

The Texas A&M University System

ORGANIZATION

Organization AM02 - Texas A&M University
 Address 401 Joe Routt Boulevard
 College Station, TX 77843

Purchaser Patty Winkler
 Info Contact p-winkler@tam.u.edu 979-845-4556

DEPARTMENT

Department 02VPMC
 Bill-to-Address 750 Agronomy Road - Suite 3101
 6000 TAMU
 Attn: Email invoices to invoices@tam.u.edu
 Attn: Do not mail invoice if sending via email
 College Station, TX 778436000

Ship-to-Address

BID INFORMATION

Description Pool of Vendors for Blanket Order for Design Services

Bulletin Desc.

Bid Number AM02-17-B000746
 Bid Opening Date 11/16/2016 2:00 PM

Bid Type Open Market
 Type Code Invitation for Bid

Alternate Id
 Fiscal Year 2017

Pre-Bid Conference
 Available Date 11/03/2016 8:44 AM

Attachments HUB Subcontracting Plan-17.pdf

AMENDMENTS

ITEMS

Item	Description	Quantity	Unit	Unit Price	Total
1.000	Attention All Bidders:	0.00			

Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as accept purchase orders.

Please visit the following website to register
<https://buy.tamus.edu/bsa/>

If you have any questions in reference to registrations, please contact us at vendorhelp@tam.u.edu

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at <http://purchasing.tamu.edu/media/123743/bidtam.u.pdf>.

Physical Address:

Texas A&M University
 Procurement Services
 Agronomy Road
 College Station TX 77843-1477
 Fax - 979-845-3800

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
2.000	<p>HUB Subcontracting Plan</p> <p>It is the policy of the State of Texas and Texas A&M University (TAMU) to encourage the of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors and purchasing transactions. The goal of the HUB Program is to promote equal access and equal opportunity in TAMU contracting and purchasing.</p> <p>Subcontracting opportunities are anticipated for this Invitation for Bid/Request for Proposal and therefore a HUB Subcontracting Plan (HSP) is required. Failure to submit a comprehensive, acceptable HSP will be considered a material failure, to comply with the requirements of the Invitation for Bid/ Request for Proposal and will result in rejection of the submittal. Prepare the HUB Subcontracting Plan and submit one copy to the buyer at the address and by the submittal deadline given in the Invitation for Bid/Request for Proposal. The HUB Subcontracting Plan shall be submitted as a separate document appropriately tabbed for easy reference.</p> <p>If you have any questions in reference to the Program and/or HUB Subcontracting Plan requirements, please contact the following:</p> <p>Patty Winkler - p-winkler@tamu.edu; 979-845-4556 Dean Endler - d-endler@tamu.edu; 979-862-5616</p> <p>***** *****</p> <p>The attached HSP Subcontracting Plan MUST be returned with this invitation for bid.</p> <p>Failure to fill-out the proper forms with supporting documentation if applicable and return properly executed form with your bid response will ***VOID*** your offer.</p>	0.00			
3.000	<p>Texas A&M University is seeking pricing to establish a Pool of Vendors for a Blanket Order for Graphic Design Services for the Division of Marketing and Communications on the Texas A&M University, College Station campus for the period of Date of Award through August 31, 2018.</p> <p>Upon award, agreement(s) shall be extended to the entire Texas A&M University (TAMU) and Texas A&M University System (TAMUS).</p> <p>Successful Vendors placed within the pool will consist of graphic designers who meet the qualifications of this request as set by the Division of Marketing & Communication. Vendors will be asked to provide services for a range of projects including print and digital media. Project scopes may range from electronic production print files to full concept development.</p> <p>Upon award, orders will be placed on an as-needed basis. Prices shall remain firm through the time frame listed above.</p> <p>Rates:</p> <p>Bidder shall supply hourly rates for Design and Production (if billed at different rates).</p> <p>Bidder shall provide a listing of any additional costs and description of work not listed here-in.</p>	0.00			

