

FORMAL BID FB22-001

FOR

ADMISSIONS ANNUAL PRINTING PACKAGE

Submission Deadline: JUNE 1, 2021 2:00 p.m. Central Time

Questions and/or requests for clarification of this FB should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this FB to the Purchasing Department until 2:00pm on May 21, 2021. Questions received after this date may not be answered. Please reference FB22-001 on all correspondence. Answers to the submitted questions will be e-mailed 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.

**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 constant 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 the 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, and 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. MISSOURI WESTERN places 50% of the award decision on an assessment of the quality of comparable samples sent and a tour of facilities if deemed necessary. MISSOURI WESTERN reserves the right to award the bid that complies with all the mandatory/preferred specifications and requirements and is the lowest and best bid for printing. **MISSOURI WESTERN will not accept bids from vendors who do not use the Macintosh operating system. MISSOURI WESTERN will not accept bids that do not complete the vendor checklist (page 16). MISSOURI WESTERN will not pay for overages; include in your bid.**

**TERM OF CONTRACT:**The term of this contract begins when the Purchase Order is awarded by MISSOURI WESTERN through June 30, 2022, with an option of MISSOURI WESTERN and by mutual agreement of the vendor to renew for an additional 2 (two) one-year periods, total of 3 (three) years for the contract possibly ending June 30, 2024. This will be based upon past quality of work, service and other key factors outlined in these bid specifications. Quantities and items may change based on needs for the new school year. MISSOURI WESTERN has the right to re-bid at the end of the 1 (one) year contract and not renew with current vendor if that is best for MISSOURI WESTERN.

This invitation is for a contract between a vendor and MISSOURI WESTERN to furnish print and mailing services during the term of the contract. The selected vendor will serve as the preferred vendor for additional projects created by the MISSOURI WESTERN Office of Admissions throughout the 2021-2022 academic year unless the vendor is unable to produce the specialty items needed. These additional services will be priced separately from the items contained in this RFP. If prices are deemed too high for these additional services, MISSOURI WESTERN reserves the right to use other vendors as necessary.

**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.

**TIMELINE:**MISSOURI WESTERN is still in the process of planning the publications needed for the 2021-22 recruiting cycle. Although all projects, quantities, and specifications have not been fully defined, the selected vendor will need to be able to meet the production and delivery timelines outlined below (see project list on page 8 for a breakdown of the projects in each batch; individual project specifications begin on page 10).

|  |  |  |
| --- | --- | --- |
| **Batch Number** | **Art to Vendor** | **Delivery Date** |
| 1a | 6/30/21 | 8/1/21 |
| 1b | 7/12/21 | 8/1/21 |
| 2 | 9/3/21 | 9/27/21 |
| 3 | 11/8/21 | 12/1/21 |

A portion of these pieces must be delivered to the MISSOURI WESTERN campus, and the awarded vendor will store/mail the remaining pieces based on dates set forth by MISSOURI WESTERN (see Mail Services – page 5). If the production schedule in the timeline is not sufficient to meet the required delivery dates, the awarded vendor will be required to provide MISSOURI WESTERN with a timeline that outlines a production schedule needed to meet print, delivery and mail dates. The vendor’s timeline must include a schedule for programming, testing, data delivery and proofing for each mailed piece.

Late deliveries are not acceptable. In the rare case of a late delivery, vendors will be assessed 1% per each late project, 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.

**OPERATIONS SCHEDULE:**MISSOURI WESTERN is open for business from 8:00 a.m. to 4:30 p.m. Central Time, 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, Labor Day, Thanksgiving, Christmas. (MISSOURI WESTERN may close additional days depending on how these holidays fall in the calendar week).

**DATA TESTING:**MISSOURI WESTERN expects the vendor to produce PDF samples using test data, for review and final approval to ensure data transfers and merges are working properly.

**DATA SPECIFICATIONS:**MISSOURI WESTERN uses the Slate (Technolutions) customer relationship management system (CRM), to organize student data. MISSOURI WESTERN will set up automatic data exports from the CRM to a secure FTP site provided by Technolutions. This is the only way to automate data exports through Slate. 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 pull the data from the FTP to be used to mail select pieces each week (see Mail Services below). MISSOURI WESTERN will work with the vendor to create an appropriate naming convention for files placed on the FTP.

