PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: Kimberly Brent

YOU MAY: EMAIL YOUR BID TO: purchasing@ccsnh.edu FAX YOUR BID TO: 603-230-2725 MAIL YOUR BID TO: CCSNH, Attn: Kimberly Brent, 26 College Dr, Concord NH 03301

BID INVITATION FOR: DEGREES, CERTIFICATES & CASES

Unless specifically amended or deleted by the Community College System of New Hampshire, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL CONDITIONS AND INSTRUCTIONS:

NATURE OF, AND ELIGIBILITY TO RESPOND. This bid invitation is submitted and the rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Community College System of NH (CCSNH).

Bids may be issued only by the Community College System of NH and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the CCSNH. Demonstration units shall not be offered to the CCSNH as new equipment.

BIDS. Bids must be received at the Community College System of NH before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law. Bids that are not complete or unsigned will not be considered.

Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must bid on items as specified. Any proposed changes must be detailed in writing on an additional sheet and submitted with the bid within the same bid envelope. Vendors shall be notified in writing if any changes to the specifications are made. Verbal agreements or instructions from any source are not authorized.

AWARD. The award will be made to the responsible bidder meeting specifications at the lowest cost, unless other criteria are noted in the proposal. Unless otherwise noted in the proposal, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to priced, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

PATENT INFRINGEMENT. Any responding vendor who has reason to believe that any other responding vendor will violate a patent should such responding vendor be awarded the contract shall set forth in writing, prior to the date and time of opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the Community College System under this contract if so requested.

FEDERAL FUNDS. The Community College System of NH shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

CCSNH'S OPTIONS: The Community College System of NH reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the CCSNH, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION: The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (Including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY: The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the Community College System of NH shall incur no liability of any kind.

SPECIFICATION COMPLIANCE. The responding vendor may be required to supply proof of compliance with bid specifications. When requested, the responding vendor must immediately supply the Community College System of NH with certified test results or certificates of compliance. Where none are available, the CCSNH may require independent laboratory testing. All costs for such testing certified test results or certificate of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Community College System of NH are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

OFFER. The undersigned hereby offers to sell to the Community College System of NH the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

Company Name: ____________________________________________
Address: __________________________________________________
___________________________________________________________
Tel#:________________________________________________________
(Toll free)__________________________________________________
Fax#:_______________________________________________________
Authorized Signature: ________________________________________
___________________________________________________________
(TYPE OR PRINT NAME)

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all Community College System of NH terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to CCSNH terms and conditions as stated on the reverse of the purchase order.
CONTRACT TERMS AND CONDITIONS

1. The Community College System of NH (CCSNH), engages the firm or individual (“the Vendor”) to perform the services and/or sale of goods, described in the attached CCSNH documents, if any, and the Vendor’s bid or quotation, both of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Contractor, including, but not limited to civil rights and equal opportunity laws.

3. TERM. The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Contractor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the CCSNH shall be under no obligation to reimburse the Contractor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the Vendor in the RFP and the Contractor’s bid. All payments shall be conditioned upon receipt and approval by the CCSNH, of appropriate vouchers and upon satisfactory performance by the Contractor, as determined by the CCSNH. The payment by the CCSNH of the Contract Price shall constitute complete reimbursement to the Contractor for all expenses of any nature incurred by the Contractor in the performance by the contractor and complete payment for the Services. The CCSNH shall have no other liability to the Contractor.

5. DELIVERY. If the vendor fails to deliver items and/or services in accordance with all requirements, including delivery, the CCSNH may repurchase similar items from any other source without competitive bidding, and the original vendor may be liable to the CCSNH for any excess costs.

If a vendor is unable to complete delivery by the date specified, he must contact CCSNH. However, the campus is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedures as established by the receiving campus. Deliveries are not considered accepted until compliance with these rules has been established. CCSNH personnel signatures on shipping documents shall signify only the receipt of shipments.

