

**WASHINGTON COUNTY COMMUNITY COLLEGE
 ONE COLLEGE DRIVE
 CALAIS ME 04619
 PHONE: (207) 454-1000, FAX: (207) 454-1026**

I. GENERAL INFORMATION:

Washington County Community College (hereinafter "WCCC") is requesting bids for printing and mailing of postcards and marketing materials. The successful bidder will supply the needs specified for the next three (3) years

PRODUCT SPECIFICATIONS/BID SUBMISSION FORM

- (1) Printing post cards of various sizes (4x6, 5x7, 6x9, 5.5 x 8.5, 3.5x8.5) including full color, grayscale with bleeds. Post card orders range from 250 to 1,000 pieces.
- (2) Non-profit postal rate for each postcard;
- (3) Printer provides pdf proof showing postcard setup and addresses for WCCC approval.

		Cost Per Post Card	
		Matte	Gloss
4x6	Full Color with Bleeds		
5x7	Full Color with Bleeds		
6x9	Full Color with Bleeds		
5.5x8.5	Full Color with Bleeds		
3.5x8.5	Full Color with Bleeds		
4x6	Grayscale with Bleeds		
5x7	Grayscale with Bleeds		
6x9	Grayscale with Bleeds		
5.5x8.5	Grayscale with Bleeds		
3.5x8.5	Grayscale with Bleeds		

Printing, mailing and setup must be included in prices provided above. The award will be awarded based on the best price per post card. WCCC reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

Date: _____

Bid Submitted By: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____

E-Mail: _____

Delivery Possible in _____ Days from receipt of order

II. SUBMISSION REQUIREMENTS:

- A. Bid Opening:** Bids will be opened at WCCC, One College Drive, Calais, ME 04619.

Closing Date/Time: Feb 19, 2020 9 a.m.

- B. Identification of Bid Envelope:** The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2014

Attention: A. Macdonald, Business Manager

OR BIDS MAY BE FAXED TO: (207)454-1026, Attn: A. Macdonald. Faxed bids must be completely received by deadline specified above. (NOTICE: Our fax machine is consistently busy. Any vendor using this means for sending bids is solely responsible for the complete and timely receipt of all pages. If our fax machine is busy or out of service at the time you are trying to send in your bid and the bid is late, it will not be considered.)

III. METHOD OF AWARD:

- A.** WCCC reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC. In making an award, intangible factors such as the firm's past performance, integrity, reputation, and ability to meet the requirements of the bid specifications are taken into consideration. In the case of tie bids, that bid which has been received first, will be awarded the bid. Every effort will be made to award bids within 48 hours of bid opening.

IV. VARIATIONS/ALTERNATIVE SPECIFICATIONS:

- A. Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. **Bidders are required to provide details and specifications sheets for any product submitted as "equal" or "alternative."**

V. BID PROPOSAL AMOUNT

- A. The bid proposal amount shall be the net price per unit, composition charges including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

**REQUEST FOR QUOTATION
QUOTATION # WC2014**

FEBRUARY 4, 2020

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.