harm, and one which complies with occupational health and safety standards promulgated under this Act. Therefore, the University requires that each contractor/vendor/supplier comply with the occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSH ACT, while on University premises.

12. **SMALL BUSINESS MINORITY ENTERPRISE (SBME) REPORTING:**
   It is the policy of Florida International University (consistent with state and federal law), to optimize opportunities for business contracting with small, minority and disadvantaged business enterprises in the areas of commodities, construction, contractual services, and architectural and engineering services. It is the intent of the program to reach out to the small, minority, and disadvantaged business community and to give responsive and responsible suppliers an opportunity to compete for University business.

   Vendors are encouraged to use the small, minority and disadvantaged business community and to have a business diversity program in place. Successful vendor may be required to provide a report to FIU listing the small, minority and disadvantaged businesses used during the course of the awarded competitive solicitation.

13. **GROUNDS FOR DISQUALIFICATION:**
   Failure to complete and return all required documents of the competitive solicitation will be grounds for disqualification of any vendors response.
14. **EVALUATION OR SELECTION COMMITTEE:**

Any person with a conflict of interest shall not be appointed to any procurement evaluation or selection committee, or shall be removed from the committee if the conflict arises after appointment to the committee. A conflict of interest is defined as any circumstance in which the personal interest of a committee member in a matter before him or her in his or her official capacity may prevent or appear to prevent him or her from making an unbiased decision with respect to the matter.

The Attestation of No Conflict form shall be signed by all individuals selected to the evaluation committee before the evaluation process begins. This document shall become part of the competitive solicitation document folder.
FLORIDA INTERNATIONAL UNIVERSITY

INVITATION TO BID NUMBER: ITB90-014

FOR

RE-BID OF PRINTING SERVICES FOR FIU STATIONARY
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0</strong> INTRODUCTION............................................................................................................... 1</td>
</tr>
<tr>
<td><strong>1.1</strong> Statement of Objective................................................................................................. 1</td>
</tr>
<tr>
<td><strong>1.2</strong> Contract Award ............................................................................................................... 3</td>
</tr>
<tr>
<td><strong>2.0</strong> GENERAL CONDITIONS .................................................................................................. 4</td>
</tr>
<tr>
<td><strong>2.1</strong> Authorized FIU Representative/Public Notices/FIU Discretion .................................. 4</td>
</tr>
<tr>
<td><strong>2.2</strong> Calendar of Events ......................................................................................................... 5</td>
</tr>
<tr>
<td><strong>2.3</strong> Vendor Communications and/or Inquiries .................................................................... 5</td>
</tr>
<tr>
<td><strong>2.4</strong> Vendors’ Conference and Site Visit ................................................................................ 6</td>
</tr>
<tr>
<td><strong>2.5</strong> Written Addenda ............................................................................................................ 6</td>
</tr>
<tr>
<td><strong>2.6</strong> Competitive Solicitation Response Due Date ............................................................... 6</td>
</tr>
<tr>
<td><strong>2.7</strong> Solicitation Response Opening Date ............................................................................... 7</td>
</tr>
<tr>
<td><strong>2.8</strong> Posting of Recommended Selection ............................................................................... 7</td>
</tr>
<tr>
<td><strong>2.9</strong> Solicitation Response Validity Period ............................................................................. 7</td>
</tr>
<tr>
<td><strong>2.10</strong> Disposition of Solicitation Responses ......................................................................... 7</td>
</tr>
<tr>
<td><strong>2.11</strong> Economy of Presentation ............................................................................................. 8</td>
</tr>
<tr>
<td><strong>2.12</strong> Restricted Discussions/Submissions .............................................................................. 8</td>
</tr>
<tr>
<td><strong>2.13</strong> Verbal Instructions Procedure ...................................................................................... 8</td>
</tr>
<tr>
<td><strong>2.14</strong> State Licensing Requirements ....................................................................................... 8</td>
</tr>
<tr>
<td><strong>2.15</strong> Parking .......................................................................................................................... 8</td>
</tr>
<tr>
<td><strong>2.16</strong> Definitions ..................................................................................................................... 9</td>
</tr>
<tr>
<td><strong>2.17</strong> Procurement Rules ....................................................................................................... 9</td>
</tr>
<tr>
<td><strong>2.18</strong> Liaison .......................................................................................................................... 10</td>
</tr>
<tr>
<td><strong>2.19</strong> Taxes ............................................................................................................................ 10</td>
</tr>
<tr>
<td><strong>2.20</strong> Insurance ...................................................................................................................... 10</td>
</tr>
<tr>
<td><strong>2.21</strong> Cancellation/Termination of Contract .......................................................................... 12</td>
</tr>
<tr>
<td><strong>3.0</strong> REQUIRED SOLICITATION RESPONSE FORMAT ................................................................. 12</td>
</tr>
<tr>
<td><strong>3.1</strong> Introduction .................................................................................................................... 12</td>
</tr>
<tr>
<td><strong>3.2</strong> Response Sections .......................................................................................................... 13</td>
</tr>
<tr>
<td>Exhibit I (Price Sheet) ............................................................................................................. 14</td>
</tr>
<tr>
<td>ATTACHMENT(S)</td>
</tr>
</tbody>
</table>

