REQUEST FOR PROPOSAL

RFP NUMBER
PARKING-PERMITS

ADDENDUM NO. 1
Dated: 04/23/2012

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, TUESDAY, MAY 1, 2012

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Crystal Bell
Stephen F. Austin State University
Procurement Services
936-468-6495
email: bellcd@sfasu.edu
Answer to question received by email on Monday, April 23, 2012.

Question:
How many ink colors will be printed on the backside of the triplex hangtags?
Will the triplex hangtags have the same back copy on all? If no, please specify how many different back copies.

Answer:
Below is the basic layout for each of the permit backs. The color bars at the top and bottom will match the color on the front of the permits. The wording will remain consistent on each permit, with the exception of the permit number which will change.
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SECTION 1
INTRODUCTION

1.1 SCOPE OF PROPOSAL
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for printing of University parking permits in accordance with the specifications referenced herein.

1.2 CONTRACT TERM
Contract period will begin upon award and will be considered complete upon full delivery and acceptance of all deliverables. The University reserves the right to renew this contract for five (5) additional one (1) year periods.

1.3 SFA INFORMATION
SFA is an institution of higher education operated as an agency of the State of Texas. SFA employs approximately 1400 full and part-time faculty and staff. SFA had an enrollment of 12,903 full and part-time students during the Fall 2011 semester. Most staff positions are based on a 12-month appointment coinciding with the fiscal year (9/1-8/31). Contracts are executed only for faculty, and limited other appointments. A 9-member Board of Regents is appointed by the Governor of Texas, each serving staggered 6-year terms.

1.4 SCHEDULE OF EVENTS*
Issuance of Request for Proposals............... April 17, 2012
Proposal Closing..................................... May 1, 2012, 5:00pm
Evaluation of Proposals and Selection of Finalists and/or Negotiations .................. May 2, 2012 – May 9, 2012
Award of Agreement.................................. May 2012

*Dates are tentative and subject to change.

1.5 OPEN RECORDS
The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to the Texas Open Records Act.

1.6 CONFIDENTIALITY
Pursuant to the Gramm-Leach-Bliley Act (GLBA), every Service Provider (Contractor), defined as any person or entity that receives, maintains, processes or otherwise is permitted access to nonpublic personal information as defined in 16 C.F.R. § 313.3(n), whether in paper, electronic, or other form, about a University employee, or student through its provision of services directly to the University is subject to the following requirements:

a. The Service Provider (Contractor) must ensure the security and confidentiality of nonpublic personal information as defined in 16 C.F.R. § 313.3(n), protect against any anticipated threats or hazards to the security and integrity of such information and protect
against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any University employee or student.

b. To the extent Contractor is provided Stephen F. Austin State University employee or student information owned, possessed or used by Stephen F. Austin State University and that is communicated to, learned, or otherwise acquired by Contractor in the performance of Contractor’s duties and obligations under this Agreement, Contractor, its management, employees and agents agree to keep such information confidential, beginning on the date Contractor is first given access to said data and continuing through the term of this Agreement and any time thereafter. Contractor, its employees and agents shall not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for Contractor’s, its management’s, employees’ or agents’ own benefit or the benefit of another, any such confidential information, unless required by law. Contractor shall take appropriate safeguards to protect the data and limit access to such to only those representatives of Contractor that must have access for the purposes of this Agreement.
SECTION 2
STATEMENT OF WORK

2.1 SCOPE OF WORK
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for printing of University parking permits and decals in accordance with the specifications referenced herein. Quantities may fluctuate from year to year. The University guarantees no minimum or maximum quantities.

2.2 TRIPLEX HANGTAGS

Materials:
Hangtags shall be manufactured on a Triplex material. The hangtags shall consist of three (3) layers. The center layer shall be a single layer, highly filled micro porous, plastic film 14 mils in thickness. The center layer must not delaminate under the demand of normal hangtag applications. The center layer shall be sandwiched between two 10 mil polyester outer layers with an aggressive adhesive. The total thickness of the hangtags will be 34 mils. Please note that in the past these tags have been known to curl or peel due to weather conditions.

