

FORMAL BID FB22-004

FOR

printing of the 2022 *griffon*

Submission Deadline: july 7, 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](mailto: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 June 30 , 2021. Questions received after this date may not be answered. Please reference the FB22-004 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.

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**BID SPECIFICATION SHEET FOR FB22-004**

printing of the 2022 *griffon*

**SCOPE OF WORK**

Missouri Western State University (MWSU) is requesting pricing on printing the 2022 *Griffon* yearbook, which matches the requested specifications:

**QUANTITY** – 100-200 copies, depending upon demand

**SIZE** ‑‑ page trim size, 8 1/2" by 11"

**PAGES** ‑‑ 152

**BINDING** ‑‑ Case bound; Smythe sewn with nylon thread in 16‑page signatures; rounded and backed with head and tail bands; blued, supered and lined. Each copy shall be carefully inspected by the publisher before being packed for shipment.

**COVER** ‑‑ Top quality, 100 lb. lithographic material, mylar coated, applied colors or four‑color photography or both, embossed and/or debossed, and foil stamped on any portion of spine, back lid, front lid of cover which shall be at least 160 lb. tempered binders board, not chipboard. Vendor shall supply samples of cover materials and a wide selection of ink colors.

**TYPOGRAPHY & PAGE DESIGNS** ‑‑ The pages of the yearbook will be submitted by PDF, or by other comparable method. The vendor needs to be able to show a record of being able to handle yearbooks in that format. In addition, the vendor must provide a sample book from their territory that has been produced by submitted PDF files. Artwork, such as special headlines or illustrations, that can not be submitted electronically will be submitted as camera‑ready artwork and will be placed on the spread by vendor at no extra charge.

**COLOR PHOTOGRAPHY** – All pages of four‑color process for entire book.

**END SHEETS** ‑‑ Four‑color end sheets in two different designs; stock of 65 lb. cover weight or suitable top‑quality stock for four‑color end sheets. Vendor will supply samples of stocks.

**PAPER STOCK** ‑‑ *Griffon* staff will have choice of gloss, semi-gloss or matte 80 lb. Samples must be provided, including name of vendor and name of paper, with bid.

**EDITORIAL CONTENT** ‑‑ Vendor will not attempt to censor, edit, or change any written or visual content submitted by the staff in any way unless approved in writing by the editor or adviser.

**PAGE PROOFS** ‑‑ The vendor will supply print proof sheets for all pages. Hard copy proofs for 4-color and spot color pages should be printed in color showing color photos and any additional color elements on the page in color. *Griffon* staff may make corrections to copy, graphics, photos and design with no additional charge. A second set of page proofs may be requested for any spread and corrected without charge if there are substantial changes and reproofing is necessary. Proofs should be submitted to the *Griffon* on a schedule agreed upon by the vendor and the yearbook staff. Please enclose a complete list of all charges pertaining to proof corrections not covered by above paragraph.

**COVER AND ENDSHEET PROOFS** ‑‑ The vendor will submit to the staff proofs (complete mock‑ups) of the actual cover and end sheets before starting manufacturing run. These proofs will be returned with final approval, changes or corrections within ten (10) school days of receipt.

**SERVICE AND SUPPLIES KIT** ‑‑ The vendor will supply a standard yearbook kit. Vendor will supply a color chart for use by the staff and all other supplies for ink selection. The vendor will supply a representative to service the account on a regular monthly basis and to be available on call. An experienced in‑plant consultant well versed in computer technology, graphics and printing will be assigned to the staff and should be able to coordinate and trouble-shoot any problems involved in the production of the yearbook. The staff may also consult with a plant artist and computer support representative as needed

**TRAINING** --The vendor will supply appropriate training software for the yearbook staff if needed. The vendor should also provide a software package that formats the materials for yearbook production. Once a month, it is requested that a representative come to campus to meet with the yearbook staff and provide training.

**CHARGES** ‑‑ The vendor will submit an itemize invoice. The staff, adviser, and Missouri Western State University are not liable for any charges beyond those included in the total price unless agreed upon in writing and signed by the adviser. No overtime charges will be paid by Missouri Western, nor will interest charges.

**DEADLINES** ‑‑ Pages will be submitted to the plant under mutually agreed deadlines. Preference will be given to three plant deadlines: April 15, May 15 and June 20. Deadlines are dependent upon normal conditions, and such unforeseen occurrences as fire, riot, death, serious illness, replacement of key personnel or equipment failure shall require fair, realistic, mutually‑ agreeable revised deadlines without penalty. Pages will be submitted in double‑page spreads but not necessarily in complete flats or signatures, and will be sent at any time preceding the plant deadlines. Deadlines from the staff will be based on the day pages are shipped, not the day pages reach the plant.