---

**TABLE OF CONTENTS**

1.0 INTRODUCTION............................................................................................................... 1

1.1 Statement of Objective................................................................................................. 1
1.2 Contract Award ............................................................................................................... 3

2.0 GENERAL CONDITIONS ................................................................................................. 4

2.1 Authorized FIU Representative/Public Notices/FIU Discretion .................................. 4
2.2 Calendar of Events ......................................................................................................... 5
2.3Vendor Communications and/or Inquiries .................................................................... 5
2.4 Vendors’ Conference and Site Visit ................................................................................ 6
2.5 Written Addenda ............................................................................................................ 6
2.6 Competitive Solicitation Response Due Date ............................................................... 6
2.7 Solicitation Response Opening Date ............................................................................... 7
2.8 Posting of Recommended Selection ............................................................................... 7
2.9 Solicitation Response Validity Period ............................................................................. 7
2.10 Disposition of Solicitation Responses ......................................................................... 7
2.11 Economy of Presentation ............................................................................................. 8
2.12 Restricted Discussions/Submissions .............................................................................. 8
2.13 Verbal Instructions Procedure ...................................................................................... 8
2.14 State Licensing Requirements ....................................................................................... 8
2.15 Parking .......................................................................................................................... 8
2.16 Definitions ..................................................................................................................... 9
2.17 Procurement Rules ....................................................................................................... 9
2.18 Liaison .......................................................................................................................... 10
2.19 Taxes ............................................................................................................................ 10
2.20 Insurance ...................................................................................................................... 10
2.21 Cancellation/Termination of Contract .......................................................................... 12

3.0 REQUIRED SOLICITATION RESPONSE FORMAT ................................................................. 12

3.1 Introduction .................................................................................................................... 12
3.2 Response Sections .......................................................................................................... 13

Exhibit I (Price Sheet) ..................................................................................................... 14

ATTACHMENT(S)
1.0 INTRODUCTION

1.1 Statement of Objective

This Invitation to Bid (ITB) is entered into by Publications a Division of External Relations at Florida International University to purchase production and delivery of FIU Stationary to include but not limited to letterhead, business cards, envelopes, notepads, folders and invitations with envelopes.

For all purposes herein, “Vendor(s)” shall mean all proposers who submit a timely solicitation response to this Competitive Solicitation. For additional definition, see Section 2.16, below.

1.1.1 DELIVERABLES SCOPE OF WORK

FIU will consider pricing in the context of the overall bids. Specifically, the University requests that the bids provide the following information to assist FIU in the selection and evaluation process. Vendors should organize their bids to separately respond to the following criteria:

1.1.1.1 ORDERING:

1.1.1.1.1 Vendor must set-up a custom-made website, so that individuals can type, proof instantaneously, and submit the order online. This custom-made website must include the following methods of payment: 1. FIU issued credit card (commodity card), which cannot be charged until goods are delivered, 2. FIU issued purchase order number, or 3. Foundation check. This site must be up and running one month after contract is executed.

1.1.1.2 QUALITY:

1.1.1.2.1 Per F.S.283.425 acceptance for printing; penalty for defective printing: No printing may be accepted as in compliance with the contract when the printing is not of the grade of workmanship which is usually employed by professional printers on printing of such class, or when the printing is not of the full quantity or acceptable quality for which it has been contracted. If immediate necessity and lack of time to procure printing elsewhere compel the use of defective printing furnished by a contractor, it shall be accepted without approval, and one-half of the contract price
thereon shall be deducted as liquidated damages for breach of contract. The agency which contracted for printing shall notify the contractor within a reasonable time after delivery of said printing as to acceptance or non-acceptance, and such reasonable time shall be specified in the contract. The contract shall also provide that a contractor has a reasonable time to correct any defects if delivery is made by a date specified in the contract, unless such a provision is not practicable because of time constraints.

1.1.1.2.2 All work performed throughout the duration of this contract shall be of excellent quality, mirroring the samples presented during evaluation. All work shall conform to all specifications outlined.

1.1.1.2.3 If a business card or letterhead, is delivered that does not follow the formatting originally provided by FIU’s Office of Publications, it is the vendor’s responsibility to reprint free of charge (at the vendor’s expense).

1.1.1.2.4 Vendor shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing and typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the vendor. The client department in this case will have to pay for the order and submit a new order.

1.1.1.2.5 Vendor cannot broker or subcontract any component of this bid with exception to binding services per F.S.283.33 and be considered a responsible vendor. Vendor’s print shop must have proper equipment and staff to handle the University’s volume.

