**FB16-003**

**Admissions Printing**

 **EXPECTATION OF PROFESSIONAL SERVICE & QUALITY PRINTING**

**By providing a bid for printing and mail services for the attached job to Missouri Western State University, you as the vendor, agree to the terms of contract as outlined in the formal bid. Any part of this agreement not met will cause your bid to not be considered.**

**SERVICE:**
Missouri Western State University requires each vendor to provide an on-site contact person that will be in consistent contact with the project and with the staff producing it. It is preferred that a vendor representative be available in person to review proofs, answer questions and make suggestions during each pre-press stage of the project. MISSOURI WESTERN requires a physical proof of each project. Emailing or faxing of proofs alone is not acceptable. If the vendor chooses to mail proofs rather than delivering them in person, the vendor is required to provide MISSOURI WESTERN with return postage.

Brokering of this job in its entirety or in part is allowed; however, brokers must identify the out-source information (including in-house contact names) at the time of bid, or Missouri WESTERN has the right to reject the bid. The broker will be responsible for errors in quality or scheduling made by companies whom they have used for out-sourcing and will be subject to a restitution agreement for late deliveries or errors.

**AWARDING THE BID:**MISSOURI WESTERN reserves the right to accept or reject bids based on recent, comparable samples demonstrating the printing quality the vendor is able to provide for this project. MISSOURI WESTERN also has the right to tour the facilities of first-time printers of this job prior to recommendation of acceptance of the bid. **Printers are required to send recent, comparable samples of work along with bids. MISSOURI WESTERN will reject bids that do not send samples.**The award of the bid is based on an evaluation of quality, cost, familiarity with Customer Relationship Management systems, mail service capabilities, familiarity with FTP protocol, the ability to meet deadlines and the ability to meet the criteria within this bid. A printer who is G7 compliant is preferred. MISSOURI WESTERN places 50% of the decision on an assessment of the quality of comparable samples sent and a tour of facilities if deemed necessary. MISSOURI WESTERN will not accept bids from vendors who do not use the Macintosh operating system. MISSOURI WESTERN will not pay for overages; include in your bid if necessary.

**TERM OF CONTRACT:**The term of this contract begins when PO is awarded by MISSOURI WESTERN through June 30, 2016. The selected vendor may be asked to perform additional services during the term of the contract if additional printing is needed by MISSOURI WESTERN. These additional services will be priced separately as they are needed throughout the 2015/2016 academic year. MISSOURI WESTERN reserves the right to use other vendors as necessary for the printing during this term.

 This invitation is for a contract between a vendor and MISSOURI WESTERN to furnish an undetermined quantity of a good or service during the term of contract. The selected vendor will serve as the preferred vendor for all projects created by the MISSOURI WESTERN Office of Admissions throughout the 2015-2016 school year unless the vendor is unable to produce the specialty items needed.

**QUALITY:**
Poor quality printing, as deemed by MISSOURI WESTERN, shall be sufficient reason for rejection of all or any part of the completed order. Any errors made by the vendor will be corrected, reprinted and delivered at no cost to MISSOURI WESTERN.

**STATEMENT OF WORK:**

The awarded vendor will be required to provide a Statement of Work to clearly define the scope of requested services, define the vendor’s and MISSOURI WESTERN’s responsibilities in relation to the project, define associated timelines and outline anticipated initial and ongoing costs associated with the project.

**TIMELINE:**MISSOURI WESTERN will submit all artwork to the awarded vendor by **July 1, 2015 (other than item 8b and optional item 13)**. MISSOURI WESTERN expects **all pieces to be printed by August 3, 2015**. A portion of these pieces must be delivered to the MISSOURI WESTERN campus by the same date and the awarded vendor will store/mail the remaining piece based on dates set forth by MISSOURI WESTERN (see Mail Service – Pg. 3). The awarded vendor will be required to provide MISSOURI WESTERN with a timeline that outlines a production schedule needed to meet the delivery date. A vendor’s timeline must include a schedule for programming, data configuration, a testing cycle and for data delivery/proofs/approval for each mailed piece.

