

**Bid Specification Sheet for FB18-008**

**Printing the Griffon News**

The Griffon News is the official student newspaper at Missouri Western State University. It is published weekly during the fall and spring semesters. All copy is prepared by the student staff on campus using an Apple Macintosh computer system and Adobe InDesign. The newspaper uses a broadsheet format. Typically the issues are 8 pages, although the staff expects to print some 10- and 12-page editions, and occasionally a few issues of 14 or 16 pages.

This bid will be for the 2017-2018 school year, with an option to renew for the following two years (2018-2019, 2019-2020), should both The Griffon News and the printer agree to maintain the terms and prices of the original contract.

• Number of issues: 20-24

• Number of copies per issue: 2,500

• Number of pages per issue: 8

• Publication day: Thursday

Deadlines: Camera ready pages--submitted electronically in InDesign or PDF format--will be uploaded to the printer’s server no later than 10 a.m. on Wednesday (typically by 2.a.m.). Paper should be delivered to the Griffon News office no later than noon on Thursday.

Size: Broadsheet (Approx 11-12 inches wide and 20-22 inches tall)

Size of broadsheet produced on printer’s press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paper Stock: 30lb newsprint

Base Bid per issue—8 pages, 2,500 copies, *including process color on front/back*

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional printing specifics**

Please complete the following, but do not include in base bid:

**Change in number of pages** (includes process color on front and back of the newspaper/sections)

Total cost of 16 pg issue, one section Per Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total cost of 14 pg issue Per Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total cost of 12 pg issue Per Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total cost of 10 pg issue Per Issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total cost of two 8-page sections Per Issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Change in number of copies**

Adding increments of 500 to base bid run of 2.500

Per Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (addition to base bid)

Reducing increments of 500 from base bid run of 2,500

Per Issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reduction from base bid)

**Spot Color**

Charges for spot color on interior pages per 2-page spread: \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments on color/page limitations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Process Color**

Charges for printing full color photographs/artwork on interior 2-pg spread \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/specifics/limitations:

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# Digital Submission

Is your equipment Macintosh compatible? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_

Pagination Software: Adobe InDesign (If yes, indicate version #) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have the capability to receive these files via email/FTP/server? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Inserts

Cost of stuffing 8.5x11 inserts, per 2,500 \_\_\_\_\_\_\_\_\_\_\_\_\_

# Tabloid inserts

Occasionally, the newspaper may wish to publish tabloid-sized special sections (approx. 11x21, folded in half)

Additional cost of printing and inserting 2,500 copies of tabloid with spot color on front/back:

8-page tabloid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 page tabloid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 page tabloid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delivery**

Cost of delivery to the Griffon News office Thursday before noon \_\_\_\_\_\_\_\_\_\_\_\_\_

**Quality**

Significant errors or poor quality printing shall be sufficient reason for rejection of all or any part of the completed order, and a reprint required. Repeated problems with poor quality work may result in termination of this contractual agreement. Some of the evaluation will include ink consistency and picture clarity (detail and background).

**PLEASE SUBMIT TWO NEWSPAPERS PRINTED ON YOUR PRESS DURING THE MONTH OF JUNE 2017 along with this form.**

Printing Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person submitting bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_