1.1.1.2.6 Vendor is responsible for quality control of orders shipped to client. If, upon examination more than 10% of deliverable is deemed unacceptable, that order will be rejected and then redone at no cost to FIU.

1.1.1.2.7 The successful vendor agrees to furnish quarterly to the University a breakdown of total sales made under this contract by commodity in an Excel spreadsheet, including date, department, commodity, quantity, and price.

1.1.1.3 DELIVERY:
1.1.1.3.1 Vendor is responsible for delivering each order directly to the individual department(s). FIU has departments in North Miami, Miami Beach, Downtown Miami, West Miami and Broward County. Delivery must be made within 7 business days of time of order. Vendor’s ability to deliver quality printed materials in a timely manner is of the essence. If the Vendor is late in delivering goods
by two days the total cost of the job will be discounted by 10%. An invoice **must** accompany each delivery in order for payment. If deliverable goods are being purchased with FIU issued credit card the credit card cannot be charged until goods are delivered and invoice is received.

1.1.1.4 **ESTIMATED QUANTITIES:**
   1.1.1.4.1 The quantities listed are estimated usage. This estimate is given only as a guideline for preparing your bid and shall not be construed as actual quantities to be purchased. FIU cannot guarantee a specific volume.

1.1.1.5 **INVOICING:**
   1.1.1.5.1 Within the custom-made website for ordering the vendor must incorporate an entry for FIU issued credit card (commodity card) number and Purchase Order (PO) number. The Vendor must then supply client with an invoice along with deliverable goods and **NOT** charge the credit card until goods are delivered.

1.1.1.6 **PRICING:**
   1.1.1.6.1 Vendor must provide competitive pricing for each component of bid. **See Exhibit I Price Sheet.**

1.1.1.7 **SAMPLES OF SIMILAR WORK:**
   1.1.1.7.1 Vendor must provide samples of similar printed work; which includes scope of work completed for other large organizations, including quantities, date project began and date goods delivered.

1.1.1.8 **SAMPLES OF FIU BUSINESS CARD AND LETTERHEAD:**
   1.1.1.8.1 Vendor must provide samples of business cards and letterhead with FIU logo printed. Print on the three different papers listed in bid. The FIU logo can be downloaded at [logos.fiu.edu](http://logos.fiu.edu).

1.1.1.9 **REFERENCES:**
   1.1.1.9.1 A minimum four (4) references including contact name, company, phone number and letterhead explaining vendor’s reliability and customer service in similar projects citing a specific situation.

1.2 **Contract Award**

1.2.1 FIU intends to award a contract or contracts resulting from this competitive solicitation to the successful vendor(s) whose solicitation response represents the best value after evaluation in accordance with the criteria in this competitive solicitation.
1.2.2 FIU may reject any or all solicitation responses if such action is in FIU’s best interest.

1.2.3 FIU may waive informalities and minor irregularities in solicitation responses received.

1.2.4 FIU reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the Vendor specifies otherwise in the solicitation response.

1.2.5 A written notice of award will be sent to the successful vendor(s).

1.2.6 The contract will commence on the date of the cover agreement once fully executed and will continue for a period of one (1) year. Contract may be renewed for an additional two (2), one (1) year terms upon mutual agreement by parties involved.

2.0 GENERAL CONDITIONS

2.1. Authorized FIU Representative/Public Notices/FIU Discretion

Vendor’s response to this competitive solicitation and any communications and/or inquiries by Vendor during this competitive solicitation process must be submitted in writing to the individual and address stated below. Inquiries must be made via email only. FIU will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, “Calendar of Events.” To the extent FIU determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and mailed and/or transmitted by facsimile to all Vendors. FIU will not accept or consider any written or other communications and/or inquiries (except solicitation response) made between the date of this deadline and the posting of an award, if any, under this competitive solicitation.

Chandra Nix
FLORIDA INTERNATIONAL UNIVERSITY
PURCHASING SERVICES DEPARMENTS
CAMPUS SUPPORT COMPLEX – CSC 411
11200 SW 8th Street
MODESTO A. MAIDIQUE CAMPUS
MIAMI, FL 33199
Email address: nixc@fiu.edu
Telephone: (305) 348-2161
Fax: (305) 348-3600

In addition, any inquiries relating to the objective and the scope of services requested by this competitive solicitation must be emailed to Chandra Nix at nixc@fiu.edu.
Advance notice of pre-proposal meetings, if applicable, regarding this competitive solicitation, or of evaluation committee meetings will be in writing and posted in FIU’s Purchasing Services Department website, [http://finance.fiu.edu/purchasing](http://finance.fiu.edu/purchasing) (the “Website”). It is Vendor’s sole responsibility to check the Website periodically in order to verify whether any such meetings are scheduled to take place. FIU reserves the sole discretion over the conduct of such meetings and the extent, if any, that public attendees may participate in such meetings. FIU also reserves the right and sole discretion to REJECT any solicitation response at any time on grounds that include, without limitation, either that a response is nonresponsive to the competitive solicitation or is incomplete or irregular in any way, or that a solicitation response is not in FIU’s best interest.

