



4601 COLLEGE BOULEVARD
FARMINGTON, NEW MEXICO 87402

BID #549

Printing of Class Schedules

Opening Date:
March 11, 2005 - 2:00 P.M.

Purchasing Department
Room #1715
4601 College Boulevard
Farmington, NM 87402
(505) 566-3511

NOTICE TO BIDDERS

Sealed Bids will be received by San Juan College, San Juan County, New Mexico, at the Purchasing and Design Office, 4601 College Blvd – Room 1715, Farmington, New Mexico, 87402.

The Bids duly delivered and submitted will be opened and read aloud for supplying the following, on the dates and times reflected below:

Printing of Class Schedules
BID #549
March 11, 2005
2:00 P.M.

Any Bid received after stated closing time will be returned unopened. If bids are sent by mail to the Purchase and Design Department, the Bidder shall be responsible for actual delivery of the Bid to the Purchase and Design Department before the advertised date and hour for opening of the Bids. If mail is delayed either by the postal service or in the internal mail system of San Juan College beyond the date and hour set for the Bid Opening, bids thus delayed will not be considered and will be returned unopened.

Bid documents may be retrieved by accessing the San Juan College website and downloaded at: <http://www.sanjuacollege.edu>. Further details and criteria for award may be obtained through the Purchasing and Design Office by calling (505) 566-3511. San Juan College reserves the right to accept or reject any or all bids.

Until the final award by San Juan College, said College reserves the right to reject any and/or all Bids, to waive technicalities, to re-advertise, or to proceed otherwise when the best interest of said College will be realized hereby. Bids will be submitted sealed and plainly marked with the date and time of opening.

San Juan College
Farmington, New Mexico 87402

By: /s/ Yvonne Brooks
Yvonne Brooks, Purchasing Agent

Publication Date: February 27, 2005
Opening Date: March 11, 2005

Printing of Class Schedules
BID #549
March 11, 2005
2:00 P.M.

ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of the Printing of Class Schedules distribution packet #549, the undersigned agrees that he/she has received a complete copy, beginning with the title page and ending with page Exhibit A, for a total of 15 pages.

The acknowledgment of the receipt should be signed and returned to the Buyer no later than March 7, 2005. Only potential Offerors who elect to return this form will receive copies of all future communications, relating to, and including amendments to #549, if issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

EMAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to document # 549.

Firm **does/does not (circle one)** intend to respond to Printing of Class Schedules, Bid #549.

If firm **does not** intend to reply, please give a brief reason for not responding: _____

Return To:
Deana Ellis
Purchasing Clerk
San Juan College
Purchasing and Design Center
4601 College Boulevard, Room 1715
Farmington, NM 87402

Telephone Number: 505-566-3511
Fax Number: 505-566-3075
Faxed copies of this form will be accepted.
Faxed **BID** responses **will not** be accepted

INVITATION TO BID

BID TITLE: Printing of Class Schedules
BID#: 549

Sealed bid opening:
 SAN JUAN COLLEGE
 PURCHASING AND DESIGN DEPARTMENT
 4601 COLLEGE BLVD – RM 1715
 FARMINGTON, NM 87402
 DATE: March 11, 2005 2:00 P.M.

The following ARTICLES are made part of this Bid:

- Article 1 - General Terms & Conditions
- Article 2 - Special Conditions Supplies
- Article 3 - Specifications

/s/ Yvonne Brooks
 Yvonne Brooks, Purchasing Agent

If you have any questions regarding this
 Invitation to Bid please contact: Purchasing &
 Design 505-566-3511

IMPORTANT - BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND OPENING DATE CLEARLY INDICATED ON THE FRONT OF THE ENVELOPE. FAXED BIDS WILL NOT BE ACCEPTED. SUBMITTING "NO BIDS" ARE NOT REQUIRED TO BE KEPT ON THE COLLEGE'S BIDDERS LIST.

Sealed bids will be received until the above specified date and local time, then publicly opened at San Juan College Purchase and Design Department and read aloud. This bid is subject to the Purchase Order "Terms and Conditions", Bidding Requirements, and Specifications.

