

Addendum to Section 7. PROJECTED TIMETABLE OF ACTIVITIES

UA has decided to extend the deadline for submission on the Managed Services for Copy, Print, and Mailing RFP. The following is the updated schedule:

Action/ Responsible Party	Date
RFP Released to Prospective Respondents (UA)	Monday, November 28th, 2022
Confirm RFP Participation	Wednesday, November 30th, 2022
Submit Questions (Potential Vendor Partners)	Wednesday, December 14th, 2022
Respond to Vendor Questions (UA)	Friday, December 16th, 2022
Proposal Submission Deadline	Wednesday, December 21st, 2022
RFP Evaluation Period	Wednesday, December 21st, 2023, to Friday, January 13th, 2023
Down-Selection	Tuesday, January 17th 2023
Respondent Presentations (if necessary)	Tuesday, January 17th, 2023, to Friday January 20th, 2023
Notification of Intent to Award	Wednesday, January 25th, 2023
Contract Negotiations Begin (upon intent to award) *	Wednesday, January 25th, 2023
Service to Commence (upon final legislative approval, if applicable)	Wednesday, April 12th, 2023

* UA places a value on all elements of this RFP. As such, after evaluation of Proposals and selection of Contractor(s), the UA reserves the right to further negotiate with the selected respondent on any or all elements, and to award accordingly.

Addendum to Section 8. CONTRACT TERM AND TERMINATION

The addendum to Section 8. CONTRACT TERM AND TERMINATION removes Section 8 from the RFP in its entirety and replaces it with the following.

The term (“Term”) of any resulting Contract will begin upon date of Contract award. If mutually agreed upon in writing by the Contractor and UA, the term shall be for an **initial period of three (3) years**, with option to renew at the end of the contract term in 1-year renewal periods for up to four (4) additional renewal terms, for a combined total of seven (7) years (or 84 months). Additionally, in the event of non-appropriation of funds necessary to fulfill the terms and conditions of this Agreement during any period of the Term (including any renewal periods), the parties agree that this Agreement shall automatically terminate without notice.

a) Upon notification of breach or if at any time the services become unsatisfactory, UA will give sixty (60) days written notice to the Contractor. If at the end of the sixty (60) day period the services are still deemed unsatisfactory, the Contract shall be cancelled by UA, Office of Business Affairs.

b) Upon award, the agreement is subject to cancellation, without penalty, either in whole or in part, if funds necessary to fulfill the terms and conditions of this Contract during any biennium period of the Term (including any renewal periods) are not appropriated.

c) In no event shall such termination by UA as provided for under this section give rise to any liability on the part of UA, its trustees, officers, employees or agents including, but not limited to, claims related to compensation for anticipated profits, lost business opportunities, unabsorbed overhead, misrepresentation, or borrowing. UA's sole obligation hereunder is to pay Contractor for services ordered and received prior to the date of termination.

The terms, conditions, representations, and warranties contained in the Contract shall survive the termination of the Contract.

Addendum to Section 10.4 INSTRUCTION TO RESPONDENTS

The addendum to Section 10.4 INSTRUCTION TO RESPONDENTS removes Section 10.4 from the RFP in its entirety and replaces it with the following.

Proposals will be publicly opened in the Purchasing Office, **located at UPTW Room 101, 1001 East Sain St., Fayetteville, AR 72703**, at the date and time as listed on the coversheet of this RFP (bid opening event). All Proposals must be submitted in a sealed envelope with the Proposal number clearly visible on the OUTSIDE of the envelope/package. No responsibility will be attached to any person for the premature opening of a Proposal not properly identified.

REQUIRED

Respondents must submit one (1) signed original hard copy and two (2) soft copies of their Proposal (i.e. USB Flash drive). USB's must match hard copy completely. Additionally, Respondents are asked to submit one electronic copy of their Proposal.

USB's must be labeled with the Respondent's name and the Bid Number, readable by UA, with the documents in Microsoft Windows versions of Microsoft Word, Microsoft Excel, Microsoft Visio, Microsoft PowerPoint, or Adobe PDF formats; other formats are acceptable as long as that format's viewer is also included or a pointer is provided for downloading it from the Internet. **Proposals must be received at the following location prior to the time and date specified within the timeline of this RFP:**

Hard Copy:

**University of Arkansas - Business Services
UPTW Room 101
1001 East Sain Street
Fayetteville, Arkansas 72703**

Electronic Copy:

Samantha Roberson, sroberson@aaarete.com

NOTE: No award will be made at bid opening. Only names of Respondents and a preliminary determination of Proposal responsiveness will be made at this time. If planning to attend a bid opening event, please arrive in the building lobby prior to 2:30pm CST.