2.2. Calendar of Events

Unless otherwise revised by a subsequent addendum to this competitive solicitation, the dates and times by which stated actions should be taken or completed are listed below. If FIU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this competitive solicitation and issue a Notice of Addendum on the Website. All times listed are eastern standard time (EST).

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/25/2010</td>
<td>Competitive Solicitation advertised and emailed</td>
</tr>
<tr>
<td>06/04/2010</td>
<td>Last Day to submit communications and/or inquiries via email to Chandra Nix at <a href="mailto:nixc@fiu.edu">nixc@fiu.edu</a> by 2:00 PM (EST).</td>
</tr>
<tr>
<td>06/10/2010</td>
<td>Responses to inquiries and Addenda, if any, posted on the Purchasing web-site</td>
</tr>
<tr>
<td>07/01/2010</td>
<td>Deadline for Response submission at 2:00 PM (EST) (“Solicitation Response Due Date”) and Competitive Solicitation Response Opening at 2:00 PM (EST). (Note: Any solicitation responses received after the Solicitation Response Due Date and Time shall be deemed non-responsive.)</td>
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</table>

2.3. Vendor Communications and/or Inquiries

2.3.1 FIU is not liable for interpretations/misinterpretations or other errors or omissions made by the Vendor in responding to this competitive solicitation. The Vendor shall examine this competitive solicitation document to determine if FIU’s conditions and requirements are clearly stated. If Vendor has any questions regarding this competitive solicitation, the Vendor may submit a written request for clarification. The Vendor must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Vendor. Requests for clarification to this competitive solicitation must be received by FIU on or before the Inquiry Deadline date. The Vendor’s failure to communicate, inquire, or request changes by the date described above shall be considered to constitute the Vendor’s acceptance of all of FIU’s conditions and requirements, and any concern or question raised after the Inquiry Deadline date shall not provide any basis for any negotiation of or change to any of the terms or conditions of this competitive solicitation.
Failure to accept said conditions and requirements is grounds for rejection of that solicitation response as non-responsive. FIU shall in its sole discretion determine what requested changes to this competitive solicitation are acceptable. FIU shall issue an Addendum reflecting the acceptable changes to this competitive solicitation, if any, which shall be sent to all known Vendors as specified in Section 2.1. It is Vendor’s sole responsibility to periodically check the Website to verify whether any such addendums were issued and to ensure Vendor obtains a copy of any such Addendum.

2.4. Vendors’ Conference and Site Visit

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2.5. Written Addenda

Written Addenda to this competitive solicitation along with an Addenda Acknowledgment Form will be mailed to all known Vendors. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Vendor, dated and returned with the solicitation response. It is Vendor’s sole responsibility to periodically check the Website to verify whether any such addendums were issued and to ensure Vendor obtains a copy of any such Addendum. Copies of addendums should be requested from the Purchasing Services Competitive Solicitation Unit. Downloaded copies are NOT official copies and will not be accepted. Submission of “Unofficial” documents will result in disqualification of solicitation response.

2.6. Competitive Solicitation Response Due Date

Vendor’s response to this competitive solicitation shall be prepared in accordance with Section 3.0., “Required Response Format”. Solicitation responses are due at the time and date specified in Section 2.2., “Calendar of Events” and must be received by FIU’s Authorized Representative on or before the Competitive Solicitation Response Due Date in FIU’s Purchasing Services Department, CAMPUS SUPPORT COMPLEX, CSC 411, Modesto A. Maidique Campus, 11200 SW 8th Street, MIAMI, FL 33199, no later than 2:00 p.m. on July 1, 2010 according to the time clock in FIU’s Purchasing Services Department. Solicitation responses or amendments to responses that arrive after the Competitive Solicitation Response Due Date will be considered as non-responsive and not accepted. Telephone, including facsimile and electronic mail, and telegraphic solicitation responses and/or amendments to responses will not be accepted at any time. At 2:00 p.m. on July 1, 2010, all timely solicitation responses will be opened for the sole purpose of recording the names of the Vendors submitting written responses.

If the Vendor elects to mail in their solicitation response package, the Vendor must allow sufficient time to ensure FIU’s proper receipt of the response package by the time specified above. Regardless of the form of delivery, it is the responsibility of the Vendor to ensure that the response package arrives at FIU’s Purchasing Services Department no later than 2:00 p.m. on July 1, 2010.
Solicitation responses will be accepted up to, and no responses may be withdrawn after, the Competitive Solicitation Response Due Date. Solicitation responses must be delivered in sealed envelopes clearly marked: ITB#90-014 RE-BID OF PRINTING SERVICES FOR FIU STATIONARY. The solicitation response must be submitted in one (1) original and three (3) copies. The copy containing the original signature must be marked “ORIGINAL.”

