



# Clackamas Community College

## REQUEST FOR BID (RFB)

RFB NUMBER AND TITLE: RFB1718-01, Schedule of Classes

PLACE OF OPENING: CLACKAMAS COMMUNITY COLLEGE  
BUSINESS OFFICE – BARLOW 205  
19600 MOLALLA AVENUE  
OREGON CITY, OR 97045

DATE AND TIME OF OPENING: May 24, 2018 at 2:00 PM

TO BE OPENED BY: ELIZABETH COLE  
PURCHASING AGENT  
503-594-3086

NAME OF BIDDER: \_\_\_\_\_

**NO FAXED OR ELECTRONIC BIDS WILL BE ACCEPTED**

CLACKAMAS COMMUNITY COLLEGE  
PURCHASING DEPARTMENT  
19600 MOLALLA AVE.  
OREGON CITY, OR 97045  
503-594-3086  
FAX 503-722-5879

## **1. BIDDING INSTRUCTIONS**

### **1.1 INSTRUCTIONS TO BIDDERS**

Clackamas Community College follows the Oregon public contracting code, ORS 279 and related regulations, as modified by the College's local contract review board. Certain purchases go through a prescribed bid/quote/proposal process. (For the purposes of this document, "bid", "quote" and "proposal" may be used interchangeably.)

As a bidder, you are expected to submit bids that are accurate, complete, and contain all terms and conditions which you feel are necessary. If, after submitting your bid, you find changes are necessary, you may change or withdraw your bid any time up to the time of the bid opening. However, after the opening, the bid may not be changed or altered in any way. If accepted, your bid/quote/proposal is considered a binding contract that you, as the bidder, will be expected to honor. No bidder may withdraw his/her bid after the time set for the opening, or before award of the contract, unless said award is delayed for a period exceeding 60 days. If for any reason you do not perform, the College can be expected to take whatever action it feels appropriate, including but not limited to removal of your name from future bid lists.

**All bids must be sealed in an opaque envelope and addressed as follows:**  
**Clackamas Community College**  
**Attention: Purchasing**  
**19600 Molalla Avenue**  
**Oregon City, OR 97045**

In addition, the name and address of the bidder, and the bid number and title as it appears on the cover page of these specifications must appear on the outside of said envelope (i.e. 1718-01 Schedule of Classes)

All bids must be received at the Purchasing Department of Clackamas Community College, Barlow Hall – Business Office, no later than the date and time of opening specified in this document. It is entirely the responsibility of the bidder to ensure that their bid is received at the above location prior to the time of opening. Bids which are received after the time of opening will not be considered and will be returned to the proposer, unopened.

Submit only one bid for consideration. Multiple bids will be deemed non-responsive.

*Facsimile transmissions or electronic submissions will not be accepted.*

### **1.2 Signature Sheet**

The signature sheet of these specifications must be signed with ink as follows:

1.2.1 In the case of an individual bidder, by such individual.

- 1.2.2 In the case of a partnership, the name of the partnership must appear on the signature sheet, and it shall be set forth under the signature of such officer the name of the office he/she holds or the capacity in which he/she acts for the partnership.
- 1.2.3 In the case of a corporation, the corporation name must appear on such bid; and it shall be signed by the president or other officer who is authorized to submit bids for the corporation. There shall be set forth under the signature of such officer the name of the office he/she holds or the capacity in which he/she acts for the corporation.

**1.3 Schedule of Events**

Advertisement for Bids	May 7, 2018
Last Date for Questions	May 14, 2018
Responses to Questions	May 16, 2018
Bids Due	May 24, 2018
Anticipated Notification Date	May 30, 2018
Award Date	June 27, 2018

**1.4 Submittal Acceptance**

Submittals will be judged on the completeness and quality of content as described in this Request for Bids. Only those submittals that contain complete information as required by these specifications will be considered for evaluation.

**1.5 Federal, State, and Local Statutes and Regulations**

All materials and/or equipment delivered to the College shall conform to applicable requirements of federal, state, and local statutes and regulations. This includes, but is not limited to, OSHA and fire regulations.