COMPANY NAME/MAILING ADDRESS/CITY/STATE/ZIP CODE (please print)	
CONTACT PERSON (please print)	TELEPHONE NUMBER/FAX NUMBER (please print)
<i>To be a valid bid, Bidder must Sign Here</i>	<i>Title</i>
<p>In-State Preference will be applied to only those in-state certified bidders who <u>have</u> completed the following: Bidder has received certification from the State Purchasing Agent for Resident Contractors Certification. Bidder has been issued Certification # _____ and is therefore eligible for the 5% preference credit. In-state certification approval is required at the time of the bid opening to be eligible for in-state preference.</p>	
Payment Terms: _____ % _____ Days, <u>Net 30 Days After Receipt of Invoice (Discount will not be considered in computing the low bid.)</u>	
F.O.B. Point: Destination	Delivery: _____ Calendar days
(F.O.B. Point Must be Destination, Unless otherwise indicated by San Juan College Purchasing Agent and/or enclosed Contract Documents)	

If applicable, BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENT(S):

Amendment No. _____ Dated _____	Amendment No. _____ Dated _____
Amendment No. _____ Dated _____	Amendment No. _____ Dated _____

ARTICLE 1

GENERAL CONDITIONS

The following bid is made for furnishing materials or services for San Juan College, San Juan County, New Mexico.

The bidder declares that the amount and nature of the materials to be furnished is understood and that the nature of this bid is in strict accordance with the conditions set forth and is a part of this bid, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the bids are opened.

The bidder, in submitting this bid, represents that he is an equal opportunity employer, and will not discriminate with regard to race, religion, color, national origin, and sex in the performance of this contract.

The bidder hereby proposes to furnish the items or services bid on, F.O.B. Farmington, New Mexico, at the unit prices quoted herein after notice of bid award.

Bidder must fill in all information asked for in the blanks provided under each item. Failure to comply may result in rejection of the Bid at the College's option.

The College reserves the right to reject any or all bids or to waive technicalities at its option when in the best interests of the College.

If items for which bids have been called for have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering "equal" products will be considered for award if such products are clearly identified in the bids and are determined by the Purchasing & Design Office and requesting Department to be equal in all material respects to the brand name products referenced. Unless the bidder clearly indicates in his bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product referenced in the Bid Schedule.

Equal shall be taken in its general sense and shall not mean identical. Specifications are for the sole purpose of establishing minimum requirements of level of quality, standards of performance and design and is in no way intended to prohibit the bidding of any manufacturer(s) item of equal material. San Juan College shall be the sole judge of equality in their best interest and decisions of San Juan College as to equality shall be final.

Pursuant to Section 13-1-108 NMSA 1978, the total amount bid shall exclude all applicable taxes including applicable state gross receipts tax or applicable local option tax. The College will pay for any taxes due on the contract and will pay any increase in applicable taxes which become effective after the date the contract is entered into in addition to the bid total based upon separate billings which the successful bidder shall submit with each request for payment. Taxes shall be shown as a separate amount on such billing or request for payment and shall separately identify each tax being billed.

To assist the College with budget preparation, the bidder shall complete the paragraph on the bid schedule of this bid and shall identify by name each tax, bidder believes to be applicable to this bid and shall estimate the amount of each tax which will be

charged on the entire bid.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the Purchasing Agent, the bidder shall be responsible for actual delivery of the bid to the Purchasing and Design Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the College beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Bids deposited with the College cannot be withdrawn prior to the time set for opening Bids. Request for non-consideration of Bids must be made in writing to the Purchasing & Design Office and received by the College prior to the time set for opening Bids. After other bids are opened and publicly read, the Bid for which non-consideration is properly requested may be returned unopened. The bid may not be withdrawn after the bids have been opened, and the Bidder, in submitting the same, warrants and guarantees that his bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such bid will not and cannot be withdrawn because of any mistake committed by the Bidder.

After Bids are opened and publicly read, the Bids will be tabulated for comparison on the basis of the bid prices and quantities shown in the Bid. Until final award by San Juan College, the College reserves the right to reject any or all Bids, to waive technicalities, and to re-advertise, or proceed to do the work otherwise when the best interests of the College will be realized hereby.

Bids will be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, unauthorized alternate bids or irregularities of any kind. However, the College reserves the right to waive any irregularities and to make the award in the best interest of the College.