Weathering Qualities:
The triplex construction will exhibit no color change when tested 400 hours AATTC, 16-A method and will develop only minimal curl in sunlight for one (1) year. Minimal curl will be 3/8” in the 3” dimension when exposed to sunlight in use on an automobile rearview mirror. This measurement is the evaluation of the top of the arc to a place 55 upon which the sample rests.

The permits must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use with daily handling and transferring. All printing and numbering on permits shall be done using sun resistant inks that will remain in good legible condition for a period of one (1) year after permit has been in use on vehicle.

Size:
Size shall be 3 x 5.25” with four rounded corners and a special die cut for easy application, to hang from rearview mirror.

Numbering:
Hangtags shall be consecutively numbered, in accurate sequences, using numerals of customer choosing. Permit number shall be continuous (no breaks or spaces) and of the same size and type font. Erasures, strikeovers and misprints shall not be accepted. Bidder shall guarantee no missing or duplicate numbers on all permits. The mere listing of missing numbers is not acceptable.

The successful bidder must be able to provide both the category classification and either a reverse number and/or a regular reading number in variable colors of ink, not limited to black and/or red. This category and number may be reversed out of the graphic design. A notarized letter stating this ability must accompany this bid.

Bar Code Numbering:
Each hangtag shall have a Code 39 bar code. Code 39 is an alphanumeric character set symbology. The University software requires the “3 of 9” (AKA 39) alphanumeric bar codes. Code 3 of 9 is an alphanumeric character set symbology. The code will print five characters per inch. START and STOP symbols must be counted as characters when measuring. Human readable
characters are available with a minimum ½-inch in height. The code is 2.4 to 1 ratio with narrow bars .012 inch wide and wide bars .029 inch in width. The bars shall have a ½ inch nominal height. The height of the bars can be made taller without affecting the length.

Barcode is to be printed with digital print quality image. Dot matrix, laser printed or similar method for printing barcodes is not acceptable.

**Encoded Magnetic Information:**
A certain number of hangtags shall contain a magnetic stripe. This stripe is positioned on the backside of the hangtag according to ISO specifications. In addition to the magnetic stripe on the back, a bar code shall also be integrated within the design. All encoding shall take place on track 2.

Each hang tag shall be encoded with variable information and shall be permit specific as to trigger gate equipment. Variance in the position of the magnetic stripe in general must not exceed + or – 1/32". The variance in width of the magnetic stripe product must not exceed + .003 - .003. No mechanical numbering, perforation, score, foil or die cuts can be over, behind, or on the back of the magnetic stripe area. The magnetic stripe area shall be perfectly smooth. The width of the magnetic stripe applied to each hangtag is ½" in width.

Provide 5 samples of the Magnetic Hangtag product.

**Inks:**
All printing, numbers and design work on the stickers shall be done using sun resistant inks which will stay in good legible condition for a minimum of one year after application.

**Custom 2D/3D Hologram:**
All triplex hangtags shall have a printed strip "security one holographic foil" permanently attached to the permit’s front face. This foil must be unique to only the individual supplier and not available to the general public as an anti-counterfeiting feature. The holographic foil must be designed exclusively for the bidder. The foil shall be attached to the triplex hangtag by a “hot stamping” method.

### 2.3 TEMPORARY HANGTAGS

**Materials:**
Machine wet strength white tag with high holding endurance and strength. It is a completely dispersed stock for a well closed sheet. Temporary Hangtags must be ink receptive, smoothness and surface strength conducive to printing processes. The University desires to write on these hangtags with ink pens rather than sharpie markers. Temporary Hangtags shall be paper only – No Security Foil.

**Stock Requirements:**
- **Caliper**: .0095”
- **Weight lbs./ream**: 122.2
- **Finish**: 130 Smooth
- **Wet Strength Resin**: 4-5%
- **Moisture**: 5%
Curl Range 0-50F

Pick-Dennison Wax 16. min 10

Tear MD
  CD 260
  250

Mullen lbs./sq. in. 95 Dry

**Paper:**
Reference 90# White Tag Index or equivalent, other paper will be considered if it meets the above specifications.

