Project: College Catalog

Quantity: 9,000 total; no over-runs or under-runs accepted. (8,900 perfect bound; 100 spiral bound) per specifications

Number of pages: 192 plus cover (number of pages may vary on order)

Size:
- Cover Size: Approximately 17.5” by 11” flat size (finish depends on the number of pages being perfect bound), folded for perfect binding
- Body Size: Individual pages 8.5” by 11”

Trim Size: 8.5” by 11”

Ink:
- Cover: 4/2: 4-color process + aqueous coating heat set or UV printing. PMS + black; 
- Body: 2/2: PMS + Black

Artwork: College will provide electronic artwork uploaded to a FTP site in InDesign with placed tiff, eps, and/or jpg files. Body bleeds top and side; cover bleeds all four sides. Printer software must be compatible with CS5 files.

Paper:
- Cover: 10 pt.CIS white; 
- Body: 50# Recycled offset white

Binding: Perfect bound (8,900) spiral bound (100)

Overruns/Underruns: Not accepted

Timetable:
- Anticipated delivery of files to Printer: April 21, 2014.
- Delivery by printer to college by May 14, 2014

Turnaround time: The proof (proof must represent the actual size and quality of the document) before printing should be delivered to the Communications and Marketing Department and must allow for a 24 hour turnaround time, while still maintaining delivery deadlines. Digital Color proof on covers. The Executive Director of Communications and Marketing should be notified immediately of any problems or issues with the project including the inability to meet deadlines. Phone: (708) 709-3949.


Delivery after specified date will constitute breach of contract and will result in absolutely no payment since late delivery would adversely affect the college enrollment.
Bidders who doubt or question their ability or their capability of on-time delivery should refrain from submitting a bid.

All materials remain the property of Prairie State College. Upon completion of printing and delivery, discs, photographs, graphs, charts, and other artwork submitted are to be returned by the printer to the Executive Director of Communications and Marketing office. All costs for the return of materials are the responsibility of the printer.

**Vendor Requirements:** To be considered for this bid, the Printer must own or lease and operate all prepress components of the bidded service onsite in its print facility. Vendor may be asked to demonstrate ownership and operation of these components of prepress and operation of these components of prepress and printed services before the bid is awarded. The purpose of this consideration is to ensure quality and service control related to key aspects of the printing process; for example the prep and production of 8-color covers from prepress to printing. If a vendor subcontracts printing for the Heatset cover, the subcontracted vendor must also meet the above criteria. Print Brokers will be considered, providing their printers meet the above bid criteria.

Companies that have not previously handled similar print jobs for Prairie State College should submit 3 client references and work samples comparable to this job with bid. Prairie State College will accept no under-runs and pay for no over-runs. Questions concerning this project should be directed to Jennifer E. Stoner, Executive Director of Communications and Marketing, (708) 709-3949.

### 2014-2016 College Catalog 9,000

<table>
<thead>
<tr>
<th>Print and Distribute</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Print/Distribute 192 plus cover</td>
</tr>
<tr>
<td>2</td>
<td>Pick/Up Delivery</td>
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<tr>
<td>3</td>
<td>Each Proof</td>
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<tr>
<td>4</td>
<td>Add 1,000 quantity</td>
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<tr>
<td>5</td>
<td>Add /Deduct 8 pages</td>
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<tr>
<td>6</td>
<td>Add /Deduct 16 pages</td>
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<td><strong>Total 1 &amp; 2</strong></td>
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<tr>
<td>Days</td>
<td>Estimated time in working days to complete the project</td>
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Company Name: __________________________________________

Signature: __________________________________________

Printed Name: ________________________________________

Phone Number: ______________________ Fax Number: ______________________ Date: __________