



January 14, 2019

REQUEST FOR QUOTATION – ENVELOPES

INTRODUCTION:

Texas A&M AgriLife Extension Warehouse is seeking bids for the printing of No. 10, 24# White Wove Envelopes and 9x12, 28# Brown Kraft Booklet Envelopes. Bidders shall offer a total price response for each line item in this bid. Please read the terms and conditions carefully. If you would like additional information concerning our purchasing procedures, please contact:

Jonie Bulich, C.P.M.
Buyer I
Phone: 979-845-0839
Email: jonie.bulich@aq.tamu.edu

IMPORTANT DATES:

Responses must be submitted ***utilizing the attached form*** and received, no later than **Thursday, January 17, 2019, 3:00 p.m. Central Standard Time.** *If a supplier wants to also submit a quotation utilizing the suppliers' letterhead or format that is acceptable as long as the attached quotation form is filled out and submitted at the same time.*

BID OPENING INFORMATION:

Bids will be opened at the date and time specified. Bidders and/or their representative may attend the bid opening if desired. The bid opening will be held at 578 John Kimbrough Blvd., Room #415, College Station, Texas 77843. Paid visitor parking is located in the first row of Lot 97. After the bids have been evaluated, the vendor receiving a bid award from this solicitation will be issued a purchase order.

TERMS AND CONDITIONS:

By submitting a bid, the bidder agrees to comply with all Agency terms and conditions. These supersede any other terms and conditions issued by the bidder.

GOVERNING LAW:

Any contract resulting from this bid solicitation shall be construed and governed by the laws of the State of Texas.

SHIPPING TERMS:

F.O.B. Destination (Supplier maintains ownership of items(s) during shipment until delivered and accepted at Agency purchase order designated location).

DELIVERY:

If applicable, any bid submitted should include estimated delivery time for the item(s) being offered.

QUESTIONS DEADLINE:

Any/all **questions** should be addressed in writing to Jonie Bulich via email at jonie.bulich@aq.tamu.edu. All questions must be received on or before **Wednesday, January 16, 2019, at 3:00 p.m., Central Standard Time**. When deemed appropriate by the Agency, questions may be answered via e-mail.

SPECIFICATIONS:

See Attachment entitled "**Printing Specification**".

AWARD BASED ON BEST VALUE:

Texas A&M AgriLife Research reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered most advantageous and award the bid based on best value criteria. In determining what is the best value to the Agency, the Agency shall consider any or all of the following:

- Purchase price
- The reputation of the vendor and the vendor's goods or services.
- The quality of the vendor's goods or services.
- The extent to which the goods or services meet the agency's needs.
- The vendor's past relationship with the Agency.
- The total long-term cost to the Agency in acquiring the vendor's good or services.
- The delivery time.
- Any other relevant factor that a private business entity might consider in selecting a vendor.

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL:

By executing any resulting agreement, the bidder certifies it does not and will not, during the performance of any resulting contract, boycott Israel. The bidder acknowledges any resulting agreement may be terminated if this certification is inaccurate.

CERTIFICATION REGARDING BUSINESS WITH CERTAIN COUNTRIES AND ORGANIZATIONS:

Pursuant to Subchapter F, Chapter 2252, Texas Government Code, the bidder certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. The bidder acknowledges any resulting agreement may be terminated if this certification is inaccurate.

CONFLICT OF INTEREST:

By executing any resulting agreement, the bidder and each person signing on behalf of the bidder certifies, and in the case of a sole proprietorship, partnership or corporation,

each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of the Texas A&M System or the A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by the A&M System, has direct or indirect financial interest in the award of any resulting agreement, or in the services to which any resulting agreement relates, or in any of the profits, real or potential, thereof.

PUBLIC INFORMATION:

The bidder acknowledges that the Agency is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to any resulting agreement, as well as any other disclosure of information required by applicable Texas law.

- Upon the Agency's written request, the bidder will provide specified public information exchanged or created under any resulting agreement that is not otherwise excepted from disclosure under Chapter 552, Texas Government Code, to the Agency in a non-proprietary format acceptable to the Agency. As used in this provision, "public information" has the meaning assigned in Section 552.002, Texas Government Code, but only includes information to which the Agency has a right of access.
- The bidder acknowledges that the Agency is required to post a copy of any resulting fully executed agreement on its internet website in compliance with Section 2261.253(a)(1), Texas Government Code.

Jonie Bulich

Jonie Bulich, C.P.M.

Buyer I

Texas A&M AgriLife Purchasing

2147 TAMU

College Station, TX 77843-2147

Office Phone: (979) 845-0839

Fax: (979) 845-1945


Jonie.bulich@ag.tamu.edu

Physical Address:

AgriLife Administrative Services Bldg.

578 John Kimbrough Blvd., Rm 415

College Station, TX 77843

Administrative Services		
2147-TAMU		
College Station, TX 77843-2147		
Tel. 979-845-0839 Fax. 979-458-1217 agrilifeas.tamu.edu		
Jonie Bulich, C.P.M., Buyer I		
jonie.bulich@ag.tamu.edu		
Texas A&M AgriLife Purchasing		
		January 14, 2019
Quotation submitted to be addressed to:	Texas A&M AGRILIFE Extension Warehouse	
<i>This form must be completed/submitted in order for quotation pricing to be considered.</i>		

SPECIFICATIONS & REQUEST FOR QUOTATION

Description:	9"x12" Brown Kraft Booklet Envelope with Texas A&M AgriLife Extension Logo	Bid Quotation Form
Art:	Print Ready File Provided by Agency	Yes or No Please circle or highlight
Proof:	PDF Proof	Yes or No Please circle or highlight
Stock:	28# Booklet Envelope - Brown Kraft	Specify weight. _____
Size:	9" x 12"	Yes or No Please circle or highlight
Printing:	Black/0	Yes or No Please circle or highlight
Bindery:	Box	Yes or No Please circle or highlight
Box Specifics:	Specify how many envelopes are in a box.	Quantity in box. _____
Quantity:	90,000 each	Printing Cost including delivery: \$ _____
Description:	#10 White envelopes with color Texas A&M AgriLife Extension Logo	
Art:	Print Ready file provided by Agency	Yes or No Please circle or highlight
Proof:	PDF Proof	Yes or No Please circle or highlight
Stock:	#10 - 24# White Woven Envelope	Specify weight. _____
Size:	4 1/8" x 9 1/2"	Yes or No Please circle or highlight
Printing:	Aggie Maroon + PMS-Gray/0	Yes or No Please circle or highlight
Bindery:	Box	Yes or No Please circle or highlight
Box Specifics:	Specify how many envelopes are in a box.	Quantity in box. _____
Quantity:	250,000 each	Printing Cost including delivery: \$ _____

Envelopes to be delivered complete to: Texas A&M AGRILIFE Extension Warehouse, 2870 North Harvey Mitchell Pkwy, Suite 700, Bryan, TX 77807

Projected Delivery Date (WEEKS AFTER RECEIPT OF PURCHASE ORDER)	
Must be shipped prepaid with freight charges included in the bid.	
F.O.B. Destination: Supplier maintains ownership of shipment until delivery is accepted at Texas A&M Extension Bookstore address as listed above.	

PAYMENT TERMS: Net 30 days upon receipt and acceptance of item(s) or receipt of correct invoice, whichever is later.

