



## REQUEST FOR QUOTATION (RFQ)

Department: Communications and Marketing  
Requisition No.: 192618847

Deliver Completed Bid to:  
Tennessee Tech University  
Purchasing and Contracts Office  
Derryberry Hall, Suite 301  
Box 5144, 1 William L. Jones Dr.  
Cookeville, TN 38505-0001  
Ph: (931) 372-3492 / Fax: (931) 372-3727

Date: 10/22/2024

RFQ Coordinator: Peni Austin

Phone: 931-372-3566

Email: paustin@tntech.edu

**Bids must be received in the Purchasing and Contracts Office by 3:00 p.m. Central Time on 11/15/2024.**

**Bid is subject to the attached RFQ – Standard Terms and Conditions. By submittal of a bid, bidder certifies its agreement to these terms and conditions.**

*Special Bid Instructions:*

1. Indicate any cash/time discounts offered: \_\_\_\_\_
2. Bidders not already registered as a vendor with the University must complete the online supplier registration: <https://www.tbr.edu/purchasing/how-do-business-tbr>
3. To view a bid tabulation after intent to award, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php> Results are listed according to fiscal year then by date of bid opening.
4. Bid may be electronically signed and may be submitted electronically. Please email directly to the RFQ coordinator listed above.

Please bid to provide the following to Tennessee Tech University. Please note that the use of the name of a manufacturer and/or model below does not restrict Bidder to that manufacturer. Comparable products of other manufacturers will be considered. Specifications are meant to establish a level of quality and performance, but are not intended to limit competitive bids or to exclude comparable products that will meet performance standards.

**Please include in your bid price all shipping, handling, freight or other fees required to make delivery FOB Cookeville, TN.**

### **Bookletmaker** **(Equivalent to Duplo Booklet Maker 700)**

SPECIFICATIONS:

Please mark an "X" to the left of the specification if your product meets that specification. If it does not meet the specification, please leave line blank and note to the right what specifications your product does meet.

### **PC Controller Interface and Software**

\_\_\_\_\_ Must have intuitive user-friendly PC software (GUI) to enable quick, easy programming and control of the entire system.

\_\_\_\_\_ Configured PC hardware must meet or exceed the minimum specifications of the PC Controller software and meet or exceed the Tennessee Tech University Minimum System Requirements for Vendor Provided Solutions posted here: <https://services.tntech.edu/TDClient/1878/Portal/KB/ArticleDet?ID=134663>

\_\_\_\_\_ Must be able to select paper sizes quickly and easily as needed for programming new jobs and the ability to save unlimited jobs for future use.

## REQUEST FOR QUOTATION (RFQ)



Department: Communications and Marketing  
Requisition No.: 192618847

\_\_\_\_\_ Must be able to select all binding/ stitch methods available on the booklet maker unit being quoted.

\_\_\_\_\_ Must be able to quickly and easily edit and/or fine adjust the stitch distance between the stitches, stitch position, fold position and trim amount.

\_\_\_\_\_ Must be able to recall saved jobs to initiate automatic, tool less changeover of the connected booklet maker, one job to another in approximately 60 seconds or less.

### **Dual Tray Sheet Feeder (Equivalent to Duplo DSF-2200)**

\_\_\_\_\_ Must have a minimum of 7.87" pile capacity main tray

\_\_\_\_\_ Must have a minimum of 2.56" cover feed tray

\_\_\_\_\_ Must have a vacuum belt feed system

\_\_\_\_\_ Must have Technology to facilitate the feeding of a variety of fine quality paper from 64 gsm up to 300 gsm

\_\_\_\_\_ Must provide a reliable source of vacuum/suction for primary purpose of feeding

\_\_\_\_\_ Must provide for air separation on the non-operator side for the primary purpose of feeding

\_\_\_\_\_ Must be able to process a minimum sheet width of approximately 4.13"

\_\_\_\_\_ Must feed approximately 200 sheets per minute on LTR size paper

\_\_\_\_\_ Must have ultra-sonic double sheet detection

\_\_\_\_\_ Must have OMR reader as standard feature

\_\_\_\_\_ Must include offline loading cart

\_\_\_\_\_ Must have long sheet extension tray for landscape style booklets

\_\_\_\_\_ Power 120V 60Hz 2.0A 430W

### **Booklet Maker (Equivalent to Duplo DMB700)**

\_\_\_\_\_ Must be able to receive paper one sheet at a time (Sheet by Sheet) from a digital sheet feeder or as a set (Set by Set) from a collator tower.

