



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

**INVITATION FOR BID
#2902-6**

MCCCD Enrollment Guide

For

Multiple Campuses

Bids Due:

Wednesday, October 21, 2009, 2:00 PM (Local Time)



ACKNOWLEDGMENT OF RECEIPT
IFB #: 2902-6

Description: MCCCCD Enrollment Guide

Please provide the requested information below as acknowledgment that you have received our Invitation for Bid noted above. It is **strongly recommended** that interested Bidders complete this acknowledgment and return via Fax to MCCCCD Purchasing at **(480) 731-8190**, or by mail.

Bids from firms **not** acknowledging amendments may be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Fax #: _____ Tel. #: _____

Name:(Print) _____ Title: _____

Email address: _____

Signature: _____ Date: _____

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

INVITATION FOR BID IFB #2902-6

MCCCD Enrollment Guide

<u>SECTION</u>	<u>TITLE</u>
1.	Introduction
2.	Instructions to Bidders
3.	General Terms and Conditions
4.	Standard Terms and Conditions
5.	Special Terms and Conditions
6.	Pricing Schedule
7.	Signature Page

Schedule of Events

<u>ACTIVITY</u>	<u>DATE</u>
Release of Bid	September 28, 2009
Bids are Due	October 21, 2009, 2:00 PM (local)
Award Date (estimated)	November 2009

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
INVITATION FOR BID
IFB #2902-6
MARICOPA COMMUNITY COLLEGES, MULTIPLE CAMPUSES
MCCCD Enrollment Guide

1. INTRODUCTION

1.0 INTRODUCTION The Maricopa County Community College District (MCCCD or the District) is the largest community college district in the United States with ten colleges, two skill centers and a District Office serving over 200,000 credit students each academic semester. The major components of the District are:

GateWay Community College	Glendale Community College
Mesa Community College	Scottsdale Community College
South Mountain Community College	Phoenix College
Rio Salado Community College	Paradise Valley Community College
Chandler Gilbert Community College	District Office
Williams Education Center	Maricopa Skill Center
Estrella Mountain Community College	Southwest Skill Center

Other components include KJZZ/KBAQ FM Radio and Sun Sounds Radio Reading Service.

1.1 PURPOSE Maricopa County Community College District (MCCCD or the District) is requesting sealed bids for MCCCD Enrollment Guide for Maricopa Community Colleges, Multiple Campuses. This contract will be awarded to the responsible and responsive bidder(s) with the lowest price for the following printing and mailing services. This IS NOT an all or nothing bid.

1.2 CONTRACT TERM Any contract(s) awarded as a result of this IFB will remain in effect from written notice of award through completion of the project requirements, or June 30, 2010, whichever is later, at the prices submitted. Thereafter, this contract may be extended by mutual agreement, for four (4) additional one-year terms, not to extend beyond June 30, 2014. Please refer to section 5, Special Terms and Conditions, for information regarding optional renewal pricing. In addition, other units of the District may enter into an agreement with the awarded Contractor(s) for services under the scope of the contract and at mutually agreed upon pricing for the project.

1.3 EXTENDED CONTRACTS The Maricopa County Community College District (MCCCD) has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful Proposer, these organizations may access any subsequent agreement/contract resulting from a solicitation done by MCCCD. If the Proposer does not want to grant such access, it must be stated in the Proposal. In the absence of a statement to the contrary, MCCCD will assume that access is granted by the Proposer to any subsequent agreement/contracts.

2. INSTRUCTIONS TO BIDDERS

2.1 BID SUBMITTAL It shall be the **responsibility of the Bidder** to assure that Bids are submitted as described in the BID REQUIREMENTS item listed below:

Bids must be received at the Main Reception Desk, MCCCCD, 2411 West 14th Street, Tempe, Arizona 85281, no later than **2:00 PM (Local Time), Wednesday, October 21, 2009**

The bid must be delivered and be sealed with the following information clearly visible on the Packaging: **IFB 2902-6, MCCCCD Enrollment Guide, Multiple Campuses**

Bids received after this time and date shall not be considered and will be returned unopened. Bids will be opened after 2:00 PM (Local Time) on October 21, 2009 at: MCCCCD District Office, 2411 West. 14th Street, Tempe, AZ - 5th Floor Purchasing Conference Room, and the prices will be read aloud and recorded. No award will be made at this time. The contract will be awarded by MCCCCD Purchasing only after review of the bid results.