**MAIL SERVICES:**The following pieces will require mail service. One-time mailings are indicated with an asterisk. All other mailings will have weekly mailing lists (total send duration varies).

* Viewbook
* Primary Market Self Mailer
* Visit PC
* Apply PC
* Catch the Griffon Spirit PC
* Fall Griffon Experience Series PC**\***
* Majors PC
* FAFSA PC**\***
* Scholarships PC
* A+ PC**\***
* Housing PC
* Holiday PC**\***
* Deadlines PC**\***
* Housing Reminder PC
* Quality Faculty PC
* Student Life PC
* Spring Griffon Experience PC**\***
* Griffon Orientation Invitation

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.

**Nonprofit Bulk Mail -** In order to mail pieces at a nonprofit bulk rate, the U.S. Postal Service requires a minimum of 200 pieces. Our goal is to obtain the nonprofit bulk rate whenever possible for the weekly mailings. In an effort to reach the 200 nonprofit quantity, the vendor should merge FTP data uploads of pieces of like size and weight when possible. If there are not enough pieces to achieve the nonprofit bulk rate, the vendor will email MISSOURI WESTERN, and MISSOURI WESTERN will determine whether the pieces should be sent at a rate other than non-profit. The vendor shall contact MISSOURI WESTERN each week upon receiving addresses through the weekly FTP data upload and report the number of records received, purged and are ready to be mailed. **MISSOURI WESTERN will also utilize the awarded vendor’s postal permit/indicia for postage.**

**BILLING:**

Monthly invoices should be sent to MISSOURI WESTERN. Invoices should include printing, postage and cost for mail services (This includes any storage, mailing setup and ftp monitoring fees). Detail regarding the pricing of pieces is recommended to ensure accuracy. All billing should take place during MISSOURI WESTERN’s fiscal year, July 1, 2021, through June 30, 2022.

**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 be able to accept data transmissions by email.

**SUMMARY:**

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

Inks are 4/4 (CMYK) on most, but not all pieces. We will be simulating a spot color (PMS 123C) on all pieces, so we will be strict on consistency and accuracy of color match on all pieces. **If stock is uncoated, match PMS 109U. If stock is coated, match PMS 123C.**

This bid consists of 27 separate items, many with shared stocks/inks that we are requesting be bid as ganged packages when possible. Additional quantities and print pieces may be needed during the term of the contract. Estimates for reprints and additional jobs will be requested as needed.

**PRICING:**

Current projects and quantities are outlined below. For more information about project specifications, see page 9. These projects will be used for comparing vendor bids and doesn’t reflect the entire printing project. MISSOURI WESTERN reserves the right to change projects, quantities, and specifications prior to the artwork due date. MISSOURI WESTERN will request revised estimates and updated project timelines from the awarded vendor for any projects that have changes to quantities or specifications.

Please ensure that your pricing includes all costs (Set-up, mailing, storage, mail services, printing, postage and cost for mail services and ftp monitoring fees). See Excel pricing page as separate document.

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than June 1, 2021 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 **(FB22-001)** 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.

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.

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

Include with your bid:

* Current signed, dated W-9
* Completed Excel pricing sheet (separate document)
* Completed Invitation to Bid (separate document)
* Include any addendum(s) with your initials
* Vendor checklist (page 16)

**PROJECT LIST**

|  |  |  |
| --- | --- | --- |
| **Batch #** | **Publication Name** | **Quantity** |
| 1a | Visit Pocket Folder | 6,000 |
| 1a | Stairstep Cards | 4,000 |
| 1a | Thank you for visiting PC | 4,000 |
| 1a | Acceptance Envelope | 4,000 |
| 1a | Viewbook | 25,000 |
| 1b | Primary Market Self Mailer | 1,200 |
| 1b | Visit PC | 90,000 |
| 1b | Apply PC | 90,000 |
| 1b | Fall Griffon Experience Series Postcard | 10,000 |
| 1b | Catch the Griffon Spirit PC | 10,000 |
| 1b | FAFSA PC | 10,000 |
| 1b | Transfer Booklet | 2,500 |
| 1b | Travel piece | 25,000 |
| 1b | Transfer Travel Piece | 5,000 |
| 1b | School Visit Poster | 1,500 |
| 1b | Scholarships/Branding Poster | 1,500 |
| 2 | Majors PC | 20,000 |
| 2 | Scholarships PC | 20,000 |
| 2 | A+ PC | 30,000 |
| 2 | Housing PC | 5,000 |
| 3 | Holiday PC | 15,000 |
| 3 | Spring Griffon Experience PC | 15,000 |
| 3 | Deadlines PC | 5,000 |
| 3 | Quality Faculty PC | 5,000 |
| 3 | Housing Reminder PC | 5,000 |
| 3 | Student Life PC | 20,000 |
| 3 | Griffon Orientation Invitation | 4,000 |

