

**Prairie State College**  
**Spring 2022 Enrollment Guide Bid Specifications**

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- Project:** Spring 2022 Enrollment Guide; Printer will print schedules, prepare for mail, and deliver to College and post offices.
- Quantity:** Approx. 95,000 for mailing and 1,000 for on-campus use (96,000 total)
- Number of pages:** 8 pages, 60# 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 4/4 (4-color process)
- Artwork:** College will upload to FTP
- Paper:** 62%gloss text. MUST RUN THESE PAGES HEAT SET FOR OPTIMUM COLOR REPRODUCTION OR UV CURING.
- Inside pages: 60%gloss"vgzv"
- Binding:** Bindery stitch and trim to finished size.
- Overruns/Underruns:** Not accepted
- Timetable:** **Files will be ready approximately September 20, 2021.**  
**Campus and post office delivery needed by October 11, 2021.**
- Fold:**  
Fold pursuant to U.S. Postal Service regulations for those delivered by mail (would be a center fold like a magazine).
- Pick-Up:**  
Bidder must provide FTP Site (Macintosh, InDesign CS5. Printer software **must be compatible with CS5 files**) from the Manager of Marketing, Prairie State College, 202 S. Halsted Street, Chicago Heights, IL, Room 2281. Bidders unable to pick up materials must arrange overnight delivery service (i.e. Express Mail, Federal Express, etc.) to pick up materials from Prairie State College and deliver to bidder at the expense of the bidder.
- 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 Manager of Marketing should be notified immediately of any problems or issues with the project including the inability to meet deadlines. Phone: (708) 709-3633.
- 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 the Manager of Marketing of the intended drop-off date to post offices. Phone: (708) 709-3633.

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 Manager of 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 bid 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 Kristin Carrera, Manager of Marketing, (708) 709-3633.

**PRAIRIE STATE COLLEGE**

**BID FORM PROPOSAL  
COMPOSITION & PRINTING OF SPRING 2022 ENROLLMENT GUIDE**

Quantity: 96,000 COPIES– Spring 2022 Enrollment Guide: This exact quantity should be included in your pricing below. An add/deduct cost per thousand should be indicated.

**PRICING SCHEDULE FOR SPRING 2022 ENROLLMENT GUIDE**

	<i>Print and Distribution</i>	<i>Cost</i>	
<b>1</b>	Print/Distribute 8 pages 60# gloss text cover		
<b>2</b>	Inside pages 4/4		
<b>3</b>	Inside pages: 60# gloss text		
<b>4</b>	Pick up / Delivery		
<b>5</b>	Each Proof		
<b>6</b>	Each Halftone		
<b>7</b>	Add 1,000		
		<b>Add</b>	<b>Deduct</b>
<b>8</b>	Add/Deduct 4 pages		
<b>9</b>	Add/Deduct 8 pages		
<b>10</b>	Add/Deduct 12 pages		
	TRIM SIZE		
	INDICATE HEAT SET or UV CURING		
<b>TOTALS:</b>	<b>Item 1 through 4</b>		

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: _____