2.2 QUESTIONS Questions must be sent via e-mail to tracy.price@domail.maricopa.edu: Questions will only be accepted until Wednesday, October 7, 2009. We will not respond directly to the company asking the question. All pertinent questions will be responded to in the form of an amendment and sent to all potential respondents on or about Monday, October 12, 2009.

2.3 BID EVALUATION This Invitation for Bid does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informality and to reject any or all Bids and/or to cancel this IFB when MCCCCD determines it is in the best interest of the District to do so. MCCCCD shall have the right to reject a bid not accompanied by any data required by the IFB. Bids which are in any way incomplete or irregular as well as conditional bids may not be accepted. **No contract shall exist until executed in writing.**

2.4 BID FORM **All Bids must be submitted in writing. Pricing must also be submitted on a CD, DVD, or Flash Drive.** Oral or telephone Bids, modifications, or amendments, as well as, facsimile (fax machine) or computer data transfer submittals (emails) will not be accepted. A Bidder, by submitting a Bid, represents that the IFB has been read and understood and that the Bid is made in accordance therewith. All documents submitted with the Bid which requires a signature must be signed by an individual authorized to submit a formal bid. Bids that are not signed may be rejected. It is agreed that the discovery of any significant inaccuracy in information given by the Bidder shall constitute good and sufficient cause for rejection of the bid.

2.5 AWARD Any purchase award resulting from this IFB will be executed by issuance of a Purchase Order by MCCCCD Purchasing Department. The award will be made to the responsible bidder(s) whose bid is determined to be most advantageous to MCCCCD based on the selection criteria in this document. By submission of a Bid, it is assumed that the Bidder is familiar with and has the ability to perform all requirements of this IFB.

2.6 AWARD WITHOUT DISCUSSION The District reserves the right to make an award without further discussion of the bids received. **It is therefore critical that all bids be submitted initially in the most favorable terms possible, both economically and technically.**

2.7 MODIFICATION OR WITHDRAWAL OF A BID Prior to the time and date designated for receipt of bids, bids may be modified or withdrawn only by notice to MCCCCD. Modification or withdrawal must be in writing, signed and received by MCCCCD prior to the time designated for receipt of bids by MCCCCD at the address provided herein. Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these general terms and conditions.

2.8 MCCCD MODIFICATION TO IFB Any interpretation, correction, or change of this Invitation for Bid will be made by written Amendment issued by MCCCD. Interpretations, corrections, or changes made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections, and changes. Amendments will be forwarded to all Bidders who have completed and mailed or faxed the attached Acknowledgment of Receipt to MCCCD Purchasing. **Since failure to submit any amendments with a Bid may be cause for rejection, Bidders are strongly encouraged to return the Acknowledgment.**

2.9 NON-COLLUSION MCCCD encourages free and open competition. Whenever possible, specifications, Bid or Proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy MCCCD's needs and the accomplishment of a sound economical operation. The Bidder's signature on this document guarantees that the prices offered have been established without collusion with other eligible Bidders and without effort to preclude MCCCD from obtaining the lowest possible competitive price.

2.10 COST OF PREPARING BIDS Any and all costs associated with the preparation of responses to this IFB including site visits, oral presentations or other costs shall be entirely the responsibility of the Bidder and shall not be reimbursable in any manner by the District.

