

RFP 20240620
PRINTING AND MAILING ISU POSTCARDS FALL 2024
ATTACHMENT 2 - SPECIFICATIONS

1. The University is requesting proposals for this order. This proposal should include printing and mailing costs for 1.8 million postcards to teachers in the USA. (Do not include postage.)
2. Address lists rentals must include K-12 teachers' home addresses. Please include a spreadsheet that lists the maximum quantity of educator home addresses in all 50 states, broken down by state (List should be over 95% accurate). Idaho State will then choose which states the 1.8 million postcards will be mailed to from the spreadsheet provided. Idaho State University reserves the right to review and edit the address list that is rented.
3. Delivery time is extremely important.
 - Deliver to the USPS.
 - Must be delivered in lots no larger than 300,000 postcards.
 - Must be delivered at most 2 days per week, with three days in between each mailing, to ensure the USPS is not overburdened with our mailing.
 - The delivery schedule will be during the first three weeks of September.
4. Idaho State University reserves the right to reject any and all proposals and to waive all irregularities.
5. All printing must be clear and legible. No swelling, illegible printing, blemishes or missing addresses will be accepted. If this is not achieved, the University reserves the right to reject the printed materials. We also require certain quality assurance measurements throughout the entire process which may include, but not be limited to ISU visiting the print site. The University may also request photos of printed materials, sorted in trays and delivered to USPS. The vendor that is offered a contract will be contacted with further details.
6. All originals, negatives, PDF files, InDesign files or mechanicals remain the property of the University, and shall be returned upon completion of printing.
7. Proposals are due by **July 31, 2024** **4:00 PM MST**.

Specifications:	Address list rental, printing, spraying addresses, and mailing for all the K-12 teachers in the selected states. Cost sheet is provided (Attachment 3).
RFP Issue Date:	June 20, 2024
Page Size:	5x7 finished size, postcard
Paper stock-cover/body Ink cover/body	100lb cover weight, gloss 4/4 color, full bleed
Copy	Printer will receive art via internet. Idaho State University will provide the art file.
Bindery:	N/A
Quantity:	Quantity varies. On the cost sheet, please include the number of addresses on

	the list you provide.
Other:	<ol style="list-style-type: none"> 1. Printer must be available for problem resolution during regular ISU business hours to resolve issues. 2. Printer must be compatible with Canva and PDF formats. 3. All printing must be clear and legible, no swelling, illegible printing or blemishes will be accepted. 4. This quote is for a turnkey printing and mailing job that includes an address list rental. Vendor will sort all pieces, calculate mailing costs using the ISU Non-profit postage permit #42, and deliver to an agreed upon USPS location. The printing will be reviewed by ISU employees for quality assurance before the mailing. The proposals must include address rentals, printing of postcards, address spraying and any additional fees. <i>Postage</i> costs should not be included in quote, and will be prepaid separately. 5. No part of the printing may be outsourced to a third party vendor.
Purchase Order Date:	Purchase Order will be issued approximately August 15, 2024.
Preview Date:	Electronic copy will be sent to printer by August 1, 2024. The printer is to determine the exact date. Vendor will have electronic proof to ISU on or before _____. (Vendor to fill in date.) ISU will return corrections electronically to vendor on _____ (Vendor to fill in date.)
Deliver Date:	Postcards to be printed and received <i>by teachers by mailing</i> via USPS. Deliver to post office during the beginning of September. No more than 300,000 may be delivered to a USPS location at a time.
Deliver to :	All 1.8 million K-12 educators' home addresses.
Bill to:	Email invoice to: shelburget@isu.edu
Comments:	Contacts: Shelbi Burget (shelburget@isu.edu)

The following questions must be answered and a signature provided with your quote.

Are you able to meet this delivery schedule and meet all the requirements in the specifications (Attachment 1)? Yes _____ No _____

Unless otherwise allowed by the University in the Request For Proposal, the Contractor shall not, without approval from the University, enter into any subcontract relating to the performance of this Contract. Approval by the University for a Contractor to subcontract, or acceptance of or payment for subcontracted work by the University, shall not in any way relieve the Contractor of responsibility for the professional and technical accuracy and adequacy of the work. The Contractor shall be responsible for all work performed under this contract, shall be the sole point of contact for the agency and shall be and remain liable for all damages to the State caused by negligent performance or non-performance of work under the Contract by the Contractor's subcontractor.

Will any portion of this project be subcontracted? Y _____ N _____

If a subcontractor is to be utilized please identify by subcontractor name and function.

Executive Order 2006-40 requires contracts for service performed in the State of Idaho are with businesses that employ individuals who are eligible under Federal and State law to work in the United States. By submitting this quote, vendor warrants that any contract resulting from this solicitation is subject to Executive Order 2006-40 (http://gov/mediacenter/xeorders/eo06/eo_2006-40.htm); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.