**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 or her representative has the right to tour the facilities of first-time printers of this job prior to recommendation of acceptance of the bid.

The awarding 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 (email) the impact that 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 delay.

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

**BID INFORMATION-MISSOURI WESTERN MAGAZINE**

FIVE ISSUES: January 2018, May 2018, September 2018, January 2019, and May 2019.

**PRINTING SPECIFICATIONS**

QUANITY: 26,000

SIZE: 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 the size on the cost sheet.

COLOR: 4/4 color

PAPER AND NUMBER OF PAGES: Four (4) options.

Option 1. Cover: 100 lb. #3 Gloss 87 BR text

Interior: 70 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Option 2. Cover: 100 lb. #3 Gloss 87 BR text

Interior: 60 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Option 3. Cover: 80 lb. #3 Gloss 87 BR text

Interior: 60 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Option 4. 80 lb. cover and interior #3 Gloss BR text

32 pages self-cover

COVER COATING: UV coat one side of cover

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

ORIGINALS: Formatted InDesign file 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 standard 6.75 remittance envelope with flap into center stitch for 26,000.

**Option 2**: Polybag magazine and insert one furnished piece into polybag for 26,000.

PROOFS: Assembled proof plus color-accurate cover proof.

MAILING: Address, postal sort, mail 25,500.

List provided by Missouri Western.

Ship nine (9) to Editor's attention immediately after press run. Ship extras (approximately 500) in bulk to MWSU to the Editor's attention after mailing is complete.

**Cost Sheet is on page 4, please be sure to return with Invitation to bid sheet**

**BID SUBMISSION REQUIREMENTS:**

**Sealed bids must be submitted to the Purchasing Office by 2:00 p.m. Central Time on September 27, 2017 in Popplewell Hall, Room 221, 4525 Downs Drive, St. Joseph, MO 64507. Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids.

Return the Invitation to bid cover sheet and the Cost Sheet that is found on page 4-5 for your bid to be considered. **Please submit one original and one copy of both of these requested sheets.**

**PLEASE PROVIDE FOUR (4) MAGAZINE SAMPLES, PREFERABLY ONE OF EACH OPTION LISTED IN THE COST SHEET.**

**COST SHEET**

***Bid is for five issues: January 2018, May 2018, September 2018, January 2019, and May 2019.***

**PLEASE PROVIDE FOUR (4) MAGAZINE SAMPLES, PREFERABLY ONE OF EACH OPTION BELOW.**

**PRINTING**

**26,000 qty.**

Option 1. Cover: 100 lb. #3 Gloss 87 BR text

Interior: 70 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue Add'l M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 2. Cover: 100 lb. #3 Gloss 87 BR text

Interior: 60 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue Add'l M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 3. Cover: 80 lb. #3 Gloss 87 BR text

Interior: 60 lb. #3 Gloss 87 BR text

32 pages + 4 cover

Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue Add'l M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 4. 80 lb. cover and interior #3 Gloss BR text

32 pages self-cover

Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue Add'l M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UV Coating Cost (cover) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per issue Add'l M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINISHING OPTIONS**

Option 1: Insert furnished standard 6.75 remittance envelope with flap into center stitch for 26,000.

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

Option 2: Polybag magazine and insert one furnished piece into polybag for 26,000.

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

**ADDRESSING/SORTING/MAILING 26,000**

Cost \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*per issueAdd'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.