2.11 BID REQUIREMENTS

The complete response to this IFB must include:

- 1) A completed and signed "hard copy" of the Pricing Schedule, section 6 of this bid,
- 2) One "hard copy" of online ordering instructions,
- 3) One electronic copy of the Pricing Schedule on a labeled CD, DVD, or Flash Drive,
- 4) The completed and signed Signature Page, section 7 of this bid, and
- 5) Signed amendments, if any. Amendments submitted after the original Bid is submitted must also be sealed.

2.12 SELECTION CRITERIA

- 1) Compliance with Bid requirements.
- 2) Pricing.

2.13 ABILITY TO PERFORM MCCCD may make investigations to determine the ability of the Bidder to provide the items requested. MCCCD reserves the right to reject any Bid if MCCCD is not satisfied that the Bidder is properly qualified to carry out the obligations of the contract. MCCCD shall make the final decision as to the Bidder's ability to perform.

2.14 DEVIATIONS FROM BID Bidders must specifically provide a separate listing of each circumstance in which the Bid differs from any terms or conditions of the IFB. Failure to list such a deviation will result in those terms of the Bid being disregarded in favor of the correlative term(s) of the IFB. MCCCD shall be the sole judge as to the suitability of deviations regarding the equipment bid.

2.15 AWARD CONSIDERATION From the total information requested, determination shall be made of the Proposer's ability to serve the District. Only proposals from responsible organizations or individuals, as determined by MCCCD, which have the capability of providing the required services under this IFB, shall be considered. Representatives from the District reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The District reserves the right to negotiate any and all provisions presented in the proposals.

3. GENERAL TERMS AND CONDITIONS

3.0 The following General Terms and Conditions constitute the provisions of the Contract to be executed between the District and the successful Bidder.

3.1 PARTIES TO AGREEMENT The Contract/Purchase Order shall be between the Maricopa County Community College District, and the successful Bidder, hereafter referred to as Supplier.

3.2 CONTRACT AWARD Any award(s) will consist of: all sections and attachments to this IFB including amendments, if any are generated prior to the IFB due date; the Bid submitted by prospective Supplier; and an executed Purchase Order issued from MCCCCD Purchasing Department with respect to this IFB. By submission of a Bid, it is assumed that the Supplier is familiar with and has the ability to perform all contract requirements.

3.3 Unless otherwise indicated, periods of time stated as days shall be calendar days.

3.4 ADVERTISING No advertising or publicity concerning MCCCCD using the Contractors services shall be made without prior written approval of such advertising or publicity by MCCCCD.

3.5 CONTRACT TERMINATION MCCCCD may terminate this contract for failure to perform according to the Contract. For termination, MCCCCD may consider such factors as: insufficient insurance coverage, failure to provide required periodic statements or payments on the due dates, (failure to enforce required standards of sanitation), failure to keep wage payments to employees current, quality of service is unsatisfactory to MCCCCD, or actual or possible bankruptcy, insolvency or reorganization. This may include any cessation or diminution of service, included but not limited to, failure to maintain adequate personnel, whether rising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor which in the opinion of MCCCCD is not in its best interest, or failure to comply with the terms and conditions of this contract. MCCCCD may terminate a contractor for a combination of factors that results in poor contract performance.

MCCCCD shall provide ten (10) calendar days written notice of non-compliance, and unless within ten (10) calendar days non-compliance has been cured, MCCCCD may terminate the contract by giving thirty (30) days notice in writing by registered or certified mail of its intention to cancel this contract. Contractor will have no further recourse against MCCCCD.

3.6 INSURANCE When required, the Contractor shall maintain during the term of this Contract the following insurance policies issued by companies licensed in Arizona with a current A. M. Best rating of A:VIII or better. Prior to commencing work or services, Contractor shall furnish the District Risk Manager with certificates of insurance evidencing the required coverage's, conditions and limits required by this Contract. The insurance policies, except Workers' Compensation, shall be endorsed to name Maricopa Community Colleges, its agents, officers, officials, employees, and volunteers as additional insured. In the event any insurance policy(ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the District Risk Manager. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subcontractors.