**Size:**
Size being 2 ¾” X 5” with rounded corners and special die notch for easy application, to hang from rearview mirror.

**Inks:**
All printing, numbers and design work on the stickers shall be done using sun resistant inks which will stay in good legible condition for a minimum of four (4) months after application.

1 kind and 1 color of stock; 2 PMS colors on the front and 1 color on the back

**Numbering:**
Temporary hangtags shall be consecutively numbered, in accurate sequences, using numerals of customer choosing. Permit number shall be continuous (no breaks or spaces) and of the same size and type font. Erasures, strikeovers and misprints shall not be accepted. Bidder shall guarantee no missing or duplicate numbers on all permits. The mere listing of missing numbers is not acceptable.

The successful bidder must be able to provide both the category classification and either a reverse number and/or a regular reading number in variable colors of ink, not limited to black and/or red. This category and number may be reversed out of the graphic design. A notarized letter stating this ability must accompany this bid.

### 2.4 SCRATCH-OFF HANGTAGS

**Materials:**
The base stock must be a 10 pt. Kromekote stock with alkyd resin or lacquer-type coatability. The reverse side is to be an Index Offset surface. The “hidden” copy must be covered with a coat of clear varnish and a coat of silver scratch-off ink. The release varnish and scratch-off ink must be applied with a process so that when scratched with a fingernail or coin, the ink should come off fairly easily so the “hidden” copy is visible, but not come off prior to the validation process. Scratch-Off Hangtags shall not include security foil.

**Size:**
Size being 3 ¾” X 7 ½” with rounded corners and special die cut for easy application, to hang from rearview mirror.

**Color:**
Front consisting of 2 different PMS colors with the back consisting of 1 PMS color.
Scratch-off hangtags shall be consecutively numbered, in accurate sequences, using numerals of
customer choosing. Permit number shall be continuous (no breaks or spaces) and of the same
size and type font. Erasures, strikeovers and misprints shall not be accepted. Bidder shall
guarantee no missing or duplicate numbers on all permits. The mere listing of missing numbers is
not acceptable.

The successful bidder must be able to provide both the category classification and either a
reverse number and/or a regular reading number in variable colors of ink, not limited to black
and/or red. This category and number may be reversed out of the graphic design. A notarized
letter stating this ability must accompany this bid.

2.5 MOTORCYCLE DECALS

Materials:
Motorcycle decals are for exterior use specifically on surfaces of bare or painted metal, and
vitreous enamel. The stickers shall be manufactured from a special .0025 destructible vinyl
sheeting.

The adhesive on the back of the decals shall be of a special formulated pressure sensitive
adhesive which requires no water, solvent or other wetting agent for activation. The adhesive
shall be of a permanent type and not affected by extreme heat or cold.

The pressure sensitive adhesive shall have a protective liner placed over it which will also serve
as a carrier sheet.

The decals shall be quickly and effectively applied after removal of the protective liner. The
stickers must withstand tests of destructibility after applications. Once applied decals shall attain
such a tight bond to the surface that it will remain affixed until it is intentionally or manually
removed. If an attempt is made to transfer the decal it shall be destroyed through tearing or
distortion.

The adhesive bond shall remain permanent for a minimum period of one year after application.

The back of each decal will contain a scalloped slit liner for easy application of the stickers.
Straight slit liners are not an option.

Weathering Qualities:
Printing and design work on the face of the decals shall be done using sun resistant inks that will
remain legible for a period of one year after application. After printing and numbering the entire
surface of each decal shall be covered with a high gloss transparent clear coating to add sun and
weather resistance.

Numbering:
Decals shall be consecutively numbered, in accurate sequences, using numerals of customer
choosing. Permit number shall be continuous (no breaks or spaces) and of the same size and
type font. Erasures, strikeovers and misprints shall not be accepted. Bidder shall guarantee no
missing or duplicate numbers on all permits. The mere listing of missing numbers is not
acceptable.