Late deliveries are not acceptable. In the rare case of a late delivery, vendors will be assessed 1% per day for each day past the mutually agreed delivery date. If MISSOURI WESTERN is responsible for delaying the production schedule/delivery date, the vendor must notify us in writing the impact the delay will have on the production schedule at the time of the event or change in specifications. Also, if the vendor is responsible for delaying the production schedule/delivery date, the vendor must notify MISSOURI WESTERN of the impact of the delay.

**May 25\*:** Missouri Western Pocket Folders (13) (OPTIONAL) printed and delivered to Missouri Western (6,000 pieces)

**May 25\*:** Missouri Western Pocket Folders (13) (OPTIONAL) SAMPLES printed and delivered to Missouri Western (100 pieces)
**July 20:** Apply – July (8b) printed and mailed (7,000 pieces)

**July 20:** Apply – July (8b) SAMPLES printed and delivered to Missouri Western (100 pieces)

**August 3:** All remaining pieces printed

* All SAMPLES delivered to Missouri Western
* College Fair (5) printed and delivered to Missouri Western (19,650 pieces) – remainder stored by vendor (6,000 pieces)
* All other pieces delivered to Missouri Western excluding the following: Primary Market (2), Family Piece (4), Senior Postcards (8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i and 8j), Premiere Pieces (9a and 9b) and Junior Postcards (10a and 10b).

 **NOTE:** These pieces will be stored by vendor: Primary Market (2), Family Piece (4), Senior Postcards (8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i and 8j), Premiere Pieces (9a and 9b), Junior Postcards (10a and 10b) and 6,000 College Fair Pieces (5).

 **\* This date will only apply if these additional add-on’s are pursued.**

**OPERATIONS SCHEDULE:**MISSOURI WESTERN is open for business from 8:00 a.m. to 4:30 p.m. (CST) Monday through Friday. MISSOURI WESTERN observes several holidays; therefore, the vendor will need to keep these dates in mind when constructing a timeline for each mailed piece: Memorial Day, Independence Day (July 3), Labor Day, Thanksgiving (November 23-27), Christmas (December 24-January 1, 2016). (MISSOURI WESTERN may close additional days depending on how these holidays fall in the calendar week).

**TESTING:**The awarded vendor must establish a testing cycle before launching the production of the pieces. The vendor will be expected to provide PDF proofs during the testing cycle for review and approval. The vendor will also produce actual samples from test data, for review and final approval.

**DATA SPECIFICATIONS:**MISSOURI WESTERN uses a CRM (Hobsons Connect) to organize student data. MISSOURI WESTERN will set up automatic data exports from our CRM to a secure FTP site provided by Hobsons. This is the only way to automate data exports through Connect. The data will be dropped into a file on the FTP site. The awarded vendor will be provided with the login credentials needed to access the FTP. At that point, the vendor will need to write the code needed to automatically pick up the file from the FTP to be used to mail several of MISSOURI WESTERN’s pieces. (The pieces that need mail service are outlined beginning on page 7.) MISSOURI WESTERN will work with the vendor to create an appropriate naming convention necessary for the FTP programming.

All exports will be provided as comma-delimited (CVS) text, double quote, Excel files. MISSOURI WESTERN will provide the recipient list for each mailing in a consistent format, which will include standard addressing data.

**MAIL SERVICES:**The following pieces will be mailed based on month:

* July 20: Apply – July (8b) – 7,000 pieces
* Early September: Fall Preview Day (8c) – 7,000 pieces
* October: Apply - October (8d) – 7,000 pieces
* October: Housing Push (8e) – 5,000 pieces
* December: Apply – December (8f) – 7,000 pieces
* Late January: Important Deadlines (8g) – 7,000 pieces
* March 1: Spring Preview Day (8h) – 7,000 pieces
* Late April: Housing Push (8e) – 2,000 pieces
* April: Apply – April (8i) – 7,000 pieces
* June: Apply – June (8j) – 7,000 pieces
* March: Junior Day (10a) – 7,000 pieces
* June: Visit Campus (10b) – 7,000 pieces
\

The following pieces will be mailed in bundles of 200 minimum throughout the contract (See Nonprofit Bulk Mail – Pg. 4):

