EXPECTATION OF PROFESSIONAL SERVICE & QUALITY PRINTING

***By providing a bid for printing the attached job to Missouri Western State University (MWSU), 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:** MWSU requires each vendor to provide an on-site contact person that will be in consistent contact with our 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 as well as be in attendance at press checks during production.

Brokering of this job in its entirety or in part is allowed; however, **brokers must identify the outsource information (including in-house contact names) at the time of bid**, or MWSU 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 outsourcing and will be subject to a restitution agreement for late deliveries or errors.

**Awarding of Bid:** The Director of Publications has the right to tour the facilities of first-time printers of this job prior to recommendation of acceptance of the bid.

The award of the bid is based on an evaluation of quality, cost and ability to meet deadline. MWSU will **not** accept bids from vendors who do not use the Macintosh operating system for this project.

**Quality:** Poor quality printing, as deemed by the Director of Publications, 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 MWSU.

MWSU will negotiate a production schedule for proofing and delivery. Late deliveries are not acceptable. In the case of a late delivery, vendors will be assessed one percent per day for each day past the mutually agreed delivery date. If MWSU is responsible for delaying the production schedule/delivery date, the vendor must notify the editor in writing the impact the delay will have on the production schedule at the time of the event or change in specifications. If the vendor is responsible for delaying the production schedule/delivery date, the **vendor must notify the editor of the impact of the delay**.

*Prior to the submission of a formal bid, questions regarding the bid or these expectations are to be made to the Manager of MWSU Purchasing, sloan@missouriwestern.edu. Please note: The Director of Publications or Editor are not to be notified prior to contacting the Purchasing Department.*

**BID INFORMATION**

***Bid is for one year, three issues: January 2016, May 2016 and September 2016.***

PRINTING

Magazine, 36 pages (32 + 4 cover), saddle stitched, 4/4 color. Print Quantity: **25,500**

8 1/2 x 10 7/8 trim size or similar. If cost for trim size other than or in addition to 8 1/2 x 10 7/8 is submitted, please note that on the cost sheet.

STOCK: Cover: 100 lb. #3 Matte or Gloss 87 BR cover weight

Interior: 70 lb. #3 Matte or Gloss 87 BR text

COVER COATING: UV coat one side of cover

INK(S): 4-color process. Ink bleeds all sides.

ORIGINALS: Formatted InDesign file on CD with document layout, fonts and art as eps files OR high resolution pdf file.

FINISHING: Fold, trim, saddle stitch on long side

Option 1: Insert furnished piece (envelope) into center stitch for 25,500.

Option 2: Glue spot furnished piece (card) onto front or back

cover of the magazine for 25,500.

Option 3: Polybag magazine and insert one furnished piece into polybag for 25,500.

PROOFS: Assembled blueline proof, color-accurate proof for photography throughout.

MAILING: Address, postal sort, mail approximately **25,000.**

List provided by Missouri Western. Ship extras (approximately 500) in bulk to MWSU to the Editor's attention.

**COST SHEET**

***Bid is for one year, three issues.***

**PRINTING**

**25,500 qty.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue

Coating Cost **25,500 qty**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue

For each additional M: Printing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coating \_\_\_\_\_\_\_\_\_\_\_

Optional Line Items for Finishing

Option 1. Insert furnished piece (envelope) into center stitch for 25,500.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add'l M\_\_\_\_\_\_\_\_\_\_

Option 2. Glue spot furnished piece (card) to front or back cover for 25,500.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add'l M \_\_\_\_\_\_\_\_\_

Option 3: Polybag magazine and insert one furnished piece into polybag for 25,500.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add'l M \_\_\_\_\_\_\_\_\_\_\_

**ADDRESSING/SORTING/MAILING**

per issue25,000 qty. \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Add'l M \_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

Missouri Western reserves the right to accept or reject any or all items of this bid.