The successful bidder must be able to provide both the category classification and either a
reverse number and/or a regular reading number in variable colors of ink, not limited to black
and/or red. This category and number may be reversed out of the graphic design. A notarized
letter stating this ability must accompany this bid.

Size:
Size being 3” X 3” with rounded corners.

**Color:**
Front consisting of 2 different PMS colors with the back consisting of 1 PMS color.

**Packaging And Delivery:**
Decals are to be shrink wrapped in clear security mark film imprinted with the name of the decal manufacturer in package quantities of either 100, 200 or 250.

### 2.6 STICKERS

**Inks:**
All printing, numbers and design work on the stickers shall be done using sun resistant inks which will stay in good legible condition for a minimum of one year after application.

**Custom 2D/3D Hologram:**
All stickers shall be printed on a "security one holographic foil" which can then be permanently attached to the permit's front face. This foil must be unique to only the individual supplier and not available to the general public as an anti-counterfeiting feature. The holographic foil must be designed exclusively for the bidder.

**Numbering:**
The successful bidder must be able to provide both the category classification and either a reverse number and/or a regular reading number in variable colors of ink, not limited to black and/or red. This category and number may be reversed out of the graphic design. A notarized letter stating this ability must accompany this bid.

**Size:**
Size shall be 7/16” X 1” with four square corners to adhere to the face of a Triplex hangtag and shall be destructible if removed.

**Packaging And Delivery:**
Decals are to be shrink wrapped in clear security mark film imprinted with the name of the sticker manufacturer in package quantities of either 100, 200 or 250.

Bidder shall supply ten (10) completed sticker samples produced for review by SFA Parking & Traffic. The samples must show examples of foil printing application.

### 2.7 PACKAGING

The permits/decals shall be packaged in durable corrugated cartons. Inside carton shall be of sufficient depth to be flush with the level of the permits/decals contained therein. Each inside carton, as well as the shipping cartons shall contain a label with the quantity of the permits/decals contained therein and the lowest and highest serial number printed. All inside boxes and shipping containers are to be sealed with safety tape imprinted with the name of the permit manufacturer.

### 2.8 FULFILLMENT DISTRIBUTION SERVICES

During the duration of the contract, SFA Parking & Traffic may choose to have the successful bidder mail the decals/permits directly to the student or faculty/staff member.

For this reason, the bidder shall have proven capability to provide fulfillment distribution “mail out” services for the parking decals/permits. SFA Parking & Traffic shall furnish the successful
bidder’s data processing department with data for each individual decal/permit that is to be distributed. This data shall be in Excel spreadsheet format. This information shall include assigned decal/permit number, name, mailing address and other necessary information to facilitate the distribution process.

Successful bidder shall utilize a barcode verification process to ensure that the correct address label is being applied to the correct mailer envelope. Provide a detailed description of your barcode verification process. Include with the bid a sample of your barcode tracking report for each account that you would be able to furnish to the University if requested.

Bidder must furnish with bid quotation; a list of three (3) references to verify bidder’s ability to prepare and mail-out permits via a direct connection system. Each reference must be of similar size and complexity to the University. Also, you must have provided no less than 5 years of continuous fulfillment service for each of the references.

Cost for mail-out service shall be based on the total quantity of decals/permits mailed. Price shall be per permit mailed. Price shall include inclusive of all services described above. Price shall include cost of actual postage and mailing envelopes and at least one insertion (letter).

2.9 PROCESSING ORDERS
A representative of the successful bidder shall be available for a post-quote conference, to be held at the SFA Parking & Traffic Office, to assist in the prompt and accurate processing of this order at no additional expense to the University. Telephone and/or mail representation will not be considered.

2.10 BIDDER REQUIREMENTS
The university intends to select a single vendor who will be responsible for providing all products and services specified in this RFP. Partnering will not be accepted. All processing, production and mailing must occur on the bidder’s premises.

The bidder must submit with the bid a notarized letter stating that all art work, composition, plate making, printing, numbering, die cutting and packaging will be done on the bidder’s premises and no portion of it will be sublet.