The College reserves the right to reject any or all Bids, and all Bids submitted are subject to this reservation. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving Bids as stated in the advertisement.
2. Bid containing any irregularities.
3. Unbalanced value of any items.

Bidders may be disqualified and their Bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the College.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgment of the College will prevent or hinder the prompt completion of additional work if awarded.

The successful bidder may not assign his rights and duties under an award without the written consent of the College's Purchasing & Design Office. Such consent shall not relieve the assignor of liability in event of default by his assignee.

Delivery date is an important factor to the College and may be required to be a part of each bid. San Juan College considers delivery time to be that period elapsing from the time the individual order is placed until that order or work there under is received by the College at the specified delivery location. The delivery date indicated a guaranteed delivery at Farmington, New Mexico. In evaluating any guaranteed date of delivery, past delivery and service performance on previous College contracts will be considered. The College reserves the right to reject any bid if the guaranteed delivery date of any bidder is indicated unlikely because of the non-availability of stock in the vicinity of Farmington, New Mexico or failure of the bidder to meet guaranteed delivery dates or service performance on any previous College order.

The College reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the bidder fails to furnish the materials by the guaranteed date, the College reserves the right to cancel the order without liability on its part. All prices are to be F. O. B. Farmington, New Mexico all freight prepaid.

Whenever the Contractor encounters any difficulty which is delaying or threatens to delay timely performance (including actual or potential labor disputes), the Contractor shall immediately give notice thereof in writing to the Purchasing & Design office, stating all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule or be construed as a waiver by the College of any rights or remedies to which it is entitled by law or pursuant to provisions herein. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delay.

All bids shall specify terms and conditions of payment which will be considered as part of, but not control, the award of bid. College review, inspections, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials or service. Bids which call for payment before 30 days from receipt of invoice, or cash discounts given on such payment, will be considered only if the opinion of the Purchasing & Design Office upon the review, inspections and processing procedures can be completed within the specified time.

It is the intention of San Juan College to make payment on completed orders within thirty (30) days of receiving invoicing unless unusual circumstances arise. Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the Purchasing & Design Department and must be given a Purchase Order Number to be valid. All Purchase Orders will be paid upon completion of delivery and acceptance.

Payment will not be made by the College until the vendor has been given a Purchase Order Number, has furnished proper invoice, materials, or services, and otherwise complied with College Purchasing procedures, unless this provision is waived by the College.

In case of default of the successful bidder, San Juan College may procure the articles from other sources and hold the bidder responsible for any excess cost occasioned thereby.

Except as to any supplies or components which the specifications provide need not be new, all supplies and components to be provided under this contract shall be new (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety), of current productions and of the most suitable grade for the purpose intended. If at any time during the

performance of this contract the Contractor believes that the furnishing of supplies or components which are not new is necessary or desirable, he shall notify the Purchasing Agent immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the College if authorization to use supplies or components is granted.

ARTICLE 2

SPECIAL CONDITIONS SUPPLIES

Periodic deliveries will be made only upon authorization of the Purchasing Department and shall be made if, as, and when required and ordered by the College at such intervals as directed by said Purchasing & Design Department.

Deliveries shall be to the location identified in each order within San Juan College.

The quantities shown on the bid are estimated quantities only. San Juan College reserves the right to purchase more than or less than the quantities shown. In any event, the unit bid prices shall govern.

The Contract will be awarded at the prices bid for a period of time as set forth in the Bid Schedule.

Bidder warrants that all deliveries made under the Contract will be of the type and quality specified; and the College's Purchasing Agent may reject and/or refuse any delivery which falls below the quality specified in the specifications. The College shall not be held to have accepted any delivery until after an inspection of same has been made and an opportunity to exercise its right of rejection has been afforded.

All manufacturers' warranties shall insure to the benefit of the College, and replacement of defective materials shall be made promptly upon request.

Failure by the Contractor to make reasonable delivery as and when requested shall entitle the Purchasing Agent to acquire quantities from alternate sources wherever available, with the right to seek reimbursement from the Contract for amounts, if any, paid by the College over and above the bid price.

All materials delivered shall be free of any and all liens and shall upon acceptance thereof become the property of the College, free and clear of any materialman's, supplier's, or other liens.