2.7. Solicitation Response Opening Date

Solicitation Responses will be opened in FIU’s Purchasing Services Department on the date and at the time shown in Section 2.2., “Calendar of Events.”

FIU is not obligated to make an award under or as a result of this competitive solicitation or to award such contract, if any, on the basis of lowest cost or highest commission proposed. FIU reserves the right to award such contract, if any, to the Vendor(s) submitting a solicitation response that FIU, in its sole discretion, determines is in FIU’s best interest.

2.8. Posting of Recommended Selection

2.8.1 The Intent to Award, if any, to a vendor(s) to this competitive solicitation will be posted for review by interested parties on the Purchasing Services Department’s website, and will remain posted for a period of seventy-two (72) rolling hours; excluding weekends, holidays, and University holidays.

2.8.2 Failure to file a protest in accordance with the Florida Board of Governors' BOG Regulation 18.002, or failure to post the bond or other security as required in BOG Regulation 18.002, shall constitute a waiver of protest proceedings.

2.8.3 In addition to all other conditions and requirements of this competitive solicitation, FIU shall not be obligated to pay for information obtained from or through the Vendor.

2.9. Solicitation Response Validity Period

Any submitted solicitation response, shall in its entirety, remain a valid solicitation response for 90 calendar days after the response submission date.

2.10. Disposition of Solicitation Responses

All solicitation responses become the property of Florida International University, and Florida International University shall have the right to use all ideas, and/or adaptations of those ideas, contained in any solicitation response received in response to this competitive solicitation. Any parts of the solicitation response or any other material(s) submitted to FIU with the response that are copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret”, will be exempted from the “open records disclosure requirements” of Chapter 119, Florida Statutes, but only to the extent
expressly authorized by Florida law. FIU’s selection or rejection of a solicitation response will not affect this exemption.

2.11. Economy of Presentation

Each solicitation response shall be prepared simply and economically, providing a straightforward, concise description of the Vendor’s capabilities to satisfy the conditions and requirements of this competitive solicitation. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each solicitation response must be on completeness and clarity of content. To expedite the evaluation of solicitation response, it is mandatory that vendors follow the format and instructions contained herein. FIU is not liable for any costs incurred by any vendor in responding to this competitive solicitation including, without limitation, costs for oral presentations requested by FIU, if any.

2.12. Restricted Discussions/Submissions

From the date of issuance of this Competitive Solicitation until FIU takes final agency action, the Vendor must not discuss the solicitation response or any part thereof with any employee, agent, or representative of FIU except as expressly requested by FIU in writing. Violation of this restriction will result in REJECTION of the Vendor’s solicitation response.

2.13. Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the vendor as a result of any discussions with any FIU employee. Only those communications that are in writing from the authorized FIU representative identified in Section 2.1 of this Competitive Solicitation shall be considered as a duly authorized expression on behalf of FIU. Only communications/inquiries from the vendor that are signed in writing and delivered on a timely basis, i.e., not later than Inquiry Deadline Date will be recognized by FIU as duly authorized expressions on behalf of the vendor.

2.14. State Licensing Requirements

To the extent applicable, all corporate entities or partnerships seeking to do business with FIU shall have all appropriate licenses to conduct business in the State of Florida and Miami-Dade County at or prior to award of the contract resulting from this competitive solicitation. A copy of the registration/application must be furnished to FIU as a condition of award. If this contract contemplates for the use of subcontractors, as a condition of award the Vendor recommended for award must certify that all of its subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, and such statement will include any subcontractors’ corporate charter numbers. For additional information, the Vendor shall contact the Florida Secretary of State’s Office at (904) 488-9000.

2.15. Parking
The successful Vendor, if any is selected by FIU, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this Competitive Solicitation shall have proper parking permits. All vehicles must be registered with FIU’s Parking Services Department, and Vendor must purchase parking permits. Vendor’s vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all FIU’s parking rules and regulations could result in tickets and/or towing at the expense of Vendor or Vendor’s employee. For additional parking information, contact FIU’s Department of Parking and Transportation at (305) 348-3615.

2.16. Definitions

**FIU’S Contract Administrator:** The University’s designated liaison with the Vendor. In this matter FIU’s Contract Administrator will be **Kenia Duranona, Manager of Competitive Solicitations and Contracts.**

**Vendor:** Anyone who submits a timely solicitation response to this Competitive Solicitation.

**Successful Vendor:** The firm or individual who is the recommended recipient of the award of a contract under this Competitive Solicitation.

**Contract:** The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this Competitive Solicitation and the Vendor’s solicitation response.