**1.6 Equal Employment Compliance Requirements**

By submitting this bid, the bidder certifies compliance with the applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning affirmative action toward equal employment opportunities. All information and reports required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws shall be supplied to the College upon request, for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

**1.7 Resident Bidder**

The signature sheet must contain a statement as to whether the bidder is a resident bidder as defined in ORS 279A.120, "Resident Bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder" pursuant to this subsection". It is understood that, in the selection of equipment and supplies listed herein, preference will be given articles manufactured or produced within the State of Oregon, price and quality being equal, and time required for delivery being satisfactory to the college.

**1.8 Prohibited Interests**

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any architectural, engineering, inspection, construction, or material supply contract, or any subcontract in connection with the furnishing of items or service for the College, shall become directly or indirectly interested personally in this contract or any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the College who is authorized in such capacity and on behalf of the College to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction or in any part thereof, items, contract, subcontract, insurance contract, or any other contract pertaining thereto, shall become directly or indirectly interested personally in this contract or any part thereof. This is not intended to prohibit bidding by College employees who are in no way involved in the decision-making process concerning this bid.

**1.9 Responsibility of the Bidder**

All ordered supplies are the responsibility of the bidder until accepted by the College. Shipped items, which are damaged or lost enroute, must be replaced by the bidder within thirty (30) days. The bidder is responsible for prosecuting all damage claims with freight companies. Payment for damaged goods will be withheld until the damaged items are replaced.

Bidders are considered to be held responsible for procurement and delivery of items upon which they successfully bid. In the event that one of their suppliers does not ship as specified and agreed to in the bid, and in the Purchase Order as accepted, then the bidder will assume the responsibility for procuring a suitable alternate source who will make delivery of those items not provided by the original supplier.

The foregoing does not apply in the event delivery is directly affected by strikes, natural disaster, an act of God, or other circumstances beyond the control of the bidder, and approved in writing by the College.

**1.10 All or None Bids**

This request for bid may contain groupings of items for which a bid is required for each and every item within these groupings, but for which award will be made on an "all items or none" basis. No bids for the provision of single items within these groups will be considered unless otherwise stated. The unit prices required will apply if the quantity of an individual item is increased or decreased as provided for in the general specifications.

Bidders may clearly label other groups of items of their choice for which they may choose to bid on an "all or none" basis. However, in such case the College reserves the right to award these items individually to various vendors or to accept the "all or none" bid-whichever is determined to be in the best interests of the College.

**1.11 Product Identification**

Brand name and model number must be indicated for each item bid. The catalog numbers submitted must be only those numbers which are in the bidder's standard catalog for the current year.

The use of the name of a manufacturer, or any specific brand or make, in describing any item in this bid does not restrict bidders to that manufacturer or specific article unless so stated. A brand name may be used simply to indicate the quality and utility of the article desired. The goods on which proposals are submitted must, in all cases, be equal in quality and utility to those referred to. The College reserves the right to make final judgment regarding quality and utility of items proposed.

**1.12 Purchase Orders, Delivery and Invoice Specifications**

Purchase orders will be issued to the successful bidders and will include bid specifications by reference, items awarded, price bid, and delivery date. Any qualification made by the bidder to any bid specifications will also be included.

The purchase order number must be included on all packages, invoices, and shipping notices. A packing list is required with each delivery. Cartons are to be labeled clearly with the purchase order number, delivery address, and the "Attention" information from the purchase order, and delivered to the Shipping and Receiving area, Lewelling Building, on the Oregon City campus unless otherwise indicated.

Payment will be made after satisfactory delivery and acceptance of the merchandise by the College, upon presentation of invoices by the vendor. Invoices must be submitted and addressed to the Accounts Payable Office at the College address. Payment will ordinarily be made within thirty (30) days after delivery and acceptance of goods, or receipt of invoice, whichever is later.

**1.13 Interpretation of Specifications**

No officer or employee of Clackamas Community College has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications. Any clarification that may be required must be obtained from the Purchasing Office.

## **1.14 Requirements Contracts**

1.14.1 Requirements contracts only shall be valid for one year from the date of issuance of the purchase order (or letter of notice to proceed) inaugurating the contract, unless otherwise indicated in the appropriate purchase order.

