**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 MWSU Purchasing Office, purchase@missouriwestern.edu. Please note: Do not notify the Director of Publications or Editor prior to contacting the Purchasing Office.*

**PRINTING SPECIFICATIONS**

THREE ISSUES: September 2019, January 2020, and May 2020.

QUANTITY: Three Options – 27,000, 22,000 and 17,000

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:

Cover: 80 lb. #3 Gloss 87 BR text

Interior: 60 lb. #3 Gloss 87 BR text

32 pages + 4 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 26,500.

**Option 2**: Polybag magazine and insert one furnished piece into polybag for 27,000.

Note: We do not do these options in every issue, but we want to have a bid on the cost in case we decide to do either option in an issue.

PROOFS: Assembled proof plus color-accurate cover proof.

MAILING: Address, postal sort, mail three quantity options: 26,500, 21,500 and 16,500.

List provided by Missouri Western.

Ship nine (9), using next day delivery, to Editor's attention immediately after press run. Ship extras (approximately 500) ground to MWSU to the Editor's attention after mailing is complete.

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submittedno later than May 20, 2019 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 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. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Formal Bid Number **(FB20-004)** shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the FB number is not on the outside of the envelope.

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.**

Pricing must be FOB Missouri Western State University. All items must be new, first quality.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies. Bid will be evaluated and awarded as a whole; to one vendor.

Return the Cost sheet (page 4-5) with bid documents. Include any addendum(s) with your initials.

Please include your company’s W-9 with bid documents.

**SAMPLES:**

Provide magazine samples, including one with MWSU’S paper weights and specifications.

**TERMINATION:**

MWSU requires that this agreement can be terminated by MWSU at any time by giving 30 days written notice. MWSU is under no obligation to have any minimum number of printings.

**QUESTIONS:**

All questions and/or clarifications should be sent at any time to the Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu) until 2:00 pm Central Time on Wednesday, May 8, 2019. Questions received after this date may not be answered. Please reference the FB# on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the FB confirming receipt.

**COST SHEET**

***Bid is for three issues: September 2020, January 2020 and May 2020.***

**PRINTING**

**THREE QUANTITY OPTIONS: 27,000, 22,000 and 17,000**

**1. Quantity: 27,000**

Size: 8 1/2 x 10 7/8.

Bidder may additionally submit a similar size with cost as long as is it noted.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Quantity: 22,000**

Size: 8 1/2 x 10 7/8.

Bidder may additionally submit a similar size with cost as long as is it noted.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Quantity: 17,000**

Size: 8 1/2 x 10 7/8.

Bidder may additionally submit a similar size with cost as long as is it noted.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINISHING OPTIONS**

Option 1: Insert furnished standard 6.75 remittance envelope with flap into center stitch for 27,000.

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

Option 2: Polybag magazine and insert one furnished piece into polybag for 27,000.

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

**ADDRESSING/SORTING/MAILING Q – 26,500**

Cost \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* per issueAdd'l M \_\_\_\_\_\_\_\_\_\_

**ADDRESSING/SORTING/MAILING Q - 21,500**

Cost \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* per issueAdd'l M \_\_\_\_\_\_\_\_\_\_

**ADDRESSING/SORTING/MAILING Q - 17,000**

Cost \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* per issueAdd'l M \_\_\_\_\_\_\_\_\_\_

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

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

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