1. **Commercial General Liability** insurance with a limit of not less than \$2,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

3. **Workers' Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

3.7 **INDEMNIFICATION** To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

3.8 **LIABILITY FOR TAXES** The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. The District shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

3.9 **PROVISION OF SUPPLIES, MATERIALS AND LABOR** The Supplier shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the products included in this contract, subsequent extensions and amendments.

3.10 **CONTRACT ASSIGNMENT** Any resultant contract **shall not** be subcontracted or assigned **without prior written permission of the MCCCDC Purchasing Department**.

3.11 **COMPLIANCE WITH LAWS** The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify and hold harmless the District from any and all costs or expenses whatsoever arising out of the Contractor's compliance or noncompliance therewith.

3.12 **DELIVERY/FOB** Unless stated otherwise in the IFB, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s) identified in the IFB.

3.13 **CATASTROPHE** If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the District shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

3.14 **PAYMENT** After delivery to, and acceptance by MCCCDC of the supplies or services requested in this bid, payment will be requested by submitting an itemized invoice (clearly referencing a Purchase Order number), and any supporting documentation. **The College requires itemized invoicing that separates line item charges for printing, postage and mail prep. Invoices will not be processed until the College receives an itemized post office receipt, net of all allowable discounts, indicating all applicable actual postage costs.** MCCCDC shall make every effort to process payment within thirty (30) days after receipt of a correct invoice, unless a good faith dispute exists as to any obligation to pay any or all of the invoice. **IN NO INSTANCE, HOWEVER, SHALL SERVICES OR SUPPLIES BE PROVIDED WITHOUT A SIGNED PURCHASE ORDER HAVING BEEN ISSUED BY MCCCDC PURCHASING.** Payment may be withheld for supplies provided without a valid Purchase Order.

4. STANDARD TERMS AND CONDITIONS

4.0 **Upon the award of a contract and issuance of a Purchase Order to the successful Supplier(s), the following terms and conditions will also be in force.**

4.1 MODIFICATION No modification of the issued Purchase Order shall bind the Buyer unless the Buyer agrees to the modification in writing.

4.2 PACKAGING AND SHIPPING Seller shall be responsible for industry standard packing, which conforms to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination, address and Purchase Order number. Seller shall bear cost of packaging unless otherwise provided. Seller is not authorized to ship the goods under reservation, and no tender of a bill of lading will operate as a tender of the goods. **Packaging prepared to IFB specifications.**

4.3 TITLE AND RISK OF LOSS The title and risk of loss of the goods shall not pass to the Buyer until the Buyer actually receives the goods at the point of delivery.

4.4 INVOICE AND PAYMENT One invoice shall be issued for the entire purchase. Payment shall be subject to the provisions of Title 35 of AZ Revised Statutes relating to time and manner of submission of claims. MCCC'D's obligation is payable only and solely from funds appropriated for the purpose of this agreement.

4.5 RIGHT OF INSPECTION MCCC'D shall have the right to inspect the goods at delivery before accepting them.

4.6 NO REPLACEMENT OF DEFECTIVE TENDER Every tender of goods must fully comply with all provisions of the Purchase Order as to the time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, it shall constitute a breach and the Seller shall not have the right to substitute a conforming tender.

4.7 FORCE MAJEURE Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.

4.8 WARRANTIES In addition to any implied warranties, Seller warrants that the goods furnished will conform to the specifications, drawings and descriptions listed herein and to the sample or samples furnished by the Seller, if any. In the event of the conflict between the specifications, drawings, and descriptions, the specifications shall govern.

4.9 ASSIGNMENT-DELEGATION No right or interest in the Purchase Order shall be assigned, or delegation of any obligation made, by Seller without the written permission of Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

4.10 INTERPRETATION-PAROL EVIDENCE The Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the Purchase Order. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of the Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order, the definition contained in the Code is to control.

