

Norwalk Community College
Printing and Mailing Schedule of Classes
Spring 2007, Summer 2007, and Fall 2007

Proposal 101NCC11.15.06

Specifications

ATTN: IT IS RECOMMENDED THAT THIS JOB BE HANDLED BY WEB PRESS PRINTERS.

1. Intent

The Extended Studies Department requires printing services for the Spring 2007, Summer 2007, and Fall 2007 Schedule of classes.

2. Statement of Responsibility/References

Bidders must have been in the business of printing college catalogs/booklets for a minimum of five (5) consecutive years. Evidence of responsibility shall include a minimum of three (3) similar size and nature printing jobs performed within the last two years including name of company, address, telephone number, contact person, and general description of the service.

3. Print Order

Spring 2007 Catalog Final disk prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of disk to printing and mailing of this catalog shall be no longer than 14 calendar days. Norwalk Community College (NCC) will inform bidder of print dates at least 3 weeks prior to delivery of the disk.

Summer 2007 Catalog Final disk prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of disk to printing and mailing of this catalog shall be no longer than 14 calendar days. NCC will inform bidder of print dates at least 3 weeks prior to delivery of the disk.

Fall 2007 Catalog Final disk prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of disk to printing and mailing of this catalog shall be no longer than 14 calendar days. NCC will inform bidder of print dates at least 3 weeks prior to delivery of this disk.

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4. Quantity

162,000 per catalog and no overages allowed -NCOA.

5. Number of Pages

Spring 2007 Catalog: 56 pages text, plus cover
Summer 2007 Catalog 36 pages text, plus cover
Fall 2007 Catalog 56 pages text, plus cover

6. Size

8.375" x 10.875"

7. Paper Stock

Cover: 100# gloss coated text/alternative: 80# gloss coated text.
Text: 50# opaque white text

Web grip marks should not show after trimming.
No excess bleed through.

8. Ink

Cover: 3/2 K+ 1 pms + varnish (outside only)
Text: K plus one PMS color

9. Composition

Inside pages and cover: Extended Studies graphic designer to furnish disk approximately four weeks prior to print date. Turn around time from receipt of disc to delivery of printed covers should be no more than 14 calendar days.

10. Bindery

- Covers are to be delivered in bulk and in cartons to the Text Printer.
- Inside text to be folded, collated with supplied cover, saddle stitched and 3/S trim, to be packed in bulk cartons.
- Turn around time should be no more than 14 calendar days from receipt of covers and disk with inside text.

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11. Samples Submitted

Vendor must submit a minimum of three (3) different samples of work produced on the paper specified with a minimum of 80% brightness. Vendor must submit two sets of samples with their proposal.

Inking: Evenness of inking, color, fastness, tight registration, dryness to prevent smudging and transfer effect.

Text: Copy must be straight and evenly framed on page.

12. Disk to Printer

- NCC will inform bidder of print and mail dates at least 3 weeks prior to delivery of the disk.
- Quark 6 files supplied on CD with all associated fonts and images.

13. Pre-production/Pre Work

Printer to prepare film/plates from disk supplied by NCC or the NCC graphic designer.

14. Equipment

Recommended Web Press with Web Leads no more than three (3) feet apart with ink(s) controlled by panel, not lever.

15. Proofs/ Blues

Cover: Kodak Approval or equivalent high resolution digital color proof plus ink draw-down for PMS colors.

Text: Blue line for copy approval plus digital color proof (low resolution o.k.) for color breaks before printing. NCC will receive bluelines five business days after delivery of copy to printer or sooner, all in time to meet the deadline for publication and delivery.

16. Courier

Printer to provide pickup and delivery service of bluelines and color pull-ups to NCC Extended Studies Division or NCC designee within 24 hours of preparation.

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17. Delivery Service

Delivery of bluelines: Norwalk Community College
Extended Studies and Workforce Development
West Campus - Room W102
188 Richards Avenue
Norwalk, CT 06854-1655
Attention: Lynn Boyar/David Chrzanowski

18. Delivery Charges

All delivery charges must be included in the bid price. No additional charges for handling, courier charges, transportation, containers or packages will be allowed.