1.14.2 Requirements contracts may be renewed for two additional one-year periods provided that the Bidder's performance is acceptable and that pricing changes proposed by the Contractor for renewal periods are within the accepted norms and are acceptable to the College. Initial pricing benchmarks are required; proposed price increases shall be gauged against the benchmarks and other pertinent criteria such as increasing the Consumer Price Index.

## **1.15 Reservations**

The Board of Directors of Clackamas Community College herein expressly reserves the following rights:

- 1.15.1 To award a contract for any one of the items described under the general specifications, or upon any number or all of the items described therein.
- 1.15.2 To increase or decrease quantity by fifteen percent (15%) of any item, with the understanding that bid price per unit will apply on the revised quantity.
- 1.15.3 To purchase additional items, as awarded, throughout the fiscal year (July 1 through June 30), with price subject to increase or decrease in the same proportion as changes in the manufacture's price list, discount schedule, or other basis change in manufacturing price structure. The written request for price change shall be accompanied by the manufacture's price list or other positive means of substantiation. All manufacture's price decreases must be offered for use on the effective date.
- 1.15.4 To require a signed statement from the bidder that the materials or services proposed do fully meet all of the specifications published in this document.
- 1.15.5 In the event that two or more bids shall be for the same amount for the same item, to award the contract for such item by drawing lots between such bidders or divide the quantity of such items equally between all such bids.
- 1.15.6 In the event only one bid is received, to return the bid unopened, at the discretion of the Purchasing Agent.
- 1.15.7 To reject any and all bids as permitted by Oregon Statute or Administrative Rule or Community College Rules of Procurement.
- 1.15.8 To waive minor irregularities when, in the opinion of the Purchasing Agent, it is in the best interests of the College to do so, and when doing so in no way creates an unfair situation for other bidders.

**1.16 Protest of Bid**

Protest of bid specifications or contract terms shall be presented to the College in writing five (5) calendar days prior to bid opening. Such protest or request for change shall include the reason for the protest or request, and any proposed changes to specifications or terms. No protest against award because of the content, of bid specifications or contract terms shall be considered after the deadline established for submitting such protest.

**1.17 Protest of Award**

Any actual bidder who is adversely affected by the College's notice of award of the contract to another bidder or proposer on the same solicitation shall have seventy two (72) hours from the notice of award to submit to the College a written protest of the notice of award. In order to be adversely affected or aggrieved, bidder or proposer must be next in line for award.

**1.18 Final Award**

The written notice of award of the bid shall constitute a final decision of the College to award the contract if no written protest of the notice of award is filed with the College within the designated time.

**1.19 Other Government Agency Participation**

The bidder submitting this proposal agrees to extend identical prices and services under the same terms and conditions to all regional public agencies. Quantities stated in this proposal reflect Clackamas Community College only. Each participating agency will execute its own contract with the lowest responsible/responsive bidder for its requirements. Any bidder, by written notification included with their bid, may decline to extend the prices and terms of this proposal to any, and/or all public agencies.

**2. GENERAL SPECIFICATIONS**

2.1 See Exhibit A "Printer's Bid Specifications"



**SIGNATURE SHEET**

The undersigned hereby proposes to furnish, within the time specified, the several items and/or services hereinbefore listed, to be delivered in accordance with the foregoing specifications hereto attached.

**SIGNATURE FOR INDIVIDUAL** (signed by individual)

Address _____	X _____
	(signature)
City/State _____	_____
	(Typed or Printed Name)
Zip _____	Tel _____ FAX _____

**SIGNATURE FOR PARTNERSHIP** (signature of one partner required)

Name of Partners: (please print)	Name of Partnership:
_____	_____
_____	Address _____
_____	City/State/Zip _____
_____	Tel _____ FAX _____
	X _____
	(signature)

**SIGNATURE FOR CORPORATION** (as indicated)

Address _____	_____
	(Corporate Name)
City/State/Zip _____	X _____
Tel _____ FAX _____	(Signature of Officer or Agent)

\_\_\_\_\_  
(Typed or Printed NAME and TITLE of Officer or Agent)

**Are you a resident as defined in ORS 279.029?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
“ ‘ Resident bidder’ means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission off the bid, has a business address in this state and has stated in the bid whether the bidder is a resident bidder pursuant to this subsection.