REQUIRED Additional Redacted Copy

Proprietary information submitted in response to this RFP will be processed in accordance with applicable State of Arkansas procurement law. Documents pertaining to the RFP become the property of UA and shall be open to public inspection **after** a notice of intent to award is formally announced.

It is the responsibility of the Respondent to identify all proprietary information included in their bid Proposal. **The Respondent shall submit one (1) separate electronic copy of the Proposal from which any proprietary information has been removed, i.e., a redacted copy (marked “REDACTED COPY”).** The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and should be submitted on a flash drive, preferably in a PDF format. Except for the redacted information, the redacted copy must be identical to the original hard copy submitted for the bid Proposal to be considered. The Respondent is responsible for ensuring the redacted copy on a flash drive is protected against restoration of redacted data. The redacted copy may be open to public inspection under the Freedom of Information Act (“FOIA”) without further notice to the Respondent **after** a notice of intent to award is formally announced. If during a subsequent review process the University determines that specific information redacted by the respondent is subject to disclosure under FOIA, the Respondent will be contacted prior to release of the information.

Respondents may deliver their responses either by hand or through U.S. Mail or other available courier services to the address shown above. **Include the RFP name and number on the outside of each package and/or correspondence related to this RFP. No call-in, emailed, or faxed Proposals will be accepted.** The Respondent remains solely responsible for ensuring that its Proposal is received at the time, date, and location specified. UA assumes no responsibility for any proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, University Postal Delivery System, or some other act or circumstance. Proposals received after the time specified in this RFP will not be considered. **All Proposals received after the specified time will be returned unopened.**

Addendum to Section 17. SPACE USE AGREEMENT

The addendum to Section 17. SPACE USE AGREEMENT removes Section 17 from the RFP in its entirety and replaces it with the following.

Contractor will be required to enter into a Space Use Agreement. That consist of but not limited to the following:

17.5 Signage

The name of Printing Services shall remain “University of Arkansas Printing Services.” The name of Departmental Copier Service shall remain “University of Arkansas Departmental Copier Service.” The name of Mailing Services shall remain “University of Arkansas Mailing Services.” Contractor shall provide necessary signs in entrance(s) to Printing, Departmental Copier, or Mailing Services identifying the hours of operation. Signage shall be complete, accurate, and attractive, with hand-made signs kept to a minimum. No hand-made signs shall be used on a permanent basis. Exterior signs must be approved by the UA. Signage must be professional in appearance and manner of production and if permanent or semi-permanent, approved by the Associate Vice Chancellor of Business Affairs. Only two (2) exterior signs are allowed.

Addendum to REQUIREMENTS

- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Printing Services employees?
Yes ___ No ___ Other ___ (please explain)
 - The Addendum to REQUIREMENTS removes this requirement in its entirety and replaces it with the following:

- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees, providing them compensation and benefits at least equal to those provided by UA. The Contractor may not terminate former UA employees nor involuntarily reduce their salaries or benefits during an initial 6-month period of employment with the contractor, except with cause. Will your organization be willing to rebadge the UA Printing Services employees?
Yes___ No___ Other___ (please explain)
- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Departmental Copier employees?
Yes___ No___ Other___ (please explain)
 - The Addendum to REQUIREMENTS removes this requirement in its entirety and replaces it with the following:
 - Any organizations eligible for consideration of a potential award must rebadge all existing UA employees, providing them compensation and benefits at least equal to those provided by UA. The Contractor may not terminate former UA employees nor involuntarily reduce their salaries or benefits during an initial 6-month period of employment with the contractor, except with cause. Will your organization be willing to rebadge the UA Departmental Copier employees?
Yes___ No___ Other___ (please explain)
- Any organizations eligible for consideration of a potential award must rebadge all existing UA employees. Will your organization be willing to rebadge the UA Mailing Services employees?
Yes___ No___ Other___ (please explain)
 - The Addendum to REQUIREMENTS removes this requirement in its entirety and replaces it with the following:
 - Any organizations eligible for consideration of a potential award must rebadge all existing UA employees, providing them compensation and benefits at least equal to those provided by UA. The Contractor may not terminate former UA employees nor involuntarily reduce their salaries or benefits during an initial 6-month period of employment with the contractor, except with cause. Will your organization be willing to rebadge the UA Mailing Services employees?
Yes___ No___ Other___ (please explain)
- Pending legal review and validation, leases currently in place under the University shall be moved under the Contractor.
Yes___ No___ Other___ (please explain)
 - The Addendum to REQUIREMENTS removes this requirement in its entirety and replaces it with the following.
 - The Contractor should review the equipment already in place and determine the most cost-effective solution for providing services to campus faculty, staff, students, and departments. The University is open to both a lease buyout option and to allowing leases to remain in place until they naturally expire, to fulfill lease obligations, and then rolling on to the new program.