\_\_\_\_\_ Must come with 2 Hohner Stitch Heads.

\_\_\_\_\_ Must be able to process 4-stitch booklets with 2 stitch heads

\_\_\_\_\_ Must be able to process up to 50 sheets of 81 gsm paper. (200 page book)

\_\_\_\_\_ Must be able to receive paper size of 14 inch x 24 inch

\_\_\_\_\_ Must be able to receive a minimum paper size of approximately 4.13 inch x 6.75 inch

---



## REQUEST FOR QUOTATION (RFQ)

Department: Communications and Marketing  
Requisition No.: 192618847

Must be able to perform the following Processing Modes:

- Saddle Stitch
- Side Stitch
- Corner Stitch
- Saddle Stitch without Fold
- Side Stitch with Fold,
- Corner Stitch with Fold
- No Stitch, No Fold
- 1 - 5 sheets with 1 sheet insert.

\_\_\_\_\_ Stitch Section must have side and back jogging to ensure accurate alignment of the paper prior to stitching the set.

\_\_\_\_\_ Fold Section must have side and back jogging to ensure accurate alignment of the set prior to folding.

\_\_\_\_\_ Must have tool less stitch skew adjustment

\_\_\_\_\_ Must have tool-less fold skew and side guide adjustment

\_\_\_\_\_ Must be able to adjust the stitch length and stitch legs without any tools

\_\_\_\_\_ Maximum processing speed approximately 5,200 sets/ hour (5 sheets, minimum finish size).

\_\_\_\_\_ Must have an adjustable touch screen control panel.

\_\_\_\_\_ Must be simple and easy to observe and monitor the process.

\_\_\_\_\_ Must be able to start and stop the system from the booklet maker control panel.

\_\_\_\_\_ Must have wire draw detection.

\_\_\_\_\_ Must have integral side and corner stitch catch tray that pulls out towards the operator side and shuts machine down when tray is full.

\_\_\_\_\_ Must have paper monitoring and jam detectors throughout the entire paper process path.

\_\_\_\_\_ Following must be auto setting.

- Stitch head and clincher position
- Stitch and Fold Section Registration Stopper
- Stitch and Fold Section Side Guides
- Stitch and Fold Back Jogger
- Fold Roller Gap

\_\_\_\_\_ Must be 120 V, 60 Hz, 4.5 A

## REQUEST FOR QUOTATION (RFQ)



Department: Communications and Marketing  
Requisition No.: 192618847

### **High Speed Creaser Slitter (Equivalent to Duplo DBM-HSC)**

- \_\_\_\_\_ Must be able to crease single sheets up to 285 sheets per minute
- \_\_\_\_\_ Must be able to bypass sets up to 0.0393" thick without creasing or slitting
- \_\_\_\_\_ Must include optional slitters to trim the head and foot of each sheet between 0.12" to 1.00"
- \_\_\_\_\_ Must have paper width range of at least 4.14" to 14.33"
- \_\_\_\_\_ Must have paper length range of at least 6.70" to 25.19"
- \_\_\_\_\_ Must have paper weight range of at least 64 to 350 g/m<sup>2</sup>
- \_\_\_\_\_ Must be 120 Volts, 60 Hz, 2.8 A

### **Square Spine Compressor (Equivalent to Duplo DBM700S)**

- \_\_\_\_\_ Must have finished size width 4.73" up to 14.33"
- \_\_\_\_\_ Must have finished size length 4.13" up to 12.58"
- \_\_\_\_\_ Must have maximum processing speed of approximately 2,400 booklets per hour
- \_\_\_\_\_ Must have maximum thickness processing of 0.393" booklets