The university will reserve the right to enter the vendor’s premises at any time during the production to inspect the method of production in full compliance with all provisions of the purchase order.

All bidders must furnish, with their bid, evidence of capacity and experience for completing the job including a detailed list of all cameras, plate making equipment, presses, numbering machines, coating and drying machines, die cutting machines, slitting machines and packaging facilities.

The bidder must demonstrate an established, successful track record of past performance in providing products and services closely related to the requirements specified in this RFP. These must be from institutions of comparable size and with like complexity and production as the University. Bidder must provide a list of no more than five (5) reference accounts, which demonstrate bidder’s experience in performing under contracts for the delivery products and services of a similar size and complexity as detailed in this RFP. The list must include the name of the institution, as well as the name of the person SFA Parking & Traffic can contact to inquire as to their satisfaction with the bidder’s product and service.

Ten (10) completed numbered parking hangtag samples that the bidder has produced for other users as evidence of material and quality must accompany the bid.
SFA Parking & Traffic reserves the right to visit the bidder’s site to witness a functional demonstration of the proposed system and peripheral devices.

Permits/decals have a monetary value and the bidder must take every precaution to protect them from all hazards. Proper security measures and adequate supervision must be provided to assure that all permits/decals printed are delivered and that only one copy of each is produced. A complete description of the plant security precautions must accompany the bid.

The successful bidder shall have an assigned account representative available to assist the University in coordinating all phases in the production and delivery of referenced decals/permits. This representative may be required to travel to the agency’s location at no additional expense for any meetings, transporting of proofs, sample tests and/or any additional services which are in direct relation to the printing of referenced hang tags.

2.11 LIQUIDATED DAMAGES OR PENALTY
All commodities furnished will be subject to inspection and acceptance after delivery. Failure to meet specifications authorizes the University to cancel this contract or any portion of. The University shall then purchase commodities elsewhere and charge full increases, if any, in cost and handling to the defaulting contractor.

Liquidated damages imposed by the University against the contractor for failure to meet delivery schedule will be one percent (1%) of the invoice amount for each working day beyond the specified delivery time. The contractor shall be relieved of the delays due to causes beyond his control such as acts of God, national emergency, strikes or fires. The University will assess penalties for late delivery in all cases except those that relate to causes beyond the contractor’s control. The contractor must notify in writing, on a timely basis of such developments stating reason, justification and extent of delay. Other liquidated damages provided for in the contract must be verified and approved in writing by the University prior to application by the ordering agency.

When time does not allow for reprinting or reordering, acceptance of an inferior commodity may result in a liquidated damage of up to 20% of the invoice price.
SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the RFP, or response must be forwarded to Procurement and Property Services:

Crystal Bell
PO Box 13030
Nacogdoches, TX 75962
Phone: 936/468-6495
Fax: 936/468-4282
Email: bellcd@sfasu.edu

3.1.2 All questions regarding the desired services must be directed to Jane Wilcox, Director of Parking, wilcoxje@sfasu.edu, 936-468-1667.

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00pm, Tuesday, May 1, 2012.

3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:          HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University          Stephen F. Austin State University
Procurement and Property Services          Procurement and Property Services
P. O. Box 13030          2124 Wilson Drive
Nacogdoches, TX 75962          Nacogdoches, TX 75962

3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient.

3.2.4 Proposals will be publicly opened Wednesday, May 2, 2012 at 9:00am in the Procurement Office, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner regardless of delivery method or circumstances.

3.2.6 Faxed or electronically mailed proposals will not be accepted.

3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the
offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.

3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Financial Proposal and three (3) complete copies.

3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

3.4.1 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified service.

3.4.2 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.

3.4.3 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.
3.5 EVALUATION CRITERIA

3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

3.5.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the University's requirements and goals. The University shall be the sole judge of determining which proposal represents the best value to the University.