4.11 NON-DISCRIMINATION Seller agrees not to discriminate against any employee or applicant for employment, in violation of the terms of Federal Executive Order 11246, State Executive Order 75-5 and A.R.S. Section 41-1461 et. seq.

4.12 LIENS Seller warrants that all goods delivered and labor performed under the Purchase Order are free of all liens and encumbrances, and if Buyer requests, a document evidencing formal release of all liens will be delivered to Buyer.

4.13 EXCISE TAX The Maricopa County Community College District is exempt from Federal Excise Tax.

4.14 USE TAX The Maricopa County Community College District pays out-of-state use tax directly to the State of Arizona.

4.15 CONFLICT OF INTEREST Pursuant to A.R.S. 38-511 the Purchase Order is subject to cancellation by the Buyer if any person, significantly involved in decisions concerning this agreement, is found to be in conflict of interest.

4.16 REMEDIES AND APPLICABLE LAW The Purchase Order shall be governed by, and Buyer and Seller shall have the remedies afforded each, by the Uniform Commercial Code as enacted by the State of Arizona, except as otherwise provided herein. The Purchase Order shall be governed by the law of the State of Arizona and suits pertaining to the purchase may be brought in the courts of the State of Arizona.

5. SPECIAL TERMS AND CONDITIONS

The following terms and conditions shall be a part of any **subsequent contract awarded** as a result of this Invitation for Bid and are to be adhered to by the Contractor.

5.1 PRICING

- a. The prices submitted by the Bidder on the Pricing Schedule will be fixed firm for one year from the date of award, except in the event of a price decrease.
Price Increases: Changes in price for renewal option years,
 1. Must be submitted no less than sixty (60) days prior to the expiration of the current contract year.
 2. Must be accompanied by complete and specific documentation to justify the need for a discount change.
 3. MCCCCD reserves the right to accept, reject or negotiate any discount change, whichever is in the best interest of MCCCCD. Requests for discount reductions may be a factor in contract renewal.Price Decreases: Notifications of price decreases may be submitted to MCCCCD for consideration at any time during the contract period, and will become effective immediately.
- b. Escalation: Any request for reasonable price adjustments must be submitted thirty (30) days prior to January and July of each calendar year and no more than twice per year. Requests for adjustments in cost of labor and/or materials must be supported by appropriate documentation. Upon agreement by MCCCCD to the adjusted price terms, MCCCCD shall issue written approval of the change prior to any adjusted invoicing being submitted for payment.

5.2 DELIVERY

- a. Price quotations shall include delivery to MCCCCD locations in the Phoenix Metro area as well as multiple locations as specified.

5.3 INTERNET AND PROCUREMENT CARD ORDERING

- a. It is the intent of MCCCCD to utilize the Internet and Procurement Cards to place and make payments for orders under this Contract. MCCCCD currently utilizes American Express for their Procurement Card Program. Other eligible entities (SAVE) may employ Visa or MasterCard Procurement Card Programs.

6. PRICING SCHEDULE

Having carefully examined the Invitation for Bid (IFB 2902-6), together with any amendments to such IFB, the undersigned proposes to provide all requirements as necessary to fulfill all contract requirements, at the bid prices listed below. This IS NOT an all or nothing bid.

Enrollment Guide Standard Specifications Option 1		Enrollment Guide Standard Specifications Option 2	
Page Count	24 + Cover	Page Count	28 Self Cover
Finished Size	8" x 10.75"	Finished Size	8" x 10.75"
Stock:	Cover – 75# or 80# Text Gloss Guts – 35# Hi-Brite, 80 Brite	Stock:	38# Electracote Gloss book
Ink:	Cover – 4/4 (CMYK) Guts – 4/4 (CMYK)	Ink:	4/4 (CMYK)
Binding:	<i>Trimmed and Saddle Stitched (10.75")</i>	Binding:	<i>Trimmed and Saddle Stitched (10.75")</i>
Packaging:	-- Inserts into appropriate campus quantities -- Double-strapped and in bundles of (50)	Packaging:	-- Inserts into appropriate campus quantities -- Double-strapped and in bundles of (50)