* 8a) Hot ACT (PC)
* 2) Primary Market Piece
* 4) Family Piece
* 5) College Fair Piece
* Premiere Pieces (9a & 9b)

The mailing process shall take advantage of all available sorting, coding, bar coding and bundling operations permitted by the U.S. Postal Service to reduce the cost of mailing. The mailing process shall include an address correction procedure equivalent to that available through the National Change of Address (NCOA) program and CASS (Coding Accuracy Support System) Verification, to reduce the number of incorrect addresses to which pieces are sent. The vendor will also provide MISSOURI WESTERN with the addresses removed during the mailing procedure and will report the updated number of pieces prior to mailing, along with a proof of the actual piece.

Vendors must include their mail service fees in the bid (page 14). MISSOURI WESTERN will also utilize the awarded vendor’s postal permit for postage, and all pieces should include the vendor’s indicia and Permit Number.

**Nonprofit Bulk Mail:** In order to mail pieces at a nonprofit bulk rate, the U.S. Postal Service requires a minimum of 200 pieces. In an effort to obtain the nonprofit bulk rate, MISSOURI WESTERN’s pieces should not be mailed until at least 200 addresses are accumulated through weekly FTP data uploads. The vendor shall contact MISSOURI WESTERN each week upon receiving addresses through weekly FTP data uploads and report the number of records received, purged and are ready to be mailed. If 200 pieces aren’t accumulated after a two-week timeframe, the vendor will email MISSOURI WESTERN and MISSOURI WESTERN will determine whether the piece should be sent at a rate other than non-profit. In an effort to reach the 200 nonprofit quantity, the vendor should merge FTP data uploads of pieces of like size and weight.

**QUANTITIES:**As pieces begin to diminish through mailings, the vendor shall email MISSOURI WESTERN when quantities of each piece reaches a threshold set by both MISSOURI WESTERN and the vendor. MISSOURI WESTERN also requests the vendor to report a physical inventory of each piece that requires weekly mail service.

**BILLING:**

Vendor will bill the Office of Admissions **monthly/as needed** for postage/handling costs. This includes any storage, mailing setup, and ftp monitoring fees included in this bid.

Vendor will bill the Graphic Design Coordinator **at one time** (no later than September 1), for all of the **printing** of pieces.  Included on this bill will be shipping of bulk materials (not requiring mailing services) to MISSOURI WESTERN West Campus.

**All billing should take place from July 1, 2015 through June 30, 2016, unless optional Missouri Western Pocket Folders (13) is accepted and printed May 26, 2015.**

**CONFIDENTIALITY:**

The vendor shall keep all data confidential and use secure network practices to keep data safe, provide a means for secure data transmission and shall be able to accept data transmission by email and/or internet anytime.

*Prior to the submission of a formal bid, questions regarding the bid or these expectations are to be made to Purchasing, MISSOURI WESTERN (816-271-4465) or sloan@missouriwestern.edu.*

**SUMMARY:**

Printing/finishing of high quality offset and digitally printed materials to be used in admissions recruiting effort – full color, tight registration, top-quality photo reproduction required.

Projects on shared stock, to be gang run. Inks are HUV, 4/4 (CMYK) on most, but not all the pieces. We will be simulating a spot color (PMS 123) on all pieces, so we will be strict on consistency and accuracy of color match on all pieces. **If stock is uncoated match PMS 109, if stock is coated match PMS 123.**

This bid consists of 28 separate items with shared stocks/inks that we are bidding as a ganged package. Additional quantities may be needed during the term of the contract. Additions will be requested at a price per additional 1,000 as set by the bid.