3.5.3 Criteria

a. 50% - The ability, capacity and skill of the bidder to perform the service based on samples provided

b. 30% - Financial Proposal; Exhibit C

c. 10% - Product Specification Variance; Exhibit E

d. 10% - Evidence of Capacity; Plant Security Precautions as referenced in 2.10 BIDDER REQUIREMENTS

3.6 PROPOSAL FORMAT

3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements, and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2. Failure to follow point-by-point presentation could be grounds for disqualification.

3.6.2 Proposal shall include the following information and be submitted in the following order:

a. Required Submittal – failure to provide any of the following documents will result in disqualification of the proposal from further consideration

   i. Exhibit A – Signed Execution Of Offer
   ii. Exhibit B – Acknowledgement of Addenda, if any
   iii. Exhibit C – Financial Proposal
   iv. Exhibit E – Product Specification Variance
b. Evaluation Submittals
   i. Notarized Letter as referenced in Numbering in 2.2 TRIPLEX HANGTAGS, 2.3 TEMPORARY HANGTAGS, 2.4 SCRATCH-OFF HANGTAGS, 2.5 MOTORCYCLE DECALS and 2.6 STICKERS
   
   ii. Five (5) samples of the Magnetic Hangtag product as referenced in 2.2 TRIPLEX HANGTAGS.
   
   iii. Bidder shall supply ten (10) completed sticker samples produced for review by SFA Parking & Traffic. The samples must show examples of foil printing application as referenced in 2.6 STICKERS.
   
   iv. Provide a detailed description of your barcode verification process. Include with the bid a sample of your barcode tracking report for each account that you would be able to furnish to the University if requested as referenced in 2.8 FULFILLMENT DISTRIBUTION SERVICES.
   
   v. As referenced in 2.8 FULFILLMENT DISTRIBUTION SERVICES no more than three (3) references from institutions of comparable size with no less than five (5) years of continuous fulfillment service to verify bidder’s ability to prepare and mail-out permits via a direct connection system to include at a minimum:
      
      1. Entity Name
      2. Contact Name
      3. Address
      4. Telephone Number
      5. Email Address
      
      Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid. SFA reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFA, is deemed to Represent the best value to SFA.
   
   vi. Notarized Letter stating that all art work, composition, plate making, printing, numbering, die cutting and packaging will be performed on the bidder’s premises and no portion of it will be sublet as referenced in 2.10 BIDDER REQUIREMENTS.
   
   vii. Bidder shall submit a detailed list of all cameras, plate making equipment, presses, numbering machines, coating and drying machines, die cutting machines, slitting machines and packaging facilities as referenced in 2.10 BIDDER REQUIREMENTS.
   
   viii. As referenced in 2.10 BIDDER REQUIREMENTS no more than five (5) references from institutions of comparable size and with like complexity and production as the services listed herein to include at a minimum:
       
       1. Entity Name
       2. Contact Name
       3. Address
       4. Telephone Number
       5. Email Address
Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid. SFA reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFA, is deemed to Represent the best value to SFA.

ix. Bidder shall supply ten (10) completed numbered parking hangtag samples produced for review by SFA Parking & Traffic. The samples must show examples of foil printing application, as well as sequential barcode and “reverse” number as referenced in 2.10 BIDDER REQUIREMENTS.

x. Bidder shall submit a complete description of the plant security precautions as referenced in 2.10 BIDDER REQUIREMENTS.
EXHIBIT A
EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:

Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number: ________________________________
Sole Owner should also enter Social Security No.: __________________________
Respondent/Company: ________________________________________________
Signature (INK): _____________________________________________________
Name (Typed/Printed): ________________________________________________
Title: ________________________________________________________________
Street: ______________________________________________________________
City/State/Zip: _______________________________________________________
Telephone No/Fax No: ________________________________________________
Email: ______________________________________________________________

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________

Respondent/Company: ____________________________________________

Refer to the SFA Procurement and Property Services Department web-site to confirm all addenda issued:
http://www.sfasu.edu/purchasing/vendor/procurement.asp
EXHIBIT C
FINANCIAL PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide parking permits and decals to Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: ________________________________________________

Authorized Signature: ____________________________________________