**Project Manager:** After contract award, a liaison from the user department will oversee the Vendor’s performance and report as needed to the contract administrator. The Project Manager is **Kristina Sanchez, Production Manager.**

2.17. Procurement Rules

2.17.1 FIU has established for purposes of this Competitive Solicitation that the words “shall”, “must”, or “will” are equivalent in this Competitive Solicitation and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by FIU. A deviation is material if, in FIU’s sole discretion, the deficient response is not in substantial accord with this Competitive Solicitation’s mandatory conditions requirements.

2.17.2 The words “should” or “may” are equivalent in this Competitive Solicitation and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a solicitation response, but may result in the response being considered as not in the best interest of FIU.

2.17.3 The Vendor must agree to abide by each mandatory condition and requirement included in this Competitive Solicitation.
2.17.4 The Vendor is solely responsible for the accuracy and completeness of its solicitation response. The Vendor's errors or omissions, if any, are solely at the risk of the Vendor and may be grounds for FIU's consideration of the solicitation response being non-responsive.

2.18. Liaison

FIU's liaison with the Successful Vendor, if any, shall be Kristina Sanchez, Production Manager.

2.19. Taxes

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Vendor shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this Competitive Solicitation.

2.20. Insurance

The Vendor shall provide and keep in full force and effect during the term of contract, at the vendor's own cost and expense, the following insurance policies for the joint benefit of the vendor and FIU, with an insurer reasonably acceptable to FIU:

Commercial General Liability
(a) Bodily Injury & Property Damage $1,000,000 Each Occurrence (minimum)
(b) Products / Completed Operations $1,000,000
(c) Advertising & Personal Injury $1,000,000
(d) Contractual Liability $1,000,000
(e) Medical Payments Optional

Professional Liability/Errors & Omissions $1,000,000 (Occurrence Form) (minimum)

Workers’ Compensation Statutory Limits

In order to satisfy this requirement, the Vendor must:

1. Include a statement in its Proposal affirmatively responding to this requirement; and
2. Include in its Proposal either:
   a. A Letter from its insurer demonstrating that the Vendor meets this requirement, or
   b. A commitment letter that Vendor will have such coverage as of the date the Contract commences.
The Vendor shall deliver to the FIU Purchasing Department, at 11200 SW 8th Street, Miami, Florida 33199, true and correct copies of certificates of such insurance within seven (7) days of the execution of this agreement.

The General Liability certificate shall indicate that the policy carries an endorsement (no more restrictive than CG 20 10) which names The Florida International University Board of Trustees, Florida International University, the State of Florida, The Florida Board of Governors, and their respective trustees, directors, officers, employees and agents, are additional insureds and/or loss payee as appropriate to the type policy. The vendor’s policy shall be primary and that any insurance carried by FIU shall be noncontributing with respect thereto.

Each policy shall provide for thirty (30) days prior written notice to FIU in the event of cancellation or reduction in coverage or amount. If the vendor fails to secure and maintain insurance policies complying with the provisions of this agreement, FIU may terminate this agreement.

In addition to the insurance required to be obtained and maintained by the Vendor, if the Vendor assigns any portion of the duties under this agreement in accordance with the terms, hereof, each subcontractor or assignee will purchase and maintain the same insurance coverage required hereunder.

The Vendor shall immediately notify FIU if the Vendor's Commercial General Liability insurance contains any restrictive endorsements other than those restrictive endorsements normally included on standard ISO Commercial General Liability occurrence or claims made forms.

The absence of a demand for any type of insurance certificates or policy or insurance condition, or for higher coverage limits shall not be construed as a waiver of the Vendor obligations to carry and maintain the appropriate types of insurances at limits that are appropriate to the liability exposure associated with this Agreement. FIU does not represent that coverage and the limits specified herein will necessarily be adequate to cover Vendors’ liability.

If the professional liability coverage is provided on a claims-made basis, then such insurance shall continue throughout the term of this Agreement and upon the termination of this Agreement, or the expiration or cancellation of the insurance, Vendor shall purchase, tail coverage for a period of three years after the termination of this Agreement or the expiration or cancellation of the claim-made coverage (said tail coverage shall be in amounts and type equivalent to the claims-made coverage).

Florida International University reserves the right to cancel any award made if successful vendor fails to supply and or maintain required coverage(s).

2.20.1 Indemnification
The successful Proposer awarded a contract ("Contractor" or "Vendor") agrees that Contractor shall be responsible for its performance under this Agreement. Contractor agrees to release, indemnify, defend and hold harmless Florida International University, the FIU Board of Trustees, the Florida Board of Governors, the State of Florida and their respective trustees, officers, employees and agents of and from any and all liability, fines, royalties, fees, taxes, suits, claims, demands and actions, costs, attorneys fees and expenses of any kind or nature whatsoever ("Losses") for any loss of life, personal, bodily or economic injury or damage or loss to property which may be sustained by reason of, based upon, or in any way arising under the Agreement or any other obligations of Contractor, its officers, agents, employees and contractors set forth in this Agreement, and from and against any orders, judgments or decrees which may be entered pursuant thereto. This obligation shall survive the termination of this Agreement.