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	<p>Travel required for press- checks or photo shoots may be reimbursed at cost not to exceed the State of Texas per diem rates.</p> <p>(https://fmx.cpa.state.tx.us/fm/travel/travelrates.php)</p> <p>All travel expenses must be pre-approved.</p> <p>Renewal:</p> <p>Texas A&M University reserves the right to renew the awarded agreement for an additional three (3) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm.</p> <p>In the event of renewal, contract pricing may increase as per the quoted maximum percentage increase for each renewal period.</p> <p>9-1-18 - 8-31-19: % 9-1-19 - 8-31-20: % 9-1-20 - 8-31-21: %</p> <p>Please Note: If bidder fails to indicate a maximum percentage increase for each extension period, it will be assumed the percentage is zero (0%).</p> <p>Cancellation:</p> <p>Upon award, this agreement is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using agency.</p> <p>Texas A&M reserves the right to cancellation within thirty (30) days written notice.</p> <p>Unacceptable performance by the vendor may be cause for immediate cancellation if deemed necessary by TAMU Procurement Services.</p> <p>Ownership:</p> <ul style="list-style-type: none"> -Artwork files will be owned by Texas A&M University -Texas A&M University holds unlimited creative usage rights -Vendor retains copyrights for self promotion, but not for resale <p>Vendor will complete and deliver all work to the department or its designated representative within the timeframe specified on the individual project assignment.</p> <p>Any work that is unsatisfactory in quality will be returned for correction at no cost to the Texas A&M University ordering department.</p> <p>Samples:</p> <p>Bidders must provide portfolio (PDF format preferred) showing work samples that illustrate design or production strengths, including a brief synopsis of challenges overcome and success achieved for each sample.</p> <p>Samples shall be real-work, actual projects and not course or spec work.</p> <p>A PDF or a link shall be provided with response as well as a CD or printed material.</p>				

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	<p>Bidder shall identify area(s) of strength from the two (2) categories below and provide examples of work illustrating such strengths:</p> <p>Design:</p> <ul style="list-style-type: none"> -idea/concept generation -proven layout/spatial skills, as applied to websites and printed matter -exceptional use of typography -proven understanding and application of identity (logo systems and branding) -photography art direction and editing skills -advertising design in print and digital media -environmental design (signage, tradeshow displays, banners) -illustration skills <p>Production</p> <ul style="list-style-type: none"> -sound understanding and application of identity (logo systems and branding) -ability to apply visual identity guidelines or work within template format -quick turn-around of basic electronic production print files (newsletters, fact sheets, brochures) -presentation production skills (Powerpoint Acrobat, Keynote) <p>Upon acceptance and assignment of projects, vendor shall become versed in Texas A&M University's brand and visual guidelines (http://brandguide.tamu.edu). Knowledge and understanding of the University's mission and vision, and previous work performed for Texas A&M University is a preferred.</p> <p>Qualifications:</p> <p>Bidder shall submit resume and have the following required qualifications:</p> <ul style="list-style-type: none"> -Bachelor's Degree in fine arts, graphic design, liberal arts or equivalent -Minimum of five (5) years experience in graphic design. Bidder shall list the number of years experience in graphic design -Proficient in the latest version of Adobe Creative Suite, including Photoshop, Illustrator, InDesign and Acrobat -Strong ability to communicate ideas verbally and in writing. <p>References:</p> <p>Bidders shall provide three (3) references where services of comparable size and scope have been performed within the past five (5) years. Reference shall include: Company Name, Contact Person, Telephone & Fax Number, Email of Contact and website.</p> <p>Texas A&M University reserves the right to contact these references to verify the bidder's ability to perform services. A negative reference may be grounds for the disqualification of your offer.</p> <p>Selection:</p> <p>Vendor selection will be based on the following:</p> <ul style="list-style-type: none"> -Qualifications -Pricing -Samples -Examples providing illustrating strengths in Design and Production -References -Renewal escalation, if applicable -Previous work performed for Texas A&M University and/or Texas A&M University System <p>Adding Additional Vendors:</p>				

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Texas A&M reserves the right to add vendors after the original award of this agreement, on an as needed basis.

Additional vendors added to the existing pool will be required to provide a pool application and samples. Upon acceptance of application and review of samples, vendor will be placed in the pool.

Payment Terms:

Payment terms shall be Net 30, Upon Receipt and Acceptance of product and approved invoice.

Vendor Contact:

Bidders shall provide contact person of the individual that will be assigned to the account, once placed in the pool.

Name:
Telephone:
Fax:
Email:

5.000	Graphic Design Services as per the above specifications.	100.00	HR		
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Please note: Production does not include the actual printing for any request - only an electronic production print file.

6.000	Note to Bidders:	0.00			
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Payment Terms:

Quote 100% Net 30 Upon Receipt and Acceptance. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in.

_____ (required field)

Award

The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.

- Vendor's ability to meet the minimum specifications;
- Delivery requirement;
- Experience/past experience with vendor;
- The quality, availability and adaptability of equipment offered to required application.
- Quality of performance of previous services;
- Qualifications;
- Examples providing illustrating strengths in Design and Production
- Renewal escalation, if applicable
- Previous work performed for Texas A&M University or Texas A&M University System
- References;
- Samples
- The acquisition price.

Texas A&M University reserves the right to accept or reject any or all bids, to waive in formalities and technicalities, to accept the offer considered the most advantageous to the University.