**DELIVERY** ‑‑ Delivery is to be made by September 15, 2022 to MWSU prepaid, f.o.b. *Griffon* MWSU, 4525 Downs Drive, St. Joseph, MO 64507, at the MWSU receiving dock. All shipping costs will be assumed and paid for by vendor. Any concealed damage, error, or quality not meeting usual industry standards will be returned to the vendor collect, and deductions based on price quoted for fewer copies shall be made by the vendor in the final bill. Or, at the option of the staff, the returned copies shall be corrected and returned prepaid to the *Griffon*.

**POSTAGE** ‑‑ Vendor shall pay any postage and/or shipping costs on all materials sent to the staff. Shipping of the *Griffon* will be sent to MWSU free of charge.

**EXAMINING COLOR RUN** ‑‑ The adviser and editor will be permitted to examine and approve the four‑color printing run.

**PAYMENT MWSU** – Payment will be divided accordingly; one‑third due January 20, one‑third due May 1, and one third due within forty-five (45) days of receipt of the books. Unacceptable print quality and vendor errors will result in credit to final bill.

**PAYMENT STUDENT** – Student will have the option to pay for the *Griffon* online. Shipping will be a flat fee amount with Base cost and additional options.

**AWARD OF BID** ‑‑ Vendors are to recognize that these specifications represent minimum requirements for the books and are to be treated as final specifications. Vendors must indicate unit prices in option section below, as well as lump sum as set for in the above specifications.

Any contemplated charges in excess of $25.00 for additional services not specifically agreed to herein must be submitted in writing to *Griffon* for *Griffon*'*s* expressed written authorization and approval at least 14 days prior to performance of any services giving rise to said charges; and without expressed authorization and approval, said charges shall be considered null and void. Notwithstanding the foregoing, all charges to be borne by *Griffon* are to be as specified herein. This bid is intended by both parties as a full and complete bid for the printing and services referenced herein, and additional charges are neither contemplated nor anticipated by the parties.

A penalty of $100 per day for late delivery of the book to the *Griffon* office will be imposed. Vendors must bid on the specifications as given, and alterations in specifications will not be considered in this base bid. Indicate suggested alterations in option section.

**OPTIONS:** This section includes all additional options and services available to the staff at no cost, and at discounts as they relate to the above specifications. Absolutely no additional cost beyond those specified in the above specifications will be honored without written permission from the *Griffon* adviser. Written permission will include a detailed accounting of additional costs and will be completed prior to assessment for such cost.

**TERM:** Initial agreement will be one year beginning July 15, 2021 – June 30, 2022.

Upon mutual agreement by the vendor and MWSU, the pricing may be renewed by MWSU on a year-to-year basis to continue the relationship until June 30, 2024, for a total three-year agreement. Please note any proposed increases (either percentage or the total with increases) for the subsequent years on pricing sheet, page 7.

**EARLY TERMINATION:** MWSU may terminate the agreement with the vendor upon thirty (30) days prior written notice to vendor for any reason. Specifically, if vendor fails to perform, has made or makes an inaccuracy in or, otherwise materially breaches, any of its obligations.

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than July 7, 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.** MWSU 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 **(FB22-004)** 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.

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

MWSU reserves the right to award to the vendor 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.

MWSU reserves the right to change quantities dependent upon our needs.

Return the pricing sheet (page 7) with your bid. Shipping costs must be included in the pricing and not as a separate line item. Include any addendum(s) with your initials and current signed and dated W-9.

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

Include with your bid:

* Current signed W-9
* Pricing sheet on page 7
* Include any addendum(s) with your initials
* Invitation to bid (separate document)

Include samples for MWSU’s review. Include the materials (samples of books and materials/color swatches) that would be used in your recommending.

Please include your sales representative’s location to ensure close proximity.

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**PRICING SHEET FOR FB22-004**

printing of the 2022 *griffon*

Base Bid Quote of printing quantity 100 2022 *Griffon*

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

Cost for printing four color submitted by late April

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

Cost/credit per book for more/less copies than 100

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per book for additional

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per book for fewer

Credit for not using printed color end sheets

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

Cost for artwork done by printer in addition to the two hours included in base specifications

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour

Additional options of which you would like us to be aware

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Cost of using UV coating on one flat of four‑color photos

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Rebate for submission of proofs by deadline

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Credits for printer fewer than 100 yearbooks

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Cost per Book to print (based upon 100 being printed)

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Cost per Book to student (based upon 100 being printed)

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

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand in person training once a month is required at MWSU’s campus. (Check the box to show you agree with the statement)