Regardless of the award of a Contract hereunder, the College retains the right to purchase the same or similar materials or items from other sources should it be determined that doing so would be in the College's best interest, based on cost and quality considerations; however, in such event, the Contractor will be given the first option of meeting or rejecting the proposed alternate source's lower price or higher quality.

Acceptance by the College of any delivery shall not relieve the Contractor of any guarantee or warranty, express or implied, nor shall it be considered an acceptance of material not in accordance with the Specification thereby waiving the College's right to request replacement of defective material.

ARTICLE 3

SPECIFICATIONS

These specifications are based upon design and performance criteria which have been developed by the San Juan College as a result of extensive research and careful analysis of the data. Subsequently, these specifications reflect the only type of equipment, material(s) or supplies that is/are acceptable at this time. Therefore, exceptions may be accepted if they are minor, equal, or superior to that which is specified, and provided that they are listed and fully explained on a separate page entitled, "Exceptions to Specifications". The exceptions shall refer to the specification page and paragraph number. The Purchaser shall determine which (if any) exceptions are acceptable and this determination shall be final.

**Printing of Class Schedules
BID # 549**

MINIMUM BID SPECIFICATIONS

1. GENERAL

1.1 San Juan College (College) is requesting bids, from qualified Bidders that are interested in the following printing project:

1.1.1 Printing, and mailing preparation of San Juan College Fall 2005 and Spring 2006 Class Schedules.

1.2 Mailing listing, photos, slides, graphics, tables, map(s), and text are or shall become the property of San Juan College.

1.3 The awarded Bidder shall not imprint their company name, address, logo, or any other additional information or advertisement any place within the printed class schedules.

2. BIDDER'S QUALIFICATIONS

2.1 Bidder shall have a minimum three (3) years experience in a four (4) color printing process and printing of class schedules or similar work.

2.2 Bidder shall also provide information which sets forth:

2.2.1 Key personnel - Names of key personnel, their respective titles, experience, and periods of service with the firm. The personnel named in the Bid submitted by the Bidder shall remain responsible throughout the period of this project. No diversion or replacement may be made without submission of the proposed replacement with final approval being granted by the College's Purchasing Agent.

2.2.2 Statement of qualifications - A narrative or other statement by the firm of its qualifications for the proposed project.

2.2.3 Availability - A brief statement of the availability of key personnel of the firm to undertake the proposed project.

2.2.4 References/Client List - The Bidder shall provide a list of five (5) references of clients whom have been provided similar type class schedules. The reference list shall include current clients in which four (4) color printing services have been provided within the past three (3) years and shall provide a contact person and telephone number. The College reserves the right to contact clients for reference checks. References/Client List must be submitted to be considered a responsive bid.

2. BIDDER'S QUALIFICATIONS (cont.)

2.2.5 Samples - A minimum of three (3) class schedules produced in the past three (3) years by the Bidder shall be submitted. Samples must be submitted with your bid to be considered a responsive bid.

3. TERM

3.1 The term of the Agreement shall be in effect for one (1) year, subject to earlier termination or extension pursuant to the Agreement provisions;

3.1.1 The Agreement shall renew automatically for three (3) additional one year terms unless notice is given by either party to the other by U.S. Certified Mail of its intent not to renew at least thirty (30) days prior to the expiration of the term in force.

3.1.2 A purchase order contract will be entered into between the College and the successful Bidder.

3.2 The term of the bid is contingent upon the budgeting and appropriation of funds by the San Juan College Board for continuation of the services contemplated by this bid.

4. PRICE REDETERMINATION

4.1 In the event the purchase order contract is renewed, the contract unit price shall remain firm for the duration of the contract, unless otherwise stipulated in the special provision(s) identified below:

4.2 Consumer Price Index (CPI-U): The price to be paid for printing shall be increased or decreased by 75% of the change as reflected by the All Urban Consumers: CUURX400SAS (Exhibit A) of the Consumers Price Index published by the U.S. Department of Labor for the preceding twelve months, provided that any such increase or decrease shall not exceed eight (8%) percent of the rates set forth in the Purchase Order Contract as from time to time amended, in any one year.