**Bid on:**

- Opaque Stock: 70# Text, 80# Text, 80# Cover and 100# Cover
**Quantities (\* includes 100 for samples)**

1) Viewbook 5,100

2) primary market piece 3,200

3) international student Quad-Fold Piece

 Option A: Small Quad-Fold 2,600

 Option B: Large Quad-Fold 2,600

4) family piece 3,100

5) college fair piece 25,650 6) accepted book 3,600

7) welcome Piece

 Option A: Welcome Book 4,100

 Option B: Welcome Stair-Step Cards 16,400 (4,100 of each card)

8a) hot Act (PC) 7,100

8b) apply - july (PC) 7,100

8c) FALL PREVIEW DAY (PC) 7,100

8d) apply - October (PC) 7,100

8e) HOUSING PUSH (PC) 7,100

8f) apply - December (PC) 7,100

8g) IMPORTANT DEADLINES (PC) 7,100

8h) SpRING PREVIEW DAY (PC) 7,100

8i) apply - april (PC) 7,100

8j) apply - june (PC) 7,100

9a) PREMIER 1 – COST AND SCHOLARSHIPS 11,100

9b) PREMIER 2 – STUDENT LIFE 11,100

10a) JUNIOR DAY (PC) 7,100

10b) Visit CAMPUS (PC) 7,100

11a) griffon rate (poster) 600

11b) IN-STATE (poster) 850

12a) TRANSFER (POSTER) 300

12b) Scholarships (poster) 300

13) Missouri western pocket folders 6,100 (optional add-on)
14) acceptance folders 3,600 (optional add-on)

15) acceptance folder envelopes

 Option A: Two-Color Envelope 3,600 (optional add-on)

 Option B: Four-Color Envelope 3,600 (optional add-on)

For all jobs

**Inks:** HUV, 4/4 (CMYK)
Missouri Western gold color must match PMS 109 on Uncoated Stock and PMS 123 on Coated Stock. Most jobs will be done on uncoated paper; therefore, adjustments to the inks should be made to ensure the inks are consistent throughout the entire bid package.  **NOTE: A few of the jobs will be 2/0 or 4/0.**

**Originals:** Print-ready PDFs uploaded to your FTP site (or equivalent).

**PROOFS:** Assembled bluelines; accurate, full-color proofs; mock-up of die-cut piece to show die-cut on job; Press proof option of client.

**PACKAGING:** Pack in boxes no larger than 9" x 12" x 14"; Pieces should be shrink-wrapped into manageable bundles

before being placed into boxes.Final packaged box should weigh less than 30 lbs.

**NOTE: Delivery of larger boxes will not be accepted. Slight flexibility will be allowed, depending on the finished size of the project.**

**DELIVERY:** Packaged folders with all digital files uploaded to vendor FTP site by **July 1**. Delivery of all finished pieces to Missouri Western should occur no later than **August 3, 2015**. The vendor awarded the bid must provide a production schedule for pieces.
**NOTE: Apply – July (8b) need to be printed and mailed by July 20. Also, the Missouri Western pocket folders (13) need to be printed and delivered to Missouri Western by May 25 (if this optional add-on is pursued). The data files will be delivered based on the schedule set by the awarded vendor.**

**Deliver to Missouri Western Central Receiving, West Campus**

 West Campus, Central Receiving
 Missouri Western State University

 4525 Downs Drive

 St. Joseph, MO 64507

**SAMPLES:** One hundred (100) samples of each piece should be delivered to Missouri Western Central Receiving (above address), marked as Admission Publication Samples for Campus Printing and Design Services.

 **NOTE: One hundred extra pieces were added to each piece’s quantity to cover these samples. Please note that Missouri Western will NOT pay for overages. Please include them in your bid.**

individual Specs for each piece

1) **Viewbook**

 TRIM SIZE: 17.5" x 11.75", then folds to 8.75" x 11.75" (Portrait/vertical format)

#OF PAGES: 32 page, self-cover

 STOCK: 70# Opaque Text

 Ink: 4/4, Full bleeds, HUV ink

 FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.75" dimension.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Not required

 QUANTITY: **5,100**

2) **Primary Market Piece**

 TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

 #OF PAGES: 8 page, self-cover

 STOCK: 80# Opaque Text

Ink: 4/4, Full bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension and tabbed for mailing.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Required. These will be printed and stored until designated time to be mailed.

QUANTITY: **3,200**

3) **international student Quad-Fold piecE (A OR B OPTION)**

**OPTION A**: **SMALL** **Quad-Fold**

 TRIM SIZE: 23.6875" X 10.5", folds to 6" X 10.5"

 STOCK: 80# Opaque Cover

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold to a double parallel and trim.