Addendum to RFP11282022_Workbook

The RFP Pricing Workbook Excel document was updated to include more recent volumes in the Copy Services Pricing tab. Suppliers are asked to use the updated RFP Workbook when submitting their response.

ATTACHMENT A

Revised 09/23/2022

P•M•C SOLUTIONS PRICE LIST

Black & White Copies (20# White)

Copies Per Original.....	8 1/2 x 11	8 1/2 x 14	
	11x17		
1 to 15	\$.0475	\$.0625	\$.0875
16 & up	\$.0425	\$.0575	\$.08
Self Service Copies	\$.12	\$.13	\$.14 Plus
Tax			
Razorback\$	\$.12	\$.13	\$.14

Color Copies (60# White)

Color Copies (8 1/2 x 11)	
1-20 of same original	\$.75
Over 20 of same original	\$.50
Color Copies (8 1/2 x 14)	
1-20 of same original	\$1.50
Over 20 of same original	\$.75
Color Copies (11 x 17)	
1-20 of same original	\$2.00
21-50 of same original	\$1.50
Over 50 same original	\$1.00

Canon 10000 Digital Color

Set-up Fee	\$5.00
File Adjustment Charge	\$28.00 per hr.
\$28 per side 8 1/2 x 11	
\$56 per side 8 1/2 x 14 – 13 x 19	

NCR

2-part	\$.05 ea.
3-part	\$.10 ea.
4-part	\$.15 ea.

Lamination

8 1/2 x 11	\$.75
11 x 17	\$1.50

Finishing

1 staple, corner, 70 sheets max.	\$.01
2 staples, side, 70 sheets max.	\$.02
Booklet Maker	\$.25 per book
Folding	\$10.00M \$6.00 Add'l. M. \$5.00 min.
Punching (3-hole)	\$28.00 per hour \$ 5.00 min.
Padding	\$.15 per pad \$ 5.00 min.
Hand Stapling	\$.03
Fold and Label	\$28.00 per hr.
Folding Multiple Pages	\$28.00 per hr.
Labeling	\$28.00 per hr.
Shrink Wrap	\$.30
Machine Stitching Corner or Side	\$28.00 per hour \$ 5.00 min.
Machine Stitching Booklet	\$28.00 per hour \$ 5.00 min.
Cutting Fee	\$28.00 per hour \$ 5.00 min.

Break down into 1/4's for small cutting jobs

Special Handling

Minimum Charge to Departments	\$1.00
Special Handling	\$28.00 per hour \$ 5.00 min.
Set-Up Scanning	\$28.00 per hour \$ 5.00 min.
Collating Off-Line	\$28.00 per hour \$ 5.00 min.