Reference example at <http://www.bls.gov/cpi/cpi1998d.htm>

4.3 The College will accommodate paper cost increases by using the Manufacturer's Documented Price Adjustment: The price to be paid for paper shall be increased or decreased by 100% of the change as reflected in the price supporting documentation as supplied by the paper manufacturer. The adjustment will be applied to the paper cost using the percentage supplied by the bidder, reference bid schedule, page 13. Reference example below:

Manufacturers documented price adjustment	Paper 30%
Base Cost = \$1,000.00 Printing: \$ 700.00 – 70% Paper: \$ 300.00 - 30%	\$300.00
Price adjustment to equal 100% of the change as reflected in the price supporting documentation as supplied by the paper manufacturer. Example: increase supplied by paper manufacturer = 10%.	10%
Multiply paper cost by percentage supplied by the paper manufacturer. (\$300.00 X 10% = \$30.00)	\$30.00
Add base cost of paper to paper cost price adjustment. (\$300.00 + \$30.00 = \$330.00)	\$330.00
Add base cost of printing to adjusted paper cost. (\$700.00 + \$330.00 = \$1,030.00)	\$1,030.00

4. PRICE REDETERMINATION (cont.)

- 4.4 The increased contract unit price for paper may be effective after (30) calendar days provided that the Bidder submits a written request, with supporting documentation, for an increase, at least thirty (30) calendar days prior to the proposed effective date of the price increase.
- 4.5 The increased contract price shall not apply to orders received by the Bidder prior to the effective date of the increased contract price. Orders placed, via College Purchase Order, shall be considered to have been received by the Bidder after the fifth (5th) calendar day following the date of signature by the Purchasing Officer or authorized representative.
- 4.6 Such requested contract price increase shall become effective only upon approval by the College's Purchasing Agent.
- 4.7 Within thirty (30) calendar days after receipt of a Bidder's written request, the College's Purchasing Officer may cancel, without liability to the Bidder, any item on this contract or the contract in its entirety.

5. PAYMENTS

- 5.1 For payment due for materials received, the Bidder shall submit invoices after each shipment. Invoice amounts shall be based on the total quantity of printed items delivered.
- 5.2 The Bidder shall provide an invoice which provides detailed billing for materials provided no later than ninety (90) calendar days after the date material has been delivered. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this Agreement.

The invoice shall be addressed as follows:

San Juan College, Accounts Payable
4601 College Boulevard
Farmington, NM 87402

- 5.3 Payments shall be paid to Bidder within (30) days contingent upon the following:
 - 5.3.1 Application of payment discounts, if considered to be in the best interest of the College.
 - 5.3.2 From date of receipt by the College of properly documented invoices for payment as determined by the budgetary and fiscal guidelines of the College.
 - 5.3.3 On the condition that the Bidder has accomplished the Services to the satisfaction of the College. Any taxes (specifically including the New Mexico Gross Receipts.

6. TERMINATION FOR CAUSE

6.1 If, through any cause, Bidder fails to fulfill in a timely and proper manner Bidder's obligations under this Agreement or if Bidder violates any of the covenants, agreements, or stipulations of this Agreement, the COLLEGE may order Bidder by written notice to stop the services or any portion of them until the cause for such order has been eliminated. If Bidder fails to correct the deficiency within the time period specified in such notice, which time period shall be reasonable under the circumstances, the President shall have the right to immediately terminate this Agreement. The Bidder shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder prior to such termination.

6.1.1 Notwithstanding the above, Bidder shall not be relieved of liability to the COLLEGE for damages sustained by the COLLEGE by virtue of any breach of this Agreement by Bidder, and the COLLEGE may withhold any payments to the Bidder for the purposes of set-off until such time as the exact amount of damages due the COLLEGE from the Bidder is determined.

7. TERMINATION FOR CONVENIENCE

7.1 The President may terminate this Agreement at any time by giving at least thirty (30) days notice in writing to the Bidder. If this Agreement is terminated due to the fault of Bidder and no further compensation or reimbursement to Bidder shall be due. If terminated for any other reason, COLLEGE will reimburse Bidder for all documented out-of-pocket expenses incurred in connection with this Agreement.