Enrollment Guide Standard Specifications Option 3		Enrollment Guide Standard Specifications Option 4	
Page Count	24 + Cover	Page Count	28 Self Cover
Finished Size	8" x 10.75"	Finished Size	8" x 10.75"
Stock:	Cover – 75# or 80# Text Gloss Guts – 35# Hi-Brite, 80 Brite	Stock:	38# Electracote Gloss book
Ink:	Cover – 4/4 (CMYK) Guts – 4/4 (CMYK)	Ink:	4/4 (CMYK)
Binding:	<i>Trimmed and Glued (10.75")</i>	Binding:	<i>Trimmed and Glued (10.75")</i>
Packaging:	-- Inserts into appropriate campus quantities -- Double-strapped and in bundles of (50)	Packaging:	-- Inserts into appropriate campus quantities -- Double-strapped and in bundles of (50)

Insert Standard Specifications		Page Option 1
Finished Size:	8" x 10.75"	8 Page
Stock:	35# Hi-Brite, 80 Brite	Page Option 2
Ink:	4/4 (CMYK)	12 Page
Binding:	<i>Trimmed and Saddle Stitched (10.75")</i>	Page Option 3
Packaging:	-- Inserted into Enrollment Guides	16 Pages

Insert Standard Specifications		Page Option 4
Finished Size:	8" x 10.75"	8 Page
Stock:	35# Hi-Brite, 80 Brite	Page Option 5
Ink:	4/4 (CMYK)	12 Page
Binding:	<i>Trimmed and Glued (10.75")</i>	Page Option 6
Packaging:	-- Inserted into Enrollment Guides	16 Pages

**** Pricing per 1,000 Quantity**

Enrollment Guide Standard Specifications Option 1; Layout, Photography Design Option; 1 Standard Cover							
Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity**

Enrollment Guide Standard Specifications Option 1; Print Only – Client Provided Art; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 2; Layout, Photography Design Option; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 2; Print Only – Client Provided Art; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity**

Enrollment Guide Standard Specifications Option 3; Layout, Photography Design Option; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 3; Print Only – Client Provided Art; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 4; Layout, Photography Design Option; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity**

Enrollment Guide Standard Specifications Option 4; Print Only – Client Provided Art; 1 Standard Cover

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity *** Pricing for guide should reflect plate changes.**

Enrollment Guide Standard Specifications Option 1; Layout, Photography Design Option; Multiple Covers

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 1; Print Only – Client Provided Art; Multiple Covers

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity *** Pricing for guide should reflect plate changes.**

Enrollment Guide Standard Specifications Option 2; Layout, Photography Design Option; Multiple Covers

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 2; Print Only – Client Provided Art; Multiple Covers

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity *** Pricing for guide should reflect plate changes.**

Enrollment Guide Standard Specifications Option 3; Layout, Photography Design Option; Multiple Covers

Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 3; Print Only – Client Provided Art; Multiple Covers							
Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity *** Pricing for guide should reflect plate changes.**

Enrollment Guide Standard Specifications Option 4; Layout, Photography Design Option; Multiple Covers							
Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

Enrollment Guide Standard Specifications Option 4; Print Only – Client Provided Art; Multiple Covers							
Quantity	Guide Only	8 Option 1	12 Option 2	16 Option 3	8 Option 4	12 Option 5	16 Option 6
50,000 – 100,000							
100,001 – 150,000							
150,001 – 200,000							
200,001 – 250,000							
250,001 – 300,000							
300,001 – 350,000							
350,001 – 400,000							
400,001 – 450,000							
450,001 – 500,000							
500,001 – 550,000							
550,001 – 600,000							
600,001 – 650,000							
650,001 – 700,000							
700,001 – 750,000							
750,001 – 800,000							

**** Pricing per 1,000 Quantity**

Delivery up to 11 Local Sites; Mail Services – (CASS Certification, Laser, Sort, and Mail)