RECEIPT ACKNOWLEDGED OF ADDENDA: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

# Printer's Bid Specifications

## 2018-2019 class schedule

Direct questions or requests for further information to Lenda Black, Creative Services.  
Voice: 503-594-6769 Email: lendab@clackamas.edu

### Format

- 8 3/8" x 10 3/4" book (finished). All pages bleed.
- Stitched along 10 3/4" side.

### Paper

#### 2018 Fall, 2019 Winter, 2019 Spring, 2019 Summer

50 lb. book stock, matte finish, 92 bright, first four and last four pages.  
28-30 lb. recycled newsprint\* for the balance of the pages.

#### 2019 Fall Preview

28-30 lb. recycled newsprint\* for all pages.

### Ink

#### 2018 Fall, 2019 Winter, 2019 Spring, 2019 Summer

4/4, first four and last four pages, 50 lb. book; newsprint pages print black only.

#### 2019 Fall Preview

Print all pages black only.

### Pages

*Number of pages may vary. Printer shall confirm number of pages with CCC Creative Services prior to each printing.*

#### 2018 Fall, 2019 Winter, 2019 Spring

136 pages

#### 2019 Summer

96 pages

#### 2019 Fall Preview

88 pages

### Files to print

Production files will be delivered electronically to the printer's ftp site by 3 p.m. on "Files to ftp" date.  
(See **Quantity, Size & Timelines**)

#### 2018 Fall, 2019 Winter, 2019 Spring, 2019 Summer

CCC Creative Services will provide two pdfs; one for the color pages and one for the black and white pages.

#### 2019 Fall Preview

CCC Creative Services will provide one pdf for the black and white pages.

### Proofs

Printer will provide a hard copy proof for newsprint pages and a color match proof for book stock pages.

### Quantity

*Quantities may vary. Printer shall confirm final quantity with CCC Creative Services prior to each printing.*

#### 2018 Fall, 2019 Winter, 2019 Spring, 2019 Summer

141,000 class schedules

136,000 class schedules printed with "ECRWSS Postal Customer" designation on the back cover for the primary mailing distribution.

5,000 class schedules printed without "ECRWSS Postal Customer" designation (printer will remove from back cover before printing).

700 class schedules printed without "ECRWSS Postal Customer" for the secondary second class mailing and distribution.

4,300 class schedules printed without "ECRWSS Postal Customer" for distribution on the Oregon City campus.

#### 2019 Fall Preview

5,000 class schedules printed without "ECRWSS Postal Customer" for CCC campus use.

**Delivery**

Deliver class schedules cross-tied in bundles of 25.

Printer shall coordinate time, delivery location, and bundling specifications for class schedules printed with “ECRWSS Postal Customer” for the primary mailing and distribution to designated postal delivery locations in the college district within two days after the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

Printer shall coordinate time, delivery location, and bundling specifications for the class schedules printed without “ECRWSS Postal Customer” for the secondary second class mailing with the designated mailing service contractor within two days after the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

Printer shall coordinate time, delivery location, and bundling specifications for the class schedules printed without “ECRWSS Postal Customer” intended for campus distribution to two locations on the CCC Oregon City campus; Roger Rook Hall and CCC Shipping & Receiving on the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

**Schedule Overruns**

Printer shall store unbooked overruns for two weeks following delivery date to campus. The college may choose to purchase some or all of the overrun and request to have books bound and delivered.

**Price Adjustments**

In consideration of current paper industry market conditions, CCC will allow reimbursement for the amount of the actual net dollar increase in cost of paper stock occurring after award of contract. The college shall have the option of accepting the price change or canceling the contract. Escalation of paper costs will be allowed only if the following conditions are met:

Vendor shall supply, within ten days after award of the contract, documentation by the paper wholesaler of the price used in submitting the bid and the amount of stock required.

Similar documentation shall be supplied at the time of request for escalation.

Any decrease in the cost of paper shall also be passed on to Clackamas Community College.

**Please note: Fill in bid information on the following worksheet. Do not attach separate sheets.**

**Quantity, Size & Timelines:**

*Note: Quantities and/or page count may be increased or decreased and options may be elected or declined for any term.*

Schedule	Quantity*	Pages	Files to ftp	Campus Delivery Date	Basic price
2018 Fall	141,000	136 pgs.	Wed. Aug. 8	Mon. Aug. 13	\$ _____
2019 Winter	141,000	136 pgs.	Tues. Nov. 6	Fri. Nov. 9*	\$ _____
2019 Spring	141,000	136 pgs.	Wed. Feb. 22	Mon. Feb. 25	\$ _____
2019 Summer	141,000	96 pgs.	Wed. May 1	Mon. May 13	\$ _____

**\*NOTE: Short timeline due to Veteran’s Day closure on Monday, Nov. 12.**

**Options:**

*Provide only the additional cost beyond the basic price.*

	136 pg. book	96 pg. book (summer)
1. Additional eight pages	\$ _____	\$ _____
2. Additional 1000 books	\$ _____	\$ _____
3. Additional cost for campus delivery (two stops)	\$ _____	\$ _____
4. Miscellaneous charges	\$ _____	\$ _____

*Explain miscellaneous charges* \_\_\_\_\_

**Quantity, Size & Timelines: 2019 Fall Preview class schedule**

*Note: Quantities and/or page count may be increased or decreased for any term. Options may be elected or declined for any term.*

Schedule	Quantity	Pages	Files to ftp	Campus Delivery Date	Basic Price
2019 Fall Preview	5,000	88 pgs.	Wed. May 15	Mon., May 20	\$ _____

**Options: 2019 Fall Preview class schedule**

*Provide only the additional cost beyond the basic price.*

	88 pg. book
1P. Additional eight pages	\$ _____
2P. Additional 1000 books	\$ _____
3P. Additional cost for campus delivery (two stops)	\$ _____
4P. Miscellaneous charges	\$ _____

*Explain miscellaneous charges* \_\_\_\_\_

**Mailing Specifications**

*Note: As a cost-saving measure, mailing may be reduced or eliminated for any term.*

The bid must include the cost of mailing and delivery as follows:

- Mailing service shall supply data for city carrier routes and rural routes within the Clackamas Community College district to CCC Creative Services one week before the “Files to ftp” date. (See **Quantity, Size & Timelines**) Information will be based on current USPS data and provided as a pdf or Excel file to *lendab@clackamas.edu*
- Mailing service shall receive schedules from printer and prepare for two mailings each term as follows:
  - 1) The **primary second class mailing** will include all city carrier and rural routes within the Clackamas Community College district. Anticipate mailing approximately 136,000 credit class schedules each term. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates)
  - 2) The **secondary second class mailing** from the .csv files provided by CCC Creative Services will be mailed at the same time as the primary second class mailing. Anticipate mailing approximately 700 schedules per term. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates) The secondary mailing will include:
    - a. Approximately 22 single schedules to a mailing list of single addresses.
    - b. Approximately 649 schedules in bundles of various quantities going to a mailing list of approximately 36 addresses. Bundles are strapped (if six or more schedules to a single location) with addressee name on bundles.
- Mailing service shall coordinate with printer to establish bundling specifications and time of schedule delivery. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates)
- Mailing service shall notify Portland Post Office one week before expected delivery date and time using the Drop Shipment Appointment Notification form.
- Mailing service shall deliver schedules to Portland Post Office within two working days after the schedules have been delivered to the Oregon City campus on the *“Campus Delivery Date.”* (See **Quantity, Size & Timelines**)
- Mailing service shall provide the following postal forms to CCC Creative Services; The USPS Generated form for the Electronic Confirmation Acceptance Notice, PS Form 3541 - The USPS - Postal Statement Wizard forms, PS Form 3607R.

**Please note: Fill in bid information on the following worksheet. Do not attach separate sheets.**

**Mailing Costs (each mailing):**

Primary mailing	\$_____	
	<i>cost per 1000</i>	
Secondary mailing	\$_____	\$_____
	<i>cost per single piece</i>	<i>addl. cost per bundle</i>

***Provide only the additional cost beyond the basic price.***

- Additional charge for delivery to post office locations (each mailing) \$\_\_\_\_\_
- Additional miscellaneous charges (each mailing) \$\_\_\_\_\_

*Explain miscellaneous charges* \_\_\_\_\_

- Vendor shall supply three references indicating ability to perform specified mailing service.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*CCC reserves the right to reject all bids, if it is determined to be in the best interest of the college.*