All deliveries shall be FOB Destination.

6. INVOICING. All invoices must show Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invoice to bid or purchase order, payment will not be made until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

7. PERSONNEL.
7.1. The Contractor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the CCSNH. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the CCSNH, or his or her delegate (“Contracting Officer”) shall be the CCSNH’s representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer’s decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.
8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder (“Events of Default”):

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the CCSNH may take any one, or more, or all, of the following actions:

8.2.1. give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that portion of the Contract Price, which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the CCSNH determines the Contractor has cured the Event of Default, shall never be paid to the Contractor, and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the CCSNH determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the CCSNH may owe to the Contractor any damages the CCSNH suffers as a result of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the CCSNH to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of CCSNH to enforce each and all of the provisions hereof upon any further or other default on the part of the Contractor.

10. VENDOR’S RELATION TO THE CCSNH. In the performance of this agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the CCSNH. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the CCSNH nor are they entitled to any of the benefits, workmen’s compensation or emoluments provided by the CCSNH to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the CCSNH. No work required by this contract shall be subcontracted without the prior written consent of the CCSNH.

12. INDEMNIFICATION. The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The seller agrees to indemnify and defend the Community College System of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the CCSNH harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit “A” hereto.

18. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this agreement shall not be construed to confer any such benefits.

19. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
INSTRUCTIONS TO BIDDER:
Read the entire bid invitation prior to filling it out. Complete the pricing information in the “Offer” section (the unit price is the price for the unit of purchase required by this bid invitation {i.e. each, case, box, etc.) and all other required information on your offer. The extension is the unit price multiplied by the quantity required by this bid invitation. Also complete the “Bidder Contact Information” section. Finally, complete the company information on the “General Conditions and Instructions” page of this bid invitation, then sign the bid in the space provided on that page.

BID SUBMITAL:
All bids must be submitted on this form or an exact copy, must be typed or clearly printed in ink and must be received on or before the date and time specified on page 1 of this bid. Interested parties may submit a bid to the Community College System of NH, ATTN: Kimberly Brent, 26 College Dr, Concord, NH 03301 or by email to purchasing@ccsnh.edu or if needed, may fax to (603)271-2725. All bids must be clearly marked with bid number, and date due.

The Community College System of NH is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by emailing purchasing@ccsnh.edu or by calling Kimberly Brent at (603)230-3540.

GOVERNING TERMS AND CONDITIONS:
A responding bid that has been completed and signed by your representative will constitute your company’s acceptance of all CCSNH terms and conditions and will legally obligate your company to these terms and conditions.

A signed response further signifies that any terms and/or conditions that may be or have been submitted by the bidder are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

PUBLIC DISCLOSURE:
Any information contained in the bid that a vendor considers confidential must be clearly designated. Marking of the entire bid or entire section of the bid (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this bid to the contrary, vendor pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders.

Generally, each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), the State/CCSNH shall endeavor to maintain the confidentiality of portions of the bid that is clearly and properly marked confidential. If a request is made to CCSNH to view portions of a bid that a vendor has properly and clearly marked as confidential, CCSNH will notify vendor of the request and of the date that CCSNH plans to release the records. By submitting a bid, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, CCSNH may release the requested information on the date specified in the CCSNH’s notice without liability to the vendors.

PURPOSE:
The purpose of this bid invitation is to establish contract for supplying the Community College System of NH with the items indicated in the “Project Specifications” section of this bid invitation, in accordance with the requirements of this bid invitation. This will be an on-going order for two years from inception date, whereas the contract may be renewed annually for up to three additional years. Delivery required to seven different locations as indicated in the F.O.B. section of this bid invitation.

VENDOR CERTIFICATIONS:

- The winning bidder must have a completed alternate W-9 on file with the Community College System of NH. If the winning bidder does not have a completed alternate W-9 on file, they will be required to completely fill the alternate W-9 and return to CCSNH before a purchase order will be issued.
BID INQUIRIES:
Any questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions must clearly identify the Bid Number, the Vendor’s name and address and the name of the person submitting the question.

CHANGES:
Any requested changes to this bid invitation by the bidder must be received in writing at the CCSNH no later than one day prior to the date of the bid opening.

ADDENDUM:
In the event it becomes necessary to add or revise any part of this bid prior to the schedules submittal date, CCSNH will post on our website any addenda. Before your submission, always check the site for any addenda or other materials that may have been issued affecting the bid. The website address is www.ccsnh.edu/open-bids

BID PRICES:
Bid prices must be in US dollars and must include delivery and all other costs required by this bid invitation. Bid prices should result in prices that are no higher than those charged to the bidder’s best/preferred customer. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges must be built into your bid price at the time of the bid.

BID AWARD:
The award of the bid will be based upon the total net low bid from the listing of the items indicated in the "Project Specifications" section of this bid invitation. If an award is made it will be in total, based on this signed Request For Bid.

If upon the award of any bid of multiple items (awarded by line item) it is determined that an order for any particular item would be $500.00 or less, and said item would be the only item on a purchase order, the state reserves the right to award that item to a bidder already receiving an award for multiple items.

BID RESULTS:
Bid results may be viewed when available, once the award has been made, on our web site only at: www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: Only the names of the Vendors submitting responses will be made public.

TERMINATION:
The Community College System of NH shall have the right to terminate the purchase contract at any time by giving the successful bidder a thirty (30) day written notice.

F.O.B.:
The F.O.B. shall be destination to seven different delivery points which are listed on the page entitled SHIPPING INFORMATION which is at the end of this document.

REQUISITION NO.: CHA15-01

RETURNED GOODS:
The successful bidder must resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful bidder within five business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.
COMMUNITY COLLEGE SYSTEM OF NH

REQUEST FOR BID #CHA15-01

Project Specifications

PROJECT TITLE: CCSNH Degrees, Certificates and Cases

BID SUBMISSION DEADLINE: December 12, 2014 by 1:00 PM EST

NARRATIVE:
This bid is to establish a contract with a single vendor for set pricing on personalized degrees, certificates and degree cases for the seven colleges of the Community College System of New Hampshire. This contract will be in effect for a period of two years, with an option to renew annually for up to three additional years by mutual agreement between the contractor and the Community College System of NH.

QUANTITY & FORMAT:
Past usage suggests that the aggregate usage of all seven colleges will be somewhere around 4,795 degrees/certificates and cases per year. NOTE: information sheet is posted to the website.

FORMAT:
Item 1 – Degrees: These will be 10” x 8” flat sheets, with all static text engraved in black and college seals engraved in burnished metallic gold.

Versions: Each of the seven colleges of the Community College System will have a degree and a certificate (only six colleges issue a certificate), distinct from each other and from those of the other colleges. Thus there will be a total of 13 degree/certificate versions across the system, each requiring a separate imprintable diploma shell. One of the seven colleges seals will appear on each version, engraved in gold.

Personalization: Each diploma must be personalized with the student’s name and the name of their program specialization, imaged by dull-finish thermography or another method to look similar to the engraved static printing.

Item 2 – Cases: These will be artificial leather padded diploma folders, approx. 10 ½” x 8 ½”, built with a hinge on the 8 ½” edge to hold a landscape-style 10” x 8” diploma. Degree/certificate will be protectively covered within the case by a layer of clear acetate over a layer of translucent tissue, all secured to the inside right panel by four corner pocket ribbons. The outside front of each case will be foil stamped in gold foil with two lines of type. NOTE: one of the seven colleges would like the college seal printed instead of text. Some colleges will also elect to personalize the case with the student’s name, foil stamped in gold. Also please quote extra charge to print a large college seal, a.k.a. an “etching”, in one PMS ink color on the inside left panel liner.

Representative images of diplomas and covers may be found on the website.

STOCK:
Item 1 – Degree: 65 lb. soft white Smart Papers “Carnival Vellum” cover or comparable or superior paper with the same or similar color, vellum finish, alkaline chemistry for archival longevity, and 30% or more postconsumer waste content.

NOTE: According to New Hampshire Statute, RSA Chapter 9-C: 9, I, effective September 9, 2008, “uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material.” In this context, “recycled material” shall be construed to mean “postconsumer waste material”, as given in the definitions under RSA Chapter 9-C: 2, IV. If CCSNH determines that this standard can be met without special-making the paper, then any bid based on a lower level of recycled content may be disqualified.
STOCK CONTINUED:

Item 2 – Case:
Outside Covering: Permalin Leather (artificial leather) of the finest quality. Color to be determined by each college (is listed on the website.
Base Stock: Pasted cylinder board.
Hinge: The hinge of the case shall be the same material as the cover, securely formed and glued. All four corners of the case must coincide when the case is closed.
Lining: Both inside panels will have a padded liner, size 10” x 8”. Each liner will consist of a warp-resistant .045” interior board, 1/8” foam, and a white moiré acetate facing. Quality, density and compressibility of foam shall be equal to or better than the industry standard of “Code 3800.”
Lining Material: To consist of two pieces: white moiré acetate to be 100% acetate, warp 75 denier bright acetate, filling 150 denier dull acetate, 180 x 54 count laminated to 50 pound white book paper. Material to be fully glued, and turned on all four sides around the liner board.
Ribbons: The right liner pad will have four 7/8” corner pocket ribbons to hold the diploma, tissue and acetate securely in place.

DESIGN: None by vendor.

PAGE MAKEUP:

Item 1 – Degrees:
Static Imaging:
A total of 13 degree/certificate versions will be required: each of the seven colleges will have a unique degree and a unique certificate.
Vendor to compose text for all versions from provided copy similar to the style of the accompanying images which are posted on the website.
All signatures of college and system officials that need to appear on the degrees will be provided, as well as all college seals.
Variable Imaging:
Working from lists of categorized student names and program specializations provided by each college, vendor must set all personalization type.

Item 2 – Cases:
Six of the degree cases will be foil stamped with the appropriate college name, consisting of three lines of type, in the center of the outside cover. One college requires the college seal be foil stamped on the outside cover. Vendor to compose from provided text/image.
Contractor should direct all questions concerning composing in writing to Kim Brent at purchasing@ccsnh.edu

FILM: By vendor if/as needed.

PROOFS: Vendor to provide bluelines or comparable digital proofs of the 6 college names and 1 college seal to be foil stamped on the outside of the cases and the 13 degree/certificate versions. Proofs of personalization text are not required; only the static copy. Send all proofs to Kim Brent at purchasing@ccsnh.edu

PRINTING:

Item 1 – Degrees: To be printed 2/0 in black and metallic gold. All static text and all gold seals are to be engraved. No substitutions of other printing methods allowed. The variable text may be imprinted by a more cost-effective imaging method having appearance similar to engraving, such as dull-finish thermography. Any such method must produce a dense black image with appropriate sunfastness and archival longevity.
PRINTING CONTINUED:

Item 2 – Cases: Six of the degree cases will be foil stamped with the appropriate college name, consisting of three lines of type, in the center of the outside cover. One college requires the college seal be foil stamped on the outside cover. Vendor to compose from provided text/image. Also please quote extra price for foil stamping the student’s name in gold foil in the lower right corner of the outside front cover.

A few of the colleges will want to have their seal printed on the clear acetate lining of the inside left panel, sometimes referred to as an "etching." Please quote a surcharge for etching, as requested on the Vendor’s Bid Proposal Page.

ASSEMBLY: Vendor to install each personalized degree/certificate in the corner pocket ribbons of the inside right panel of a case (the correspondingly personalized case, where applicable), with a piece of tissue and a piece of clear acetate over the degree for protection. Please each finished degree/case unit in an unsealed white envelope, size 9 ¾” x 12 ¼”, before carton packing.

PACKING: Pack neatly best way in cartons weighing no more than 40 lbs. each, sized for one person handling. Quantities and contents are to be clearly marked outside of each package carton.

DELIVERY: Deliver or ship FOB Destination to the seven inside locations of the colleges at Berlin, Claremont, Concord, Laconia, Manchester, Nashua and Portsmouth NH. Their shipping addresses are given on a separate sheet following these specifications entitled SHIPPING INFORMATION.

Bid amount to include all shipping.

SAMPLES: All bidders must submit for consideration with their bid a sample diploma and case, configured similarly to the type of unit described herein. CCSNH reserves the right to reject a bid on the basis of unacceptable quality of the provided sample.

For purposes of meeting the bid submission deadline, an emailed or faxed bid will be accepted. In this event, the sample unit must be received at CCSNH no later than the 3rd business day after the closing of the bidding period, which would be December 17, 2014 by 4:00 PM EST.

SCHEDULE: Schedule of delivery of degrees shall be by arrangement with each of the seven colleges served under this contract. Generally, delivery must be made around April 1 to 15 each year.

Please quote required working days of lead time to guaranteed delivery. Days indicated may be considered in the award of this project.

INVOICING: Send invoices to the appropriate college ordering, as indicated on the shipping addresses that are given on a separate sheet following these specifications entitled SHIPPING INFORMATION.

ADDITIONAL DOCUMENTATION:
On the CCSNH website http://www.ccsnh.edu/open-bids the following information is posted:
  1) General information
  2) Covers of cases
  3) Etchings
  4) Degrees
  5) Certificates

QUESTIONS: Any questions concerning these specifications should be emailed to Kim Brent at purchasing@ccsnh.edu

CONTRACT DURATION AND RENEWAL: This contact and the pricing established herein shall be in effect for a period of two years from the inception date. By mutual agreement, this contract may also be renewed annually for up to three additional years. However, renewal may be declined by either party for any reason.

SUBCONTRACTING: All manufacturing must be done in vendor’s own facilities. No subcontracting allowed.
COMMUNITY COLLEGE SYSTEM OF NH

REQUEST FOR BID

BID CHA15-01 #

VENDOR’S BID PROPOSAL

Vendor: ____________________________________________

Contact: ________________________________ Phone: __________

**Proposed Pricing:**  (Prices must include delivery or shipping.)

Price per unit consisting of one degree in a case, w/ case not personalized:   $____________________________

Surcharge per case to personalize with student’s name foil stamped on the outside front cover:   $___________

Surcharge per case to print an “etching” of college seal on the inside left liner: $____________________________

Price per degree, if ordered without a case: $__________________________________________________________

Price per case, if ordered without a degree (foil stamped with college name but not personalized): $___________

**Proposed Turnaround:**

Working days ARO to proof: ________________

Working days from approved proof to delivery: ________________

Do you offer on-line ordering (please check one):   YES _________   NO _________

**Proposed Degree Stock:**   (Please include postconsumer waste content of stock)

__________________________________________________________________________________________

__________________________________________________________________________________________
SHIPPING INFORMATION

COLLEGE’S:

White Mountains Community College  
2020 Riverside Dr  
Berlin NH 03570-3717

River Valley Community College  
One College Place  
Claremont NH 03743-9707

NHTI-Concord’s Community College  
1 Institute Dr  
Concord NH 03301-7425

Lakes Region Community College  
379 Belmont Rd  
Laconia NH 03246-1364

Manchester Community College  
1066 Front St  
Manchester NH 03102-8528

Nashua Community College  
505 Amherst St  
Nashua NH 03063-1026

Great Bay Community College  
320 Corporate Dr  
Portsmouth NH 03801-2879