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE Not required
QUANTITY: **2,600**

**OPTION B:** **LARGE** **Quad-Fold**

 TRIM SIZE: 30" X 10", folds to 7.5" X 10"

 STOCK: 80# Opaque Cover

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold to a double parallel and trim.

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE Not required
QUANTITY: **2,600**

4) **familY piece**

TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

 #OF PAGES: 8 pages, self-cover

 STOCK: 80# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension and tabbed for mailing.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Required. These will be printed and stored until designated time to be mailed.

QUANTITY:  **3,100**

5) **College Fair piece**

TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

#OF PAGES: 12 pages, self-cover

STOCK: 80# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension and tabbed for mailing.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Required. These will be printed and stored until designated time to be mailed.

QUANTITY: **Total 25,650**

 **STORED AND** **TABBED FOR MAILING: 6,000**

 **NOT TABBED, DELIVERED TO MISSOURI WESTERN: 19,650**

6) **accepted book**

 TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

#OF PAGES: 12 pages, self-cover

STOCK: 80# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

QUANTITY: **3,600**

 **7**) **welcome Piece (A or B Option)**

**OPTION A**: **WELCOME BOOK**

TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

#OF PAGES: 12 pages, self-cover

STOCK: 80# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Not required
QUANTITY: **4,100**

 **OPTION B**: **WELCOME STAIR-STEP CARDS (4 pieces of varying sizes; fulfilled by MWSU in a stair-step fashion)**

**CARD 1 - COST**

TRIM SIZE: 17" x 9.5", then folds to 8.5" x 9.5" (Portrait/vertical format)

#OF PAGES: 1page

STOCK: 100# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Score, fold, bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Not required
QUANTITY: **4,100**

**CARD 2 – COMPETITIVE SCHOLARSHIPS**

TRIM SIZE: 8.5" x 8"(Portrait/vertical format)

#OF PAGES: 1page

STOCK: 100# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Not required
QUANTITY: **4,100**

**CARD 3 – DATES & DEADLINES**

TRIM SIZE: 8.5" x 6.5" (Portrait/vertical format)

#OF PAGES: 1page

STOCK: 100# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

 QUANTITY: **4,100**

**CARD 4 - COUPON**

TRIM SIZE: 8.5" x 5" (Portrait/vertical format)

#OF PAGES: 1page

STOCK: 100# Opaque Text

Ink: 4/4, Full Bleeds, HUV ink

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Not required
QUANTITY: **4,100**

8) **Senior postcards (10 versions)**

 TRIM SIZE: 6" x 9"

STOCK: 80# Opaque Cover

Ink: 4/4, Bleed on front, HUV ink

FINISHING: Trim to 6" x 9"

MAIL SERVICE: Required. These will be printed and stored until designated time to be mailed.

QUANTITY: **7,100 each**

 versions: (8a) Hot ACT

(8b) Apply – July

(8c) Fall preview day

(8d) Apply – October

(8e) Housing Push 🡪 **5,000 sent in October; 2,000 sent in April (same design)**

(8f) Apply – December

(8g) Important Deadlines

(8h) spring preview day

(8i) Apply – April

(8j) Apply – June

9) **premier Pieces (2 Versions)**

 TRIM SIZE: 12.25" x 11.5, then folds to 6.125" x 11.5" (Portrait/vertical format)

#OF PAGES: 12 pages, self-cover

STOCK: 80# Opaque Text

Ink 4/4, Full Bleeds, HUV ink

FINISHING: Collate, score, fold, saddle stitch with two wires on the 11.5" dimension.
 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

MAIL SERVICE: Required. These will be printed and stored until designated time to be mailed.

 QUANTITY: **11,100 each**

VERSIONS: (9A) PREMIER 1 – COST AND SCHOLARSHIPS

 (9B) PREMIER 2 – STUDENT LIFE

10) **junior POSTCARDs (2 versions)**

TRIM SIZE: 6" x 9"

STOCK: 80# Opaque Cover

Ink: 4/4, Bleed on front, HUV ink

FINISHING: Trim to 6" x 9"

MAIL SERVICE: Required (see version 10A below for additional information).