Quantity	Delivery per Site	Mailing Services	Quantity	Delivery Per Site	Mailing Services
50,000 – 100,000			450,001 – 500,000		
100,001 – 150,000			500,001 – 550,000		
150,001 – 200,000			550,001 – 600,000		
200,001 – 250,000			600,001 – 650,000		
250,001 – 300,000			650,001 – 700,000		
300,001 – 350,000			700,001 – 750,000		
350,001 – 400,000			750,001 – 800,000		
400,001 – 450,000			250,001 – 300,000		

**** Pricing per 1,000 Quantity**

Inserting into local newspapers; Zoned and not zoned.

Quantity	Delivery to Site	Cost for Insert	Quantity	Delivery to Site	Cost for Insert
50,000 – 100,000			450,001 – 500,000		
100,001 – 150,000			500,001 – 550,000		
150,001 – 200,000			550,001 – 600,000		
200,001 – 250,000			600,001 – 650,000		
250,001 – 300,000			650,001 – 700,000		
300,001 – 350,000			700,001 – 750,000		
350,001 – 400,000			750,001 – 800,000		
400,001 – 450,000			250,001 – 300,000		

Will your company accept a Procurement Card for ordering and payment processes?

Yes	No
-----	----

Does your company have Internet Ordering capabilities?

Yes	No
-----	----

Website Address: _____

Tax Rate: _____

VENDOR: _____

NAME (print): _____

TITLE: _____

SIGNATURE: _____

DATE: _____

PHONE: _____

FAX: _____

7. SIGNATURE PAGE

This page must be completed and signed and included with your proposal.

SIGNATURE: _____

(PRINTED NAME): _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

Is your firm a:

Corporation* Partnership Individual Joint Venture

* If a corporation, answer the following:

(a) Where incorporated:

(b) Date incorporated:

Pursuant to Arizona Revised Statutes §§ 35-391.06 & 35-393.06, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

Yes No

Have your Articles ever been suspended or revoked? Yes No

If yes, when, for what reason, and when were they reinstated:

Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities?

Yes No

If yes, when, for what reason, and when were they reinstated:

BIDDER'S STATEMENT

Interested Bidders are asked to review and provide, as completely and accurately as possible, a **written response** on each applicable section below:

TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Bidder represents that it operates as:

_____ A CORPORATION incorporated under the laws of
the State of _____

_____ An INDIVIDUAL

_____ A PARTNERSHIP

_____ A NON-PROFIT ORGANIZATION

_____ A JOINT VENTURE

Federal Employer Identification
Number: _____

PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Bidder. To own the Bidding company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Bidder as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Bidder through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Bidder:

_____ IS _____ IS NOT owned or controlled by a "parent" company.

If the Bidder **IS** owned or controlled by a "parent" company, Bidder shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.

BIDDER'S STATEMENT (continued)

ADDITIONAL BUSINESS INFORMATION

Standard Business Hours

1. Days of week available for services: _____

2. Business hours of operation: _____

3. On-call/Emergency service hours: _____

Phone Number(s): _____

FAX Number: _____

General Information

4. Business License Number: _____

5. Number of years in business under current name: _____

6. Number of offices in the State of Arizona: _____

7. Number of contracts gained in the last year _____

8. Number of contracts lost in the last year _____

9. Business Classification (check applicable category)

Minority Owned Business (MBE) _____

Woman Owned Business (WBE) _____

Does your firm hold this certification from any other agencies or companies?

No: _____ Yes: _____ With Whom? _____

10. Name and address of office assigned to handle the MCCCCD account:

ADDITIONAL BIDDERS INFORMATION (Continued)

11. Account Manager Information:

Name: _____

Phone: _____

Pager: _____

12. Contractors License Number(s):

TYPE

NUMBER

_____	_____
_____	_____

13. Do you ever sub-contract any of your services?

_____ NO

_____ YES

If YES, which services?: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT.