

Request for Documented Quote
For CMU 2823 Online Stationary



DQ Issue Date: 10/22/2024
Proposal Due Date: 11/05/2024, 11:00am MST
Issued By: Tracey Cornwell
Purchasing Specialist/Buyer

Table of Contents

| | |
|---------------------------------------|---|
| Official Means of Communication | 3 |
| Bid Submission | 3 |
| Background, Overview & Goals | 3 |
| Brand Name or Equal | 5 |
| Bid Evaluation Samples | 6 |
| Award | 6 |
| Required Submittals..... | 6 |

Official Means of Communication

During the solicitation process for this DQ, all official communication between the Purchasing Department and Offerors will be via postings on the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. **NOTE: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.** The University does not have access or control of the vendor side of the RMEPS site; contact RMEPS directly to resolve any issues encountered prior to response deadline at (800) 835-4603.

The Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. **It is incumbent upon Offerors to carefully and regularly monitor the RMEPS website for any such postings.**

The Purchasing Department will also post communications through the University Open Solicitations website at: <https://www.coloradomesa.edu/procurement-payment/open-solicitations.html>. Information on this website is for reference only; the RMEPS website is the platform of record. It is incumbent that bidders review the University's Solicitation Instructions.

Bid Submission

Proposals must be received on or before the date and time indicated on the Documented Quote form. Proposals will be accepted electronically through the RMEPS website. The Documented Quote form **MUST** be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. Proposals which are determined to be at a variance with this requirement will not be accepted.

Background, Overview & Goals

It is the intent of the University to enter into a price agreement for the printing of business cards, imprinted envelopes (in various sizes), customized note cards, notepads and letterhead for Colorado Mesa University and all its sub-brands and extensions, The Maverick Store, the Maverick Club and the Greater Grand Junction Sports Commission. The bulk of the printing needs of the campus will focus on letterhead, envelopes and business cards. The notecards and note pads are optional for units to purchase and will be printed on a limited basis. The period of the agreement will be for one year with an option to renew annually for up to five years at the sole discretion of the University. Future pricing will be established along with the initial volume of campus printing needs at a volume discounted rate. The University is looking to award one vendor all the pieces for CMU and supporting sub-brands business kit but reserves the right to issue multiple awards to best serve the campus constituency. Colorado Mesa University reserves the right make changes to the Brand System at any time.

Brand Visual Identity includes The University Seal which is associated with honor and tradition and speaks to the university's longevity. This is reserved for official, and ceremonial uses such as diplomas, transcripts, deeds, and decrees. Do not combine the university seal with other marks or graphic elements. University Main Institutional Mark includes the interlocking CMU and full name of the institution is our primary and most used mark for the institution. Horizontal Signature consists of the interlocking CMU, a black vertical line and the Colorado Mesa University wordmark. Vertical Stacked Signature If needed, there is a vertical stacked version of this logo that includes the interlocking CMU and wordmark. There are Alternative Versions to provide flexibility when working with the CMU's logo's there are a few alternative versions, Horizontal Signature Color Variations include four color variations for the horizontal signature.

Note the black and maroon marks should be used on light backgrounds, whereas the yellow and white signatures are to be used on dark backgrounds. Horizontal Signature 90 Degree Orientation may be rotated by 90 degrees clockwise in specific cases. This flexibility is designed for instances where the branding space is more vertical and narrower. Interlocking Signature is primarily intended for Athletics; it is permissible for all units to use this mark under the new brand guidelines. Since this acronym does not include the university's name, it should maintain its original orientation to ensure it is displayed as intended. Wordmark Signature: the wordmark signature should be utilized when the complete name of the school is required in communications, yet there isn't enough space to incorporate the interlocking mark. This signature offers a more formal appearance than the standalone interlocking. CMU Tech Mark: CMU Tech offers Colorado Meas University's career and technical programs. There are four versions of the CMU Tech primary logo. Horizontal Signature: The horizontal signature consists of the interlocking CMU, a black horizontal line and the name Tech. This should be used in most cases where brand recognition is high. Vertical Stacked Signature is a vertical stacked version of the horizontal logo that includes the interlocking CMU and name Tech. Horizontal Full Name Signature: the horizontal signature consists of the interlocking CMU, a black horizontal line, the name Tech and the institution's full name. This should be used in cases where brand recognition is low, especially outside the region. Vertical Stacked Full Name Signature: Vertical Stacked version of the horizontal full name logo includes the interlocking CMU, the name Tech and the institution's full name. Used where recognition is low, especially outside the region.

Unit Identifiers: Internal Use Unit identifiers allow departments, programs, administration offices and athletic programs to have their own identifying main mark and reinforces branding. Unit Identifiers: CMU Tech Internal and External Use: Unity identifiers allow departments, programs and administration offices to have their own identifying mark that aligns with the CMU TECH main mark and reinforces branding. University Main Institutional Mark Small Size Application: Follow the small size application guidelines to ensure the legibility of each mark. Safe Area is the buffer around our logo, which must remain free of any visual interference to endure our brand stands out with clarity and integrity. University Main Institutional Mark Improper Uses: To ensure brand identity integrity, do not alter the institutional mark (do not recolor any part of our marks, the only color variations are allowed are listed in the guide. The colors should not include any patterns, only invert colors in mark when allowed by guide, do not rotate or tilt the mark, do not fade or use gradients in the mark, do not use proportions of the mark or combine it with other graphics, do not alter the layout of the design, do not stretch the proportions of the mark, ensure accessibility and do not place the mark on a similar background.

Maverick Athletics: The Maverick mascot mark serves as a rallying point and bold unifying visual for CMU athletics. The use of the mark is limited to intercollegiate athletics, club sports and intramural leagues. Note that one-color artwork on dark backgrounds uses an inverted design to maintain design consistency.

Primary and Secondary Colors Maroon and white and the university's main colors and white must be used in every piece of marketing and communication Yellow, aka Athletic Gold and black are the institutions secondary colors. Use of these colors should be limited and mainly reserved as accent colors.

Maroon

Print

PMS: 209

CYMK: C=0, M=100, Y=34, K=53

Screen RGB: R=134, G=0, B=55

HEX: #860037

White

Print

CMU 2823

PMS: white

CMYK: C=0, M=0, Y=0, K=0

Screen RGB: R=255, G=255, B=255

Hex: #FFFFFF

Athletic Gold

Print PMS: 116

CMYK: C=1, M=16, Y=100, K=0

Hex: #FFD200

Black

Print

PMS: black

CMYK: C=0, M=0, Y=0, K=100

Hex: #000000

Typography

Trajan Pro: is an interpretation of the inscriptional capitals from the Trajan columns of Rome. The font ties the university to its respect for history and its dedication to accessible education and learning. Use this classic and straightforward font for all headlines and titles.

Nunito Sans: is a well-balanced sans serif font that has a modern, clean look. This should be used mainly for body copy and can be used for subheads. It is also the font used across CMU's website.

Refrigerator Deluxe: a versatile font that was inspired by block lettering typical of the mid-20th century. This should be used for headlines and subheads.

Please confirm Brands, Colors, and Information at CMU Brand Guidelines at:

[Colorado Mesa University Brand Guidelines by coloradomesa - Issuu](#)

The vendor must provide an online storefront to sell business kit materials to the campus community. This store should be branded with the CMU branding; be user friendly; be able to process online payments; be able to customize business kit products to fit multiple unit's needs; have the ability to add other business kit items if needed, send/store invoices and other documents of order that user can access and give the ability for CMU professional add and remove users in the ordering system when needed; and to send proofs to the Marketing and Communications for approval before production.

Colorado Mesa University reserves the right to make changes to the Brand System at any time.

Brand Name or Equal

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer. If unable to quote on items specified, quote on "or equal items", specifying catalog number, brand, etc. Brochures and/or specifications and samples of each must be submitted. The University reserves the right to make the final decision as to comparable items.

If bidding a brand name or equal, the bidder is responsible to include in the bid a side-by-side comparison of the equal brand or manufacturer to the specifications outlined in the solicitation. All bidders must provide detailed information for

the equipment offered highlighting where the specifications have been met or exceeded. Please refer to the Colorado Mesa University Brand Identity Guidelines at:

Bid Evaluation Samples

After bids have been received, the University may, at its discretion, request samples from the bidders to arrive at a determination in the award of the bid. Such samples must be made available within ten (10) days after notification by Colorado Mesa University. Samples shall be used in determining the performance characteristics of each manufacturer and must display the performance requirements the University is looking for. Colorado Mesa University is not liable for any cost incurred by bidders in preparation of this bid: all costs are the responsibility of the bidder.

Award

Colorado Mesa University reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received and to accept all or any portion of the bid if deemed in the best interest of the University and not contrary to law. This bid implies no obligation on the part of the University to pay any costs incurred in the preparation or the submission of such bids, or to purchase or contract for products or services, nor does the University's silence imply any acceptance or rejection of any offer.

Award will be made to the low responsive and responsible bidder(s) whose bid is acceptable subject to the following evaluation criteria:

Required Submittals

- Signed Price Proposal
- Itemized pricing
- References
- Narrative of Experience
- Proposed Printing Services for the University
- Overview of Web Based Ordering System
- Samples of Business Kit Items must be submitted on proposed stock.
- Business Kit brand guide [Colorado Mesa University Brand Guidelines by coloradomesa - Issuu](#)
- FOB Grand Junction, Colorado
- References of three current Educational Institutions using the online printing services.



Documented Quote Form

CMU 2823

Online Stationary

Proposals Due: 11/05/2024, 11:00am MST

Complete and return this form with your submission. Quote **DELIVERED PRICES** on the following goods or services. No bid is to be contingent on the purchase of all items listed. The right is reserved to reject any and all bids or parts thereof.

It is incumbent that bidders review the University's Solicitation Instruction

| | 2 Colors | 3 Colors | CMYK Process |
|---|-----------------|-----------------|---------------------|
| Letterhead | | | |
| 1 ream | \$ | \$ | \$ |
| 2 reams | \$ | \$ | \$ |
| 5 reams | \$ | \$ | \$ |
| 10 reams | \$ | \$ | \$ |
| #10 Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| #10 Window Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| #9 Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| #9 Business Reply Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| 6.25" Business Reply Envelopes with flap | | | |

| | | | |
|----------------------------------|----|---|----|
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| A-7 Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| A-2 Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| 9x12 Catalog Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| 10x13 Catalog Envelopes | | | |
| 1 box | \$ | \$ | \$ |
| 2 boxes | \$ | \$ | \$ |
| 5 boxes | \$ | \$ | \$ |
| 10 boxes | \$ | \$ | \$ |
| Business Cards | | | |
| 1 box 250 | \$ | \$ | \$ |
| 1 box 500 | \$ | \$ | \$ |
| Optional Backer Additional Cost | \$ | Business Card backers are 1 color (black) | |
| Note/Thank You Card | | | |
| 100 cards | \$ | n/a | \$ |
| 250 cards | \$ | n/a | \$ |
| 500 cards | \$ | n/a | \$ |
| Logo and Custom Note Pads | | | |
| 1 pad | \$ | \$ | \$ |
| 5 pads | \$ | \$ | \$ |
| 10 pads | \$ | \$ | \$ |

Bidder acknowledges receipt of Addendum No. __, __, __, __ (to be completed by bidder as necessary)

Delivery will be completed (7) working days from date of purchase order.

Discounts: _____

Company Name: _____ FEIN: _____

Date: _____ Phone: _____

CMU 2823

Address: _____

The undersigned hereby agrees to deliver the items specified herein in accordance with terms, conditions, specifications, and prices set forth.

Name: _____ Signature: _____