 These will be printed and stored until designated time to be mailed.

 QUANTITY: **7,100 each**

 versions: (10a) Junior Day (5,000 – mail service & 2,100 delivered to Missouri Western)

(10B) Jr spring preview day

11) **pRE-vISIT posters** TRIM SIZE: 11" x 17", Folds to 8.5" x 11"

STOCK: 100# Silk Text

Ink: 4/0, (AQ) Full bleed

FINISHING: Score, trim and fold type OUT to 8.5" x 11".

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

VERSIONS: (11a) griffon rate – **QUANTITY: 600**

 (11b) In-State – **QUANTITY: 850**

12) **sCHOLARSHIP posters**

 TRIM SIZE: 11" x 17", Folds to 8.5" x 11"

STOCK: 100# Silk Text

Ink: 4/0, (AQ) Full bleed

FINISHING: Score, trim and fold type OUT to 10" x 8".

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

QUANTITY: **300 each**

VERSIONS: (12a) Transfer

 (12b) Scholarships

**optional add-on’S:**

13) **Missouri western pocket FOLDERS**

 TRIM SIZE: Standard, 9 x 12, with 4 inch pockets, slit for business card on one side

 STOCK: Recommended pocket folder stock, 100# Accent Opaque Cover

 INK: 4/1, HUV ink

 FINISHING: Score, fold, trim and glue.

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

 QUANTITY: **6,100**

14) **acceptance folders** TRIM SIZE: Flat size: 10.6875" x 27", folded size: Finish to 12" x 9", with a 2" slit in the 6" glued pocket
 across the bottom, and 9" flap across the top with a die-cut (Custom vertical pocket folder).

 STOCK: Recommended pocket folder stock, 100# Accent Opaque Cover

 INK: 4/0, HUV ink

 FINISHING: Die-cut, score, fold, trim and glue.

 Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

 QUANTITY: **3,600**

15) **acceptance folder envelopes**

 **OPTION A**: **TWO-COLOR ENVELOPE**

 TRIM SIZE: 10 x 13 catalog envelopes

 STOCK: 60# offset

 Ink: 2/0

 FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

 QUANTITY: **3,600**

 **OPTION B**: **FOUR-COLOR ENVELOPE**

 TRIM SIZE: 10 x 13 catalog envelopes

 STOCK: 60# offset

 Ink: 4/4, Full Bleeds

 FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 6.

 MAIL SERVICE: Not required

 QUANTITY: **3,600**

**VENDOR CHECKLIST**

Please review the vendor checklist below and mark the appropriate box next to each line based on your services and/or company. MISSOURI WESTERN will reference this list when awarding a vendor.

**YES NO**

⎕ ⎕ Did the vendor send recent, comparable samples of work along with bids?

⎕ ⎕ Is the vendor G7 certified? (preferred, not required)

⎕ ⎕ Does the vendor have the ability to complete variable printing that would include “If…then” logic?

⎕ ⎕ Does the vendor have the ability to meet the July 20 deadline requested for Apply – July PC (8b) and the
 May 26 deadline requested for the Missouri Western Pocket Folders (13)?

⎕ ⎕ Does the vendor have the ability to store printed pieces until mail service is required for certain pieces?

⎕ ⎕ Does the vendor have the ability to automatically pick up the files exported to our CRM vendor’s FTP site to be used to mail several of MISSOURI WESTERN’s pieces? (Page 3)

⎕ ⎕ Does the vendor use address correction procedures equivalent to that available through the National Change of Address (NCOA) program and CASS (Coding Accuracy Support System)?
 **If yes**, how often does the vendor update the address correction software? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⎕ ⎕ Does the vendor have the capability to email MISSSOURI WESTERN the list of addresses that could not be
verified as deliverable, or those with different addresses than what was provided, after going through an address correction procedure?

⎕ ⎕ MISSOURI WESTERN would like to mail pieces at a nonprofit bulk rate as often as possible. In order to
acquire the minimum 200 pieces needed to obtain this rate each week, MISSOURI WESTERN would like the awarded vendor to merge data for pieces that would be of like size and weight in order to reach the 200 threshold. Does the vendor have this ability?