Harbert Magazine

Auburn University is seeking sealed bids for Printing and Mailing of the Harbert Magazine per the terms, conditions, & specifications listed herein.

Open 7/7/2023 12:00 AM CDT
Close 7/24/2023 1:00 PM CDT

Sealed Until 7/24/2023 1:00 PM CDT

Type AU - Request for Bid
Number AU-2023-0000696
Currency US Dollar

Payment Terms 0% 0, Net 30

Contacts
Amanda Hallmark
amh0271@auburn.edu
Phone +1 334-844-3559

Commodity Codes

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>55101500</td>
<td>Printed publications</td>
</tr>
<tr>
<td>14121900</td>
<td>Newsprint and offset papers</td>
</tr>
<tr>
<td>55100000</td>
<td>Printed media</td>
</tr>
<tr>
<td>73151900</td>
<td>Industrial printing services</td>
</tr>
<tr>
<td>82101500</td>
<td>Print advertising</td>
</tr>
<tr>
<td>82121500</td>
<td>Printing</td>
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Auburn University bid openings will be done solely through the JAGGAER Sourcing Event Portal. In order to comply with State of Alabama bid law, bid openings will now be made public via the below conference call information.

**Telephone: Meeting ID: 819 3159 5507**

Dial: +1 305 224 1968 (US Toll) or +1 309 205 3325 (US Toll)

If you wish to listen to bid openings, please make sure your microphone is muted, as only PBS staff should be speaking during these openings.

Please note that when opening an RFP, PBS staff will only read the vendor names of responses received. RFP pricing will not be read aloud as additional factors are involved in the evaluation.

Auburn University is seeking sealed bids for Printing and mailing of the Harbert Magazine per the terms, conditions, & specifications listed herein. Please include a completed and notarized disclosure statement with your response.

All questions related to this bid must be directed to Amanda Hallmark via the Q&A Board found in the event.

**Term: 2 magazines per year: 1 Spring Edition in Mailboxes 1st week of April, 1 Fall Edition in mailboxes 1st week of October. The initial term of the agreement shall be one (1) year, with four (4) one-year renewal options, with the consent of both parties.**

### Instructions to Proposers

#### A. Proposal Response

- Proposals should be submitted to the Procurement & Business Services Sourcing Event Portal on or before the time and date set for closing.
- Pursuant to the provisions of the State of Alabama Competitive Bid Law rules and regulations adopted there under, sealed bids will be received on the items noted herein by Procurement and Business Services of Auburn University, until the date and time stated.
- All bids are to be "F.O.B. Destination - Freight Prepaid and Allowed."
- Alabama law (Section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.**

Bidder certifies that neither it, nor any of its employees who will provide or perform services under this contract have been debarred, suspended or declared ineligible as defined in the Federal Acquisition Regulation (FAR 48 C.F.R. Ch. 1 Subpart 9.4). Bidder will immediately notify the University if the Bidder or any of its employees who will provide or perform services under this contract is placed on the Consolidated List of Debarred, Suspended, and Ineligible Bidders.

- AU reserves the right to award in whole or in part, by line item, or make multiple awards, where such action serves Auburn University's best interest. When a Sourcing Event's Progress is listed as “Awarded” in TigerBuy, this serves as the University’s notice of intent to award to the indicated supplier. A proposer with a legitimate award dispute may file a formal protest within five days of the university’s notice of intent to award by submitting a notice of protest through the sourcing event's Q&A Board. The disputing proposer will be provided with the University's sourcing dispute procedures within five days of filing, and the disputing proposer will then have five days to comply with the provided dispute procedures.

Proposers may withdraw proposals at any time prior to the time and date set for opening.

- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.
• No department, school, or office at the University has the authority to solicit official proposals other than Procurement and Business Services. All solicitation is performed under the direct supervision of the Director of Procurement and Business Services and in complete accordance with the University policies and procedures.
• The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.
• Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Procurement and Business Services will schedule the presentations.
• The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.
• The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.
• The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama, Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
• Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions.
• Any contract resulting from this request may be made available to other eligible entities. This may include but is not limited to; Auburn University at Montgomery (AUM), Alabama Cooperative Extension System; and other state entities. Contracts resulting from the award of this request cover shipments by any entity listed above. Each entity may generate its own purchase orders, payments, etc. and delivery should be made according to the instructions on the purchase order.
Prerequisites

1. Please confirm that you have read the terms and conditions.
2. Please upload a completed & notarized Vendor Disclosure Statement.
   If you have an office within or employ any individuals who reside or work within the State of Alabama, please upload your E-Verify Memorandum of Understanding (MOU). If there is no office within the State, nor any individuals residing or working within the State, please upload a statement confirming this information.
3. Please confirm that you have read the cancellation clause listed herein.

21 July 2023
Buyer Attachments

1. Harbert Magazine_Bid Specs_230622 (002).docx
Questions

There are no Questions added to this event.
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<th>#</th>
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<th>Qty.</th>
<th>UOM</th>
<th>Requested Delivery</th>
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<tbody>
<tr>
<td>P1</td>
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<td></td>
<td>50,000</td>
<td>EA - Each</td>
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<tr>
<td></td>
<td>Please see specifications in the buyer attachment. Provide an itemized quote for each quantity</td>
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2 Scenario 2

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3 Scenario 3

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Service Line Items

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