### **Fore-Edge Trimmer (Equivalent to Duplo DBM-700T)**

- \_\_\_\_\_ Must be able to operate at a maximum processing speed approximately 5,200 sets/hour
- \_\_\_\_\_ Minimum booklet sizes: 4.13 Inch x 3.35" (Untrimmed)/ 4.13 inch x 2.95 (Trimmed)
- \_\_\_\_\_ Maximum booklet size: 14 inch x 12" Untrimmed/ 14 inch x 11.96 inch (Trimmed)
- \_\_\_\_\_ Trim Amount: 0.04 to 0.98 inch
- \_\_\_\_\_ Include optional trim kit to face trim off up to 2.95" (75mm trim kit)
- \_\_\_\_\_ Following must be auto setting.
  - Trim Registration Stopper
  - Belt Gap
- \_\_\_\_\_ Must have trim waste bin with sensor
- \_\_\_\_\_ Must have air to blow down trim clippings to waste receptacle.
- \_\_\_\_\_ Must have clamp to compress spine of booklet during trimming with ability to perform multiple compressions
- \_\_\_\_\_ Must stop the conveyance belts during the clamping and trimming process to prevent marking the booklet cover.
- \_\_\_\_\_ Must feature a Long Stacker Conveyor for increased booklet stacking capacity.
- \_\_\_\_\_ Must have paper monitoring and jam detectors throughout the entire paper process path.
- \_\_\_\_\_ Must include optional Batch Kicker.

**REQUEST FOR QUOTATION (RFQ)**



Department: Communications and Marketing  
Requisition No.: 192618847

**Service Contract**

- \_\_\_\_\_ Service contract must include coverage of both mechanical and electrical parts for 24 months or better
- \_\_\_\_\_ Service contract must include labor and travel charges associated with repair and replacement of parts
- \_\_\_\_\_ Service contract must include unlimited phone support for users
- \_\_\_\_\_ Service contract must include installation of software and firmware updates as released by manufacturer after installation

\_\_\_\_\_ Setup and Training to be included

\_\_\_\_\_ Warranty included. Describe the terms of the warranty(ies) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bid Price for Complete System Specified Above: \$\_\_\_\_\_ if purchased**

**Bid Price for Complete System Specified Above: \$\_\_\_\_ per month if leased, 60-month lease**

*BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW.*

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
**Authorized Signature of Bidder**