The procuring of the insurance required under the Contract shall not relieve the Vendor of any obligation or liability assumed under this Contract, including specifically the indemnity obligations stated herein. The Vendor may carry at his own expense such additional insurance, as he may deem necessary. The University recommends that the Vendor obtains and maintains a policy of business interruption insurance to insure against losses that may be suffered through acts of nature, such as hurricanes and other perils. The Vendor shall assist and cooperate in every manner possible in connection with the adjustment of all claims arising out of Vendor’s operations within the scope provided for under the Contract, and shall cooperate in all litigated claims and demands, arising from said operations, which its insurance carrier or carriers are requested to respond.

Vendor shall do nothing that will adversely affect the University, in any way, including increasing risks, insurance premiums or liability.

2.21. Cancellation /Termination of Contract

Any Contract established as a result of this ITB may be terminated according to the following terms and conditions:

FIU may terminate this contract for Due Cause with thirty (30) days written notice to the Vendor via certified mail. Due Cause shall be defined as a Contract breach of material provision by the Vendor including but not limited to quality service and quality of product that remains substantially uncured after ten (10) days advanced written notice to the Vendor; such notice shall describe the breach of material provision in detail sufficient to permit Cure by the Vendor.

FIU may terminate this Contract at any time during the period of the Contract by giving sixty (60) days written notice of its intention to do so, to the Vendor via certified mail.

3.0 REQUIRED SOLICITATION RESPONSE FORMAT

3.1. Introduction

The Vendor shall not alter the Competitive Solicitation in any way and shall not reproduce
all or any part of the Competitive Solicitation in its solicitation response document. The contract, if any, resulting from this Competitive Solicitation shall attach the entire Competitive Solicitation and incorporate the Competitive Solicitation by reference.

To facilitate analysis of its solicitation response, the Vendor must prepare their response in accordance with the instructions outlined in this section. If Vendor’s response deviates from these instructions, such response may, in FIU’s sole discretion, be REJECTED.

FIU EMPHASIZES THAT THE VENDOR CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. The Vendor must use sections and tabs that are clearly identified and also must number and label all parts, pages, figures, and tables in its solicitation response. Additional tabs may be appended which contain any other pertinent matters that the Vendor wishes FIU to take into consideration in reviewing the solicitation response. Vendor’s response to this Competitive Solicitation must be sent to FIU’s Authorized Representative at the address listed in Section 2.1 above.

3.2. Response Sections

The Vendor shall organize their solicitation response following the outline in Section 1.1.1 of this ITB document.

The University requests that proposals provide this following information to assist FIU in the selection and evaluation process.

3.2.1 Exhibit I Price Sheet: Prices input into provided tables
3.2.2 Letters of reference with contact information
3.2.3 Similar samples
3.2.4 Samples with FIU logo and printed on each paper requested in bid.
3.2.5 a) Completed and signed ITB acknowledgement form,
   b) Completed and signed acknowledgement for any addenda if issued.
   c) Letter from insurance carrier specifying ability to meet the guidelines outlined in Section 2.20
Exhibit I  
Price Sheet

1. University Envelopes

Descriptions and Conditions:

The following bid is for the production of University envelopes for one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, standard envelopes will be in two colors. The University will also order one-color business Reply Format envelopes.

Vendor shall be responsible for typesetting the envelopes according to specifications provided. An Apple-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense. Envelopes shall be boxed 500 each per box.

Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.

1. Specifications for two-color envelopes – regular
   Size: #10
   Stock:

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<th>Stock</th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
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<tbody>
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<tr>
<td>b. Cougar White (10% recycled)</td>
<td></td>
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<tr>
<td>c. Sundance smooth finish bright white (30% recycled)</td>
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Ink: 2/0 PMS 282 and 125 (no bleeds; trapping)

2. Specifications for two-color envelopes - window
   Size: #10
   Stock:

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3. Specifications for Business Reply Envelope – regular
Size: #9
Stock:

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Ink: 1/0: black (no bleeds; trapping)

2. University Letterhead

Descriptions and Conditions:

The following bid is for the production of University letterhead for one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, letterhead will be in two colors.

Letterhead shall be packaged in shrink-wrapped lots of 500 sheets or in boxes of 500 sheets each, with the name of the department clearly marked on each package.

Vendor shall be responsible for typesetting the letterhead according to specifications provided. A Macintosh-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense.

Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.

1. Specifications for general letterhead
Size: 8.5" x 11"
Stock:

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</table>

Ink: 2/0, PMS 282 and 125 (no bleeds; trapping)
2. Specifications for letterhead with Seal
Size: 8.5" x 11"
Stock:

<table>
<thead>
<tr>
<th></th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ink: 2/0, PMS 282, 125, (no bleeds; trapping)

3. Specifications for Athletics letterhead
Size: 8.5" x 11"
Stock:

<table>
<thead>
<tr>
<th></th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ink: 2/0, PMS 282 and 125 (bleeds, solid, reverse, trapping)

3. University Note Pads

Descriptions and Conditions:

The following bid is for the production of University notepads one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, notepads will be two color.