Aluminum Photo Panel

4x4	\$6.50
5x7	\$10.50
8x10	\$13.50
8x12	\$15.50
11x14	\$20.50
12x18	\$27.50

Note: 12x18 Gloss or Semi-Gloss only

Graphic Design and File Preparation

Minimum	\$20.00
30 minutes	\$30.00
45 minutes	\$45.00
1 hour	\$55.00

Stock Prices

Clear Cover (8 1/2 x 11)	\$.25
Velo Cover (8 1/2 x 11)	\$.30
Chipboard (8 1/2 x 11)	\$.06
Paper Tabs (per tab)	\$.12
Mylar Tabs (per tab)	\$.25
Crack & Peel (8 1/2 x 11)	\$.29
Inv# 1538 – 1555 20# Bond Color (8 1/2 x 11)	\$.01
Inv# 1552 – 1561 20# Bond Color (8 1/2 x 14)	\$.02
Inv# 1186 – 1190 20# Bond Color (11 x 17)	\$.03
Inv# 565 – 25% cotton (8 1/2 x 11)	\$.04
Inv# 1563 – 100% Cotton (8 1/2 x 11)	\$.10
Inv# 1101 – 60# Offset White (8 1/2 x 11)	\$.02
Inv# 1202 – 60# Offset White (11 x 17)	\$.04
Inv# 1112 – 1118 60# Offset Color (8 1/2 x 11)	\$.02
Inv# 1106 – 60# Astroparch (8 1/2 x 11)	\$.03
Inv# 1388 – 80# Pure White Linen (8 1/2 x 11)	\$.11
Inv# 1376 – 80# Natural White Linen (8 1/2 x 11)	\$.14
Inv# 303 – Business Card Stock (8 1/2 x 11)	\$.05
Inv# 1601 – 1608 110# Index White & Color (8 1/2 x 11)	\$.04
Inv# 1610 & 1614 110# Index White & Color (8 1/2 x 14)	\$.05
Inv# 1611 – 110# Index White (11 x 17)	\$.09
Inv# 1145 – 70# Linen (8 1/2 x 11)	\$.07
Inv# 1120 – 1168 60# Astrobright Colors (8 1/2 x 11)	\$.03
Inv# 1302 – 1386 65# Astrobright Cover (8 1/2 x 11)	\$.04
Inv# 1301 – 65# Astroparch Cover (8 1/2 x 11)	\$.08
Inv# 1345 – 80# Royal Fiber Gray (8 1/2 x 11)	\$.06
Embossed Cover	\$.50
Inv# 561 – U of A Logo Letterhead (8 1/2 x 11)	\$.0

Ream Price	Per Sheet
Per Ream	
1575 - 20# White (8 1/2 x 11)	\$.0174 \$ 8.70
1545 - 20# White (8 1/2 x 14)	\$.0127 \$ 6.37
1108 - 20# White (11 x 17)	\$.0234 \$11.76
1542 - 3-Hole Punch White (8 1/2 x 11).....	\$.0118 \$ 5.73
20# Color (8 1/2 x 11)	\$.011 \$ 5.28
20# Color (8 1/2 x 14)	\$.02 \$ 7.18
Laser Paper (11 x 17)	\$.05 \$20.00
UofA Watermark 25% Cotton (not Gilbert).....	\$.04 \$20.00

Case Price	
1575 - 20# White (8 1/2 x 11)	\$87.04
1545 - 20# White (8 1/2 x 14)	\$63.70
1108 - 20# White (11x17)	\$58.79
1542 - 20# White 3hp (8 1/2 x 11).....	\$57.28

Name Tags (printed in-house) Dye Sub or UV LED	\$8.00 ea.
Name Tag Frame	\$1.00 ea.
CD/DVD UV Printing	\$2.00 ea.
Canvas Bags	\$7.00 ea.

BINDING:

Comb Binding	Comb Only
1/4" 15 sheets	\$.57(.05)
3/8" - 34 sheets.....	\$.78(.07)
1/2" - 76 sheets.....	\$.98(.09)
5/8" - 112 sheets.....	\$1.16(.13)
3/4" - 150 sheets.....	\$1.29(.14)
7/8" - 170 sheets.....	\$1.48(.18)
1" - 200 sheets.....	\$1.62(.23)
1 1/4" - 225 sheets.....	\$1.99(.31)
1 1/2" - 275 sheets.....	\$2.26(.31)

Coil Binding	
6mm 15 sheets.....	\$ 1.01
8mm 34 sheets.....	\$ 1.21
10mm 76 sheets	\$ 1.41
12mm 112 sheets	\$ 1.41
14mm 150 sheets	\$ 1.92
16mm 170 sheets	\$ 2.10
18mm 200 sheets	\$ 2.44
20mm 225 sheets	\$ 2.73

Mug Prices - ORCA

As of 06/21/2019

Qty	Orca 15oz	Orca 11oz
1-4	\$11.50	\$10.75
5-7	\$10.00	\$9.25
8-Up	\$8.50	\$7.75

Mug Prices - JP Eco

As of 06/21/2019

Qty	JP Eco 15oz	JP Eco 11oz
1-4	\$11.25	\$10.50
5-7	\$9.75	\$9.00
8-Up	\$8.25	\$7.50

Velo Cover Fastback Binding (8 1/2 x 11)

All Sizes - Including Lettering\$4.15 each

Cover Color Options: Black, Maroon & Blue

Lettering Options: Gold

Hardcover Fastback Binding

All Sizes - Including Lettering\$15.00 each

Color Options: Maroon

Lettering Options: Gold

	20# Bond	25% Cotton	100% Cotton
Minimum Pages	40	35	30
Maximum Pages	350	300	250

Plotter – Dry Mounting

Matte	\$5.00 per sq ft
Gloss	\$7.00 per sq ft
Canvas	\$9.00 per sq ft
Vinyl.....	\$9.00 per sq ft
Grommets	\$1.50 each
Dry mounting.....	\$3.00 per sq ft

NOTE: These are current prices. Prices subject to change due to supply cost.