\_\_\_\_\_  
**Date**

**Name & Title of Signatory (printed):**\_\_\_\_\_

*Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.*

## RFQ – STANDARD TERMS AND CONDITIONS

1. Bidder must carefully review the RFQ and any attachments, exhibits, addenda or amendments. Bidder's failure to examine any drawings, specifications, or instructions will be at bidder's risk.
2. Bidder shall take into consideration any and all amendments and/or addenda, and bid shall reflect any changes made to the RFQ by the University. In the event of extensive changes to an RFQ, the University may cancel the RFQ and reissue it using a revised RFQ.
3. The University considers any oral communication unofficial and non-binding with regard to the RFQ.
4. Bidder must submit bid according to specific instructions, if any, contained in the RFQ, which supersede those contained in the RFQ - Standard Terms and Conditions, if different.
5. Bidder's submittal of a bid constitutes an offer to the University.
6. Bid must contain the bidder's most favorable terms and pricing.
7. Upon the University's request, the individual signing a bid must furnish satisfactory proof authority to bind the bidder in a contract.
8. Bidder is responsible for costs to prepare, submit and/or present its bid, including samples if requested. Bidder may request samples be returned at bidder's expense. The University is not responsible for and may dispose of any samples not claimed within 10 calendar days following contract award. The University may retain any sample.
9. Unless otherwise instructed, bidder may deliver a bid electronically via facsimile or email.
10. The University will not consider a late bid for an award. A "late bid" is any bid that is not actually delivered to and received by the Purchasing and Contracts Office on or before the date and hour specified in the RFQ.
11. At the University's option, bidder may be bound by bid errors or omissions. Bidder may withdraw or amend a bid before submission deadline. After bid submission deadline, the University will permit a bidder to withdraw a bid only where the enforcement of the bid would impose unconscionable hardship on the bidder. In case of error in a price extension, the unit price will govern.
12. The University reserves the right, at its sole discretion, to reject any and all bids, to cancel the RFQ in its entirety, or to waive any bid informality, in accordance with applicable laws and regulations.
13. The University may reject a bid as a non-responsive counteroffer if it restricts the University's rights or does not comply with the University's terms and conditions
14. The University may request bid clarification from bidders as needed.
15. The University shall reject a bid if it was not arrived at independently without collusion, consultation, communication or agreement with any other bidder as to any matter related to prices. Regardless of time of detection, the University shall consider any of the foregoing prohibited actions to be grounds for rejection of bid and/or purchase order cancellation.
16. The Purchasing and Contracts Office may conduct public bid openings, as appropriate. Public bid openings are for informational purposes only. No award will be made at the bid opening.
17. All materials submitted by a bidder are subject to public inspection according to Tennessee law. The University will not honor a bidder's request to prevent disclosure beyond that allowed by law.
18. If an RFQ is re-advertised, the original bids shall remain closed to public inspection until evaluation of the responses to the re-advertisement is completed.
19. The University may not consider prompt pay discounts of less than 20 days in bid evaluation.
20. Prior to award, the University may require the successful bidder to provide information to demonstrate financial stability.
21. Bid prices shall include delivery of all items F.O.B. destination to the location specified in the bid. The University is not responsible for items until accepted at its location.
22. Unless otherwise specified in the RFQ, bidder must bid only new and unused goods.
23. Unless specified in the RFQ, the University will not consider alternate bids.
24. Bidder shall post any bond(s) required by the RFQ and shall itemize the cost of bond(s) separately in the bid.
25. Bidder agrees to abide by all applicable state and federal statutes, including but not limited to non-discrimination, and regulations and University policies. The laws of the State of Tennessee, without regard to its choice of law principles, shall govern this RFQ.
26. Unless otherwise limited by the bidder, the University shall have sixty (60) days to accept a bid.
27. If the RFQ requests and bidder so indicates on the bid, the contract terms and pricing may be extended to other state entities.
28. An RFQ reference to a particular manufacturer, brand or make in does not restrict the bidder to that item, unless specifically stated in the RFQ. The University will consider comparable products of other manufacturers if bidder provides proof of compatibility.
29. Bidder must notify the Purchasing and Contracts Office in writing at least three business days prior to the bid submittal deadline whenever bidder perceives that specifications are not fair and open.
30. Bidder must furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. The University may reject a bid if bidder fails to provide this data.
31. The University is exempt from federal excise and state sales taxes on purchases of tangible personal property. Vendors making improvements or additions to, or performing repair work on real property for the University are responsible for payment of sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the University for use under the contract. Bidders are responsible for determining the applicability of taxes.
32. Prior to contract award, if required by law, successful bidder must register with or be exempted by the Tennessee Dept. of Revenue for the collection of Tennessee sales/use tax.
33. By submitting a bid, bidder attests that no conflict of interest exists that prevents bidder from doing business with the State of Tennessee.
34. Bidder may not require any other written terms or conditions, nor impose any other terms and conditions in subsequent documents, such as invoices, warranty agreements, license agreements, etc. Should a bidder propose terms which conflict with Tennessee law and policies, the University may render the bid non-responsive and reject it.
35. Bid protest procedures are available at:
36. By submitting a bid, bidder attests in writing that it will not knowingly utilize the services of illegal immigrants and/or the services of any subcontractor that does so in delivery of the goods/services to the University. If the bidder is discovered to have breached this attestation, the bidder shall be prohibited from supplying goods/services to any state entity for a period of one year from the date of discovery of the breach.
37. The requirements of TCA §12-12-101 et seq. addressing contracting with persons with investment activities in Iran shall be a material provision of this RFQ and any contract resulting from it. Bidder agrees, under penalty of perjury, that to the best of its knowledge that it is not on the list created pursuant to TCA § 12-12-106.
38. The University shall not:
  - i. reimburse a vendor for travel expenses in amounts exceeding the maximums contained in University travel policies;
  - ii. indemnify or hold harmless another entity;
  - iii. pay vendor's attorney fees in the event of legal action;
  - iv. consent to jurisdiction in courts outside Tennessee.
39. A vendor shall not:
  - i. disclaim or limit its liability for damages or warranty;
  - ii. limit the amount of damages recoverable by the University;
  - iii. limit the time permitted for the University to bring legal action;
  - iv. assess penalties or liquidated damages against the University.
40. Upon receipt of goods, the University shall have a reasonable period in which to inspect and accept or reject goods without liability. The University will reject items that are not equivalent and return them to the vendor, at vendor's expense
41. In case of vendor default, the University may procure the articles or services from other source(s) and hold the defaulting vendor responsible for any excess cost.
42. Should the original awarded vendor default, the University may award to the second lowest responsive, responsible bidder.
43. The University's PO – Standard Terms and Conditions shall apply to any purchase order or contract awarded as a result of this RFQ.