SPECIFICATIONS For all jobs

**Inks:** 4/4 (CMYK), AQ Coating (satin | MATTe finish)
Missouri Western gold color must match PMS 109U on Uncoated Stock and PMS 123C on Coated Stock. 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 4/0.**

**Originals:** Packaged InDesign folder with print-ready PDFs uploaded to your FTP site
 (or equivalent).

**PROOFS:** Assembled blue lines; accurate, full-color proofs; 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 25 lbs. Name of piece and quantity should be marked on box.

**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 the dates outlined below. Delivery of all finished pieces to Missouri Western should occur no later than the dates outline below.

|  |  |  |
| --- | --- | --- |
| **Batch Number** | **Art to Vendor** | **Delivery Date** |
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| 3 | 11/8/21 | 12/1/21 |

**Items not being held for mailing plus samples should be delivered to:**

 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 packaged and delivered to Missouri Western Central Receiving (above address), marked as Admission Publication Samples for Marketing & Communications.

 **NOTE: Each project’s listed quantity includes the samples. Please note that Missouri Western will NOT pay for overages. Please include in pricing.**

individual PROJECT SPECIFICATIONS

**1. VISIT POCKET FOLDER**

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

 STOCK: Recommended pocket folder stock, 100# Silk Cover

 INK: 4/1, soft-touch + dry trap gloss UV one side

 FINISHING: Score, fold, trim and glue. Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on page 9.

 MAIL SERVICE: Not required

 QUANTITY: **6,000**

 **2. WELCOME STAIR-STEP CARDS (5 pieces of varying sizes; assembled by MWSU in a stair-step fashion)**

**(a) Paying for College**

 TRIM SIZE: 8.5" x 11" (Portrait/vertical format)

#OF PAGES: 2 pages

 STOCK: 80# Silk Cover

 Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Score, fold, bundle/shrink-wrap in manageable stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required
QUANTITY: **4,000**

**(b) Majors & Academics**

TRIM SIZE: 8.5" x 9.5" (Portrait/vertical format)

#OF PAGES: 2 pages

 STOCK: 80# Silk Cover

 Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required
QUANTITY: **4,000**

**(c) Student Life & Housing**

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

#OF PAGES: 2 pages

 STOCK: 80# Silk Cover

 Ink: 4/4, Full bleeds, flood dull varnish

 FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

 MAIL SERVICE: Not required

 QUANTITY: **4,000**

**(d) St. Joseph**

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

#OF PAGES: 2 pages

 STOCK: 80# Silk Cover

 Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required
QUANTITY: **4,000**

**(e) Coupons**

TRIM SIZE: 8.5" x 5" w/ two equally spaced vertical perforations (Portrait/vertical format)

#OF PAGES: 2 pages

 STOCK: 80# Silk Cover

 Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required
QUANTITY: **4,000**

**3. THANK YOU FOR VISITING postcard**

 TRIM SIZE: 6" x 9"

STOCK: 100# Cover coated 1 side only (for example, 12 pt. Carolina C1S Cover)

Ink: 4/4, Full bleeds, flood dull varnish on coated side

FINISHING: Trim to 6" x 9"

MAIL SERVICE: Not required

QUANTITY: **4,000**

**4. acceptance envelope**

 TRIM SIZE: 10 x 13 catalog envelopes

 STOCK: 60# offset

 Ink: 4/0

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

 page 9.

