

## Event Summary - Office of Admissions Proxy Envelopes

Type	Invitation to Bid	Number	02-ADMI-ITB-1277
Stage Title	-	Organization	TAMU
Currency	US Dollar	Event Status	Awarded
Work Group	Admissions Office	Exported on	6/7/2019
Exported by	Cherise Toler	For Requisition	118047808
Created Document	119185219	Estimated Value	22,000.00 USD
Payment Terms	-		

## Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		


## Visibility and Communication

Visible to Public	Yes
Enter a short description for this public event	
Printing - Admissions Proxy Envelopes	

## Commodity Codes

None Added

## Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	5/14/2019 12:00 AM CDT
Close	5/29/2019 2:00 PM CDT
Sealed Until	5/29/2019 2:00 PM
	 Show Sealed Bid Open Date to Supplier
Q&A Close	5/29/2019 2:00 PM CDT

## Description

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Printing of Admissions Proxy Envelopes

### Attention Bidders:

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 view other bid opportunities.

Please visit the following website to register:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU>

If you have any questions in reference to registrations, please contact us at 979-845-2325.

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All invitation for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:

-Email - [tamuaggiebid@tamu.edu](mailto:tamuaggiebid@tamu.edu)

-Express Mail (FedEx, UPS, etc.)

-US Postal Service

-Hand Delivered

All invitation for bid documents not submitted electronically via the AggieBid system must be returned on our form.

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/bidtamu.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.

## Stage Description

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No description available.

### 1 ★ Instructions To Supplier :

Please acknowledge that additional terms and conditions have been reviewed.

#### **Prerequisite Content:**

##### **Note to Bidders**

Insurance Requirement:

The successful vendor will, at its sole cost and expense, acquire and maintain in effect during the period of the Agreement, general and professional liability insurance and any employee compensation insurance as may be required by the laws of the country in which the successful vendor is organized.

Bidders shall submit a copy of insurance certificate with bid response for review by System Office of Risk Management with bid response.

Texas A&M University reserves the right to award all items to one vendor or split the award between two or more vendors, depending on the best value to the university.

#### **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;
- Insurance Requirement;
- 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.

#### **Certification**

I certify that I have read and agree to the terms above.

#### **Supplier Must Also Upload a File:**

No

## Questions

★ Supplier Response Is Required

### Page 1

#### Group 1

- 
- |     |  |   |
|-----|--|---|
| 1.1 | Delivery Terms: Quote delivery time, upon receipt of order.<br>Text (Single Line)  | ★ |
|     |  |   |
| 1.2 | Shipping Terms: Quote Destination Freight Prepaid and Allowed. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in and provide estimated shipping cost.<br>Text (Single Line) | ★ |
|     |  |   |
| 1.3 | Payment Terms - Quote 100% Net 30 Upon Receipt, Installation and Acceptance. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in.<br>Text (Single Line)                       | ★ |
|     |  |   |
| 1.4 | Vendor to indicate contact person and contact phone and fax numbers where orders are to be placed: Contact: Telephone Number: Fax Number: Email:<br>Text (Multi-Line)  | ★ |
|     |  |   |
| 1.5 | Vendor to acknowledge the REVISED Detailed Specifications have been reviewed. Please sign the Addendum and return with your bid response.<br>File Upload   | ★ |

# Product Line Items

★ Required Product Line Items

## Group P1

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P1.1	Envelopes ★ 99900294 - Other Contracted Services - no specific comm code available   5670 / 9x12 Windowed Booklet Proxy Envelopes as Per the Attached Detailed Specifications.	35,020	EA - Each	-		-

# Service Line Items

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There are no Items added to this event.

## Internal Notes & Attachments

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16211 - Purchase Request - 5\_10\_2019.pdf

16211 - Purchase Request - 5\_10\_2019.pdf    16211 - Purchase Request - 5\_10\_2019.pdf

Added By Cherise Toler

5/14/2019 1:30 PM

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## Q&A Board

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### Subject = Herkulink 26 (360 Press Solutions LLC)

### Private Thread

Q: It appears that Herkulink 26 is a stock envelope. Because of the custom security printing on the inside, the envelopes need to be printed and converted. The bid specified no substitutions on stock. Please advise. Thank you.

Question added by: Jason Tuggle

5/21/2019 9:47 AM CDT

A: Please find end user's response below: "This was printed last year on an offset press with Herculink and was converted. This is not a stock envelope."

Answered by: Cherise Toler

5/21/2019 10:51 AM CDT

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### Subject = Clarification

### Public Thread

Q: Further details on pocket specifications:

Question added by: Cherise Toler

5/17/2019 4:04 PM CDT

A: The pocket is glued on two sides. A trifold letter fits into with the recipient's mailing address shows through the window. \*\*See Picture Attached\*\*

Answered by: Cherise Toler

5/17/2019 4:04 PM CDT

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### Subject = Custom Security Print and Pocket (FEDEX OFFICE & PRINT SERVICES)

### Private Thread

Q: Can you please give more specification on the custom security print you are looking for? Also, what direction would you like the pocket to face?

Question added by: Tanya Badillo

5/16/2019 9:51 AM CDT

No Answer

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### Subject = OfficeAdmissions Proxy Envelopes 02-ADMI-ITB-1277 (360 Press Solutions LLC)

### Private Thread

Q: I don't know what the hand-inserted pocket is so may I have a picture or something before I can answer that I may quote it. Thanks

Question added by: Jason Tuggle

5/15/2019 11:15 AM CDT

A: Please see response to your inquiry in the "Public Q&A" section.

Answered by: Cherise Toler

5/21/2019 10:52 AM CDT