Vendor shall be responsible for typesetting the notepads according to the specifications provided. A Macintosh-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense.

Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.
1. Specifications for two color-notepads
Size: 5.5" x 8.5" gummed pads with cardboard backing / 50 sheets per pad
Stock:

<table>
<thead>
<tr>
<th></th>
<th>25 pads</th>
<th>50 pads</th>
<th>100 pads</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled) 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ink: 2/0, PMS 282 and 125 (no bleeds; trapping)

2. Specifications for two color-notepads with custom printing
Size: 5.5" x 8.5" gummed pads with cardboard backing / 50 sheets per pad
Stock:

<table>
<thead>
<tr>
<th></th>
<th>25 pads</th>
<th>50 pads</th>
<th>100 pads</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled) 70 lb text</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ink: 2/0, PMS 282 and 125 (no bleeds; trapping)

4. University Business Cards

Descriptions and Conditions:

The following bid is for the production of University business cards one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, business cards will be two colors.

Vendor shall be responsible for typesetting the business cards according to specifications provided. A Macintosh-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense.

Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.
1. Specifications for general business cards
   Size: 3.5" x 2"
   Stock:
<table>
<thead>
<tr>
<th></th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   Ink: 2/0, PMS 282 and 125 + dull varnish (bleeds, solid, trapping)

2. Specifications for Athletics business cards
   Size: 3.5" x 2"
   Stock:
<table>
<thead>
<tr>
<th></th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   Ink: 2/0, PMS 282 and 125 + dull varnish (bleeds, solid, trapping)

5. Folders

   Descriptions and Conditions:
   The following bid is for the production of University folders one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, folders will be two colors.

   Vendor shall be responsible for typesetting the folders according to specifications provided. A Macintosh-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense.

   Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.

1. Specifications for two color folders
   Size flat: 19” x 16” size folded: 9” x 11.5”
   Stock:
<table>
<thead>
<tr>
<th></th>
<th>50</th>
<th>100</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White 100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30% recycled) 100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ink: 2/0, PMS 282 and 117 (no bleeds, no trapping)

Binding: Double-scored spine (.25”); two (2) folded and glues 4.5" (interior bottom) horizontal die-cut pockets with tapered edges in center fold and die-cut for business cards on one pocket.

2. Specifications for two color folders –with custom printing on front OR back cover
   Size flat: 19” x 16” size folded: 9” x 11.5”
   Stock:

<table>
<thead>
<tr>
<th>Stock Description</th>
<th>50</th>
<th>100</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>recycled) 100 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ink: 2/0, PMS 282 and 117 (no bleeds, no trapping)

Binding: Double-scored spine (.25”); two (2) folded and glues 4.5" (interior bottom) horizontal die-cut pockets with tapered edges in center fold and die-cut for business cards on one pocket.

6. Invitations and Envelopes

Descriptions and Conditions:

The following bid is for the production of University invitations and envelopes one year with option to renew, commencing approximately 4/20/2010 and ending 4/19/2011. As specified below, invitations will be two colors.

Vendor shall be responsible for typesetting the invitations and envelopes according to specifications provided. A Macintosh-based template will be provided. All printed material shall be delivered to each individual department at Vendor’s expense.

Turnaround time will be based on a 7 working day schedule once the Vendor has received the order. Printer shall be responsible for typesetting from the information provided. Vendor will be held accountable for proofing typesetting from client’s submission. Any errors will be corrected and reprinted at the Vendor’s expense. Errors originating from the client’s submission and printed incorrectly shall not be the responsibility of the printer. The client department in this case will have to submit a new order.
1. Specifications for two color invitation and envelope
   Size flat: invite: 7” x 10” size folded: invite: 7” x 5” envelope: A7 (5.25” x 7.25”)
   Stock:

<table>
<thead>
<tr>
<th>Invitation</th>
<th>50</th>
<th>100</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>recycled) 80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Ink for invitations: 2/0, PMS 282 and 125 no bleeds; trapping envelope: 2/0 no bleeds; trapping
   Binding: Scored (deliver flat)

2. Specifications for two color invitation with custom printing and envelope
   Size flat: invite: 7” x 10” size folded: invite: 7” x 5” envelope: A7 (5.25” x 7.25”)
   Stock:

<table>
<thead>
<tr>
<th>Invitation</th>
<th>50</th>
<th>100</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classic Crest Recycled (100%) Bright White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cougar White (10% recycled) 80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sundance smooth finish bright white (30%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>recycled) 80 lb cover</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Ink for invitations: 2/0, PMS 282 and 125 no bleeds; trapping
   Binding: Scored (deliver flat)