 MAIL SERVICE: Not required

 QUANTITY: **4,000**

**5. Viewbook**

TRIM SIZE: 17.375” x 5.75, then folds to 8.75” x 5.75” (Horizontal/landscape format)

#OF PAGES: 24 pages, plus 4-page cover (28 total pages)

 STOCK: 80# Silk Text (inside pages), 80# silk cover (cover pages)

INSIDE Ink: 4/4, Full Bleeds, flood dull varnish

COVER INK: 4/4, full bleeds

FINISHING: Collate, score, fold, saddle stitch w/ two wires on the 5.75" dimension for mailing. Tabbed and bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

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

**except one box, which should be delivered to Missouri Western along with the 100 samples**.

QUANTITY: **25,000**

**6. PRIMARY MARKET SELF-MAILER**

TRIM SIZE: 11.5" x 6 1/8”

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **1,200**

**7. TRANSFER booklet**

 TRIM SIZE: 14” x 3.75”, Folds to 7” x 3.75” (Horizontal/landscape format)

 #OF PAGES: 8

 STOCK: 80# Silk Text (self cover)

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Collate, score, fold, saddle stitch w/ two wires on the 3.75” dimension. Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required

QUANTITY: **2,500**

**8. Travel PIECe**

TRIM SIZE: 27” X 7.5”, Tri-Folds to 9” X 7.5” (Horizontal/landscape format)

#OF PAGES: 6 pages

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Score, fold. Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required

QUANTITY: **25,000**

**9. TRANSFER Travel PIECe**

TRIM SIZE: 27” X 7.5”, Tri-Folds to 9” X 7.5” (Horizontal/landscape format)

#OF PAGES: 6 pages

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Score, fold. Bundle/shrink-wrap in manageable hand-held stacks. Package as stated on pg. 8.

MAIL SERVICE: Not required.

QUANTITY: **5,000**

**10. and 11. POSTERS (2 VERSIONS)** TRIM SIZE: 11" x 17", Folds to 8.5" x 11"
 STOCK: 80# Silk Text
 Ink: 4/0, Full bleeds, flood dull varnish
 FINISHING: Score, trim and fold type OUT to 8.5" x 11". Bundle/shrink-wrap in manageable

 hand-held stacks. Package as stated on pg. 8.
 MAIL SERVICE: Not required
 VERSIONS: SCHOOL VISIT POSTER – **QUANTITY: 1,500** SCHOLARSHIPS/CAMPUS VISIT INFO POSTER – **QUANTITY: 1,500**

**12. and 13. PROSPECT Recruitment postcards SET (2 versions)**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **90,000 of each**

 versions: **VISIT**

 **APPLY**

**14. – 16. INQUIRY Recruitment postcards SET (3 versions)**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **10,000 of each**

 versions: **FALL GRIFFON EXPERIENCE SERIES**

 **CATCH THE GRIFFON SPIRIT**

 **FAFSA**

**17. – 18. DRIP postcards SET (2 versions)**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **20,000 of each**

 versions: **MAJORS**

 **SCHOLARSHIPS**

**19. A+ SCHOLARSHIP POSTCARD**

TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **30,000**

**20. HOUSING postcard**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **5,000**

**21. HOLIDAY POSTCARD**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **15,000**

**22. SPRING GRIFFON EXPERIENCE POSTCARD**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **15,000**

**23. – 25. SPRING ADMIT POSTCARDS (3 versions)**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **5,000 of each**

VERSIONS: **DEADLINES**

 **QUALITY FACULTY**

 **HOUSING REMINDER**

**26. STUDENT LIFE POSTCARD**

 TRIM SIZE: 6" x 9"

STOCK: 100# Silk Cover

Ink: 4/4, Full bleeds, flood dull varnish

FINISHING: Trim to 6" x 9"

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

QUANTITY: **20,000**

**27. griffon orientation invitation**

 TRIM SIZE: 7” x 13.625”, Folds to 7” x 5” (vertical tri-fold)

 #OF PAGES: 2

 STOCK: 80# Silk Cover (self cover)

 INK: 4/4, Full bleeds, flood dull varnish

 ADDITIONAL Die-cut foldover flap

FINISHING: Score, die cut, fold, and seal flap with fugitive glue. Bundle/shrink-wrap in

 manageable hand-held stacks. Package as stated on pg. 8.

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

 QUANTITY: **4,000**

**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 you send recent, comparable samples of work along with bids?

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

⎕ ⎕ Do you 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 4)

⎕ ⎕ Do you 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?

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⎕ ⎕ Do you 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 mark. Do you have this ability?

**ADDITIONAL COMMENTS:**

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