PRINTING AND BULK MAILING OF CLASS SCHEDULES

1. Printing Specifications

- Booklets: 72 pages on newsprint + 4-page cover (2 cover versions for mail and non-mail)
- Quantities: 57,000 for fall, 57,000 for spring
 43,000 to be printed with bulk mail stamp and prepared for mailing
 14,000 printed with no bulk mail stamp and delivered to San Juan College
- Stock/Color: Cover: 50 lb. #3 Coated Groundwood prints four-color process both sides
 Text: 30 lb. newsprint prints black plus one spot PMS on pages 1-14 of book
- Page size Finished size is 8" x 10 3/4". Flat: 16" x 10 3/4". Cover bleeds
- Prep: PDF files furnished to printer's specifications
- Proofs: Color proofs for cover; bluelines for text. The awarded Bidder is required to obtain written approval from the appointed College representative prior to production.
- Binding: Saddle stitch on the 10 3/4" dimension
- Packaging: Bulk pack on skids
- Shipping: 43,000 shipped prepared for mailing and delivered to United States Post Office;
 14,000 copies shipped to San Juan College
- Delivery: Materials to printer no later than Monday, March 21, 2005 (for Fall 2005) with delivery deadline of Wednesday, April 6;
 And no later than Monday, October 24, 2005 (for Spring 2006) with delivery deadline of Wednesday, November 9.

2. Mail Prep Specifications

Preparation for mailing: Class Schedules can also be mailed out of a United States Post Office outside of Farmington, NM, provided bidder completes the proper paperwork for application of nonprofit rates.

Bid to include preparing 72-page class schedules to be delivered according to Nonprofit Enhanced Carrier Route regulations (at Saturation level), including acquiring zip code information from post office to deliver to all residential addresses in San Juan County, NM. (est.: 43,000), deleting business addresses.

Successful bidder will sort, bundle and deliver schedules to post office for mailing, and prepare necessary paperwork.

2. **Mail Prep Specifications** (cont.)

Cost for mailing schedules to be computed and given to the College's Public Relations Department so money may be deposited at appropriate post office.

Delivery:

Fall 2005 -- Delivered from printer April 6, 2005, with mail out to be week of June 13, 2005.

Spring 2006-- Delivered from printer November 9, 2005, with mail out to be week of November 14, 2005.

ITEM	EST ORDER QTY	UOM	DESCRIPTION	UNIT COST	TOTAL COST
A.	114,000	EA	PRINTING AND BULK MAILING OF CLASS SCHEDULES, REFERENCE BID SPECIFICATIONS, PAGES 7-12. REFERENCE BID SPECIFICATIONS, PAGE 8, SECTION 4 PRICE REDETERMINATION Please complete the information below: Cost Break Down: Used for Price Redetermination For Contract Renewal For Paper Cost Increase if applicable. _____ % OF TOTAL COST = PRINTING COST _____ % OF TOTAL COST = PAPER COST		

TYPE OF BID: ALL OR NONE

EXCEPTIONS TO SPECIFICATIONS: Any exceptions taken shall be noted on Bidder's business letterhead and submitted with this bid.

ESTIMATED ORDER QUANTITIES: The College anticipates ordering in quantities lot sizes as shown on the Bid Schedule above. If the Bidder's pricing is subject to change if the College elects to order less than or more than the quantity lot size identified, the Bidder must clearly identify on a separate sheet of paper titled "Order Quantity Price Schedule" the quantity levels where different price structures are applied.

TAX IDENTIFICATION

San Juan College issues Type 9 Non-Taxable Transaction Certificates (NTTC's) and is tax exempt for purchases of TANGIBLE PERSONAL PROPERTY ONLY. These certificates may not be used to purchase construction materials to be used in construction projects. To receive a NTTC please contact Accounts Payable at 505-566-3254. Determinations for applicable tax classification should be made by the Taxation and Revenue Department or your tax consultant. Please call 505-325-5049 for the Farmington branch or 505-827-0700 for the State office.

Bidder certifies that Bidder has made a diligent effort to ascertain and identify all taxes which will be charged to the College against this Bid and that, in Bidder's opinion, the taxes identified below and the amount shown for all of the taxes which will be charged in addition to the bid total shown on the Bid Schedule.

New Mexico Gross Receipts Tax	_____ %	\$ _____
Other.....	_____ %	\$ _____
Other.....	_____ %	\$ _____

Exhibit A