



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

Duplo 646 Slitter/Cutter/Creaser
RFB # 28-17

Issue Date: August 17, 2016

Response Deadline Date/Time: August 30, 2016, EOD

Response Submission Information:

Submitted electronically to Gregg@maine.edu
Email Subject Line: University of Maine System – RFB # 28-17

Response Contact Information:

Strategic Sourcing Manager (SSM): Gregg N. Allen, C.P.M.
Email: Gregg@maine.edu Phone: (207) 780-5097

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SECTION 1

1.0 General Information

1.1 Purpose

The University of Maine is seeking bids to purchase a Duplo 646 Slitter/Cutter/Creaser or acceptable equivalent as defined in this document. This document provides instructions for submitting bids, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

SPECIFICATIONS:

Feed Capacity	100mm/3.9"
In-Feed Paper Size	Width: 210-370mm (8.26" x 14.56") Length: 210-670mm (8.26" x 26.37")
Finished Size (WxL)	48mm x 50mm/1.89" x 1.97"
Paper Weight	110-350gsm/80 lb. text—130 lb. cover
Speed	30 ppm 22 ppm when using CCD scanner
Slits	6 standard slitter tools (2 margin slitters, 4 center slitters)
Cuts	Up to 25 cuts per sheet
Creases	Up to 20 creases per sheet

OPTIONS REQUIRED:

- Rotary tool module
- Cross perforating module
- Slitting module
- PC arm and PC touchscreen
- EFI Impose software for automated cutting using crop marks
- Set up and training

1.2 Definition of Parties

The University of Maine System will hereinafter be referred to as the "University." Respondents to the RFB shall be referred to as "Respondent(s)" or "respondent(s)". The Respondent to whom the Contract is awarded shall be referred to as the "Contractor."

1.3 Bid Pricing

Refer to **Appendix B** for specific bid instructions/requirements.

1.4 Evaluation Criteria

Award will be made to the low respondent provided that all other requirements are satisfactorily met, including preferred delivery timeline and receipt of bid as outlined in **Appendix B**.

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

1.5 Bid Submission

A SIGNED copy of this bid document must be submitted to the Office of Strategic Procurement as follows:

1. Completion of **Appendix A**. **Appendix A** must be SIGNED as part of the submission.
2. Completion of **Appendix B**. **Appendix B** must be SIGNED as part of the submission.
3. Bid submission will be submitted electronically to the Email provided in the Contact section of the cover page of this document.
4. Electronic submission must be received by the required Response Deadline/Time reflected on the cover page of this document.
5. Respondent may attached company bid to their submission as supporting information. Respondent is still required to complete **Appendix C**.

SECTION 2

2.0 Bid Terms

2.1 Payment Terms

Payment shall be made upon submittal of an electronic invoice to the University by the Contractor on a net 30 basis unless discount terms are offered. In the event there is a discrepancy with the invoice, payment terms shall be effective starting on the date the discrepancy is resolved, for only that portion of the invoice that is disputed. Invoices must include a purchase order number.

2.2 Pricing:

All prices quoted shall remain firm for the entire term of the agreement.

2.3 Invoices

Unless otherwise specified in an attachment hereto, invoices and questions regarding invoices will be directed to:

University of Maine System
Accounts Payable
PO Box 533
Bangor, ME 04402

Phone: [207-581-2692](tel:207-581-2692)
Fax: [207-581-2698](tel:207-581-2698)
Email: UMAP@maine.edu

2.4 Contact – Post Award

Unless otherwise specified in an attachment hereto, the awarded respondent will Email any notice to the person(s) listed below. This person will serve as receipt of the delivery of the product..

Contact Name: Mark Boyorak, University of Maine Associate Director of Printing & Mailing Services
Email: mark.boyorak@maine.edu
Telephone: (207) 581-3772

2.5 Product / Service Delivery

The following detail the product / service delivery requirements to the awarded respondent. As part of the submission of the bid the awarded respondent is committing to these requirements.

Delivery: Preferred 20 business days (or less) from the bid award.

Other: Vendor is required to deliver all license/maintenance keys and documentation necessary to support the usage and record of the University of Maine System acquisition within the delivery date/time specified above.

2.6 Order of Precedence

In the event of any conflicts among the bid documents the following order of precedence shall apply:

- A. This Request for Bid (RFB).
- B. Appendix A – University of Maine System Bid Vendor Page
- C. Appendix B – Debarment, Performance and Non-Collusion Certification
- D. Appendix C - Pricing
- E. Respondent Attachments, as required.

Appendix A – University of Maine System Bid Vendor Page

RFB # 28-17
Duplo 646 Slitter/Cutter/Creaser

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Quote – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Bid, bid or other offer to do business with the University your entity understands and agrees that:
 - a. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University 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;
 - b. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
 - c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
 - d. 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 UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

Continued - Appendix A – University of Maine System Response Cover
Page

To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.

Date: _____

Name and Title (Printed)

Authorized Signature

Appendix B – Debarment, Performance and Non-Collusion Certification

University of Maine System
DEBARMENT, PERFORMANCE and NON-COLLUSION
CERTIFICATION
RFB # 28-17
Duplo 646 Slitter/Cutter/Creaser

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Failure to provide this certification may result in the disqualification of the Respondent's proposal, at the University's discretion.

Date: _____

Name and Title (Printed)

Authorized Signature

Appendix C – Pricing

Respondents are required to submit all costs associated with the stated product.

New Duplo 646 Slitter/Cutter/Creaser: _____
(Note: Please attach detailed specifications with quote)

Warranty: _____

Net Purchase Price (Furnish and Install)
FOB Destination, University of Maine (Orono) \$ _____
See Purchase Order for additional Ts & Cs

Delivery Date ARO: _____
**NOTE: This may be a factor
in the award decision.**