Prairie State College  
Fall 2015 Course Schedule  
Bid Specifications

**Project:**  
Fall 2015 Course Schedule; Printer will print schedules, prepare for mail, and deliver to College and post offices.

**Quantity:**  
Approx. 95,000 for mailing and 9,000 for on-campus use (104,000 total)

**Number of pages:**  
72 pages plus four-page, 70# gloss text 4/4

**Trim Size:**  
17” x 11”; folds to approximate 8.5” x 11” size (please state exact trim size).

**Ink:**  
Cover: 4/4 (4-color process)  
Inside pages black **WITH** spot color bar across all inside pages and color headings

**Artwork:**  
College will upload to FTP

**Paper:**  
Pages 1-2 and 75-76 pages printed on #70 gloss text. MUST RUN THESE PAGES HEAT SET FOR OPTIMUM COLOR REPRODUCTION OR UV CURING.  
Inside pages: 30# newsprint (prefer recycled)

**Binding:**  
Bindery stitch and trim to finished size.

**Overruns/Underruns:** Not accepted

**Timetable:**  
Files will be ready approximately April 1, 2015. Campus and post office delivery needed by April 15, 2015.

**Fold:**  
Fold pursuant to U.S. Postal Service regulations for those delivered by mail (would be a center fold like a magazine).

**Pick-Up:**  
Files will be uploaded to FTP Site (Macintosh, InDesign CS5. Printer software **must be compatible with CS6 files**)

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

**Bundled:**  
Schedules to be bundled for delivery in accordance with U.S. Postal Service regulations.

**Postal Counts:** Current postal counts (within 90 days) provided by printer.
**Delivery:**
On-campus schedules to be delivered, shrink-wrapped and banded, on wooden skids in bundles of 50 or 100 to Prairie State College north campus, Building K.

Mail version of schedule will be bundled, padded, bagged (or shrink wrapped), and marked with appropriate facing slip for walk sequence mail for each carrier route and town in the College district (carrier route lists to be provided by printer) and delivered to 10 area post offices for pre-scheduled drop shipment mailing. Drop shipment will first be verified at Tri-Cities Post Office, Homewood, IL. Approximately 95,000 schedules must be marked, separated by postal route, and bagged or shrink wrapped on skids each semester. NOTE: At least 3 post offices have small loading docks and may have specific delivery requirements.

Please include cost for delivery per drop to other area post offices per specifications above.

Approximately 95,000 copies will be delivered to post office(s).

Bidder is responsible for making delivery appointments and meeting all postal regulations regarding delivery and preparation for mailing. Bidder must notify Executive Director of Public Relations and Marketing office of the intended drop-off date to post offices. Phone: (708) 709-3949.

Delivery after specified date will constitute breach of contract and will result in absolutely no payment since late delivery would make registration information unavailable to students and adversely affect the college’s enrollment. 

**Bidders who doubt or question 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 Public Relations and Marketing office. All cost 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 three 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 Public Relations and Marketing, (708) 709-3949.
PRAIRIE STATE COLLEGE

BID FORM PROPOSAL
COMPOSITION & PRINTING OF FALL 2015 COURSE SCHEDULE

Quantity: 104,000 COPIES—Fall 2015 COURSE SCHEDULE: This exact quantity should be included in your pricing below. An add/deduct cost per thousand should be indicated.

**Fall 2015 PRICING SCHEDULE FOR COURSE SCHEDULES**

<table>
<thead>
<tr>
<th>Print and Distribution</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Print/Distribute 72 pages plus 4 page #70 gloss text cover</td>
<td></td>
</tr>
<tr>
<td>2 Inside pages black ink, spot color bar across all inside and headings on newsprint pages</td>
<td></td>
</tr>
<tr>
<td>3 Inside pages: 30# newsprint (prefer recycled)</td>
<td></td>
</tr>
<tr>
<td>4 Pick up / Delivery</td>
<td></td>
</tr>
<tr>
<td>5 Each Proof</td>
<td></td>
</tr>
<tr>
<td>6 Each Halftone</td>
<td></td>
</tr>
<tr>
<td>7 Add 1,000</td>
<td>Add</td>
</tr>
<tr>
<td>8 Add/Deduct 4 pages</td>
<td></td>
</tr>
<tr>
<td>9 Add/Deduct 8 pages</td>
<td></td>
</tr>
<tr>
<td>10 Add/Deduct 12 pages</td>
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</tbody>
</table>

TRIM SIZE

INDICATE HEAT SET or UV CURING

**TOTALS:** Item 1 through 4

FOB: Prairie State College, 202 S. Halsted St., Chicago Heights, IL 60411 (and area post offices)

Company Name:________________________________ Signature:________________________________

Address:________________________________ Printed Name:________________________________

City:_____________________ State _____ Zip_______ Phone:________________________________

E-Mail address:________________________________ Date:______________________________