19. Delivery

The brochures must be loosely packaged in boxes to prevent curling. They must lie flat so that they can easily be processed and labeled by the mailing house. Please indicate quantity in each box on the outside. Printer shall clearly label all boxes/cartons/packages with quantity and type of contents with associated bill of lading

a. 4,000 (Approximate)

Receiving Department
Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854-0622

Delivery truck must be at NCC before 2:30 p.m.

b. 158,000 (Approximate)

Mailed per specifications detailed as Item 20 - Mailing

20. Mailing

- a. Quantity: 158,000 (Approximate)
- b. Mailing Date: As decided by NCC
- c. Postage: Norwalk Community College indicia will be printed on publications, postage to be paid by NCC. Presort shall qualify for non-profit/ educational rate.

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20. Mailing (Continued)

- d. Contractor shall:- provide database for inkjet addressing based on zip codes below
- furnish resident list and resident labels, including apartments by number for an approximate list of 158,000. List must have been updated/NCOA'd within 90 days.
 - affix "Resident" labels or inkjet address on back cover. Please specify addressing method.
 - presort to carrier route
 - tie and bag by town/city zip codes
 - separate all catalogs addressed to zip codes beginning with 068 and 069 and process for mailing at the SCF entry rate
 - deliver to the U.S. Postal Service, 427 West Avenue, Stamford, CT 06910
 - deliver excess publications to NCC Receiving Department.

<u>Town</u>	<u>Zip Code</u>	<u>Town</u>	<u>Zip Code</u>
Green Farms	06436	Redding Ridge	06876
Cos Cob	06807	Ridgefield	06877
Darien	06820	Riverside	06878
Georgetown	06829	Westport	06880
Greenwich	06830	Westport	06881
Greenwich	06831	Weston	06883
New Canaan	06840	West Redding	06896
Norwalk	06850	Wilton	06897
Norwalk	06851	Stamford	06901
Rowayton	06853	Stamford	06902
South Norwalk	06854	Stamford	06903
East Norwalk	06855	Stamford	06905
Old Greenwich	06870	Stamford	06906
Redding	06875	Stamford	06907

21. Minimum Specifications

Services must meet or exceed the minimum specification as set forth in the bid documents. Bids on alternate or substitute items will be considered provided the return bid clearly identifies and describes the substitute offered, and they are equal to the specified item in quality, utility, and performance. It is

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understood and agreed that the bidder is bidding upon the identical items specified, unless specifically stated.

22. Taxes

The College is exempt from paying Federal and States Taxes.

23. Payment

Payment shall be made within a reasonable and customary period after the performance of services and receipt of invoice. State of Connecticut payment terms are NET 45 days. Bidders are encouraged to list terms for payment and the College will consider payment accordingly.

24. Changes in Services

The College reserves the right to increase or decrease types of services based upon identified requirements or budgetary considerations. Any increase or decreases shall be in accordance with original bid conditions, specifications and pricing.

25. Evaluation and Award

Award will be made to one and only one vendor for all three segments of this bid.

Evaluation and award of this proposal shall include but not be limited to price, quality, specification, delivery, and references. The College reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities in any bid or in the proposal process, to accept or reject any item or combination of items. Notwithstanding any other provision of any of the contract documents, the College specifically reserves the right to award in its absolute discretion that which will best serve the needs of the College, thus, insuring the best interest of the College and its students. Proposals not in compliance with requirements set forth herein will be deemed "non-responsive" and rejected.

26. Proposal Preparation Tips

a. Vendors must include the PROPOSAL FORM, SAMPLES, and EVIDENCE OF RESPONSIBILITY. These forms are to be signed in INK. Proposals received which do not include these forms will be considered NON-RESPONSIVE, and will not be awarded.

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26. Proposal Preparation Tips (Continued)

- b. Proposals received after the time and date specified as the Opening Date will not be considered.
- c. Proposals must be prepared in INK or TYPEWRITTEN, proposals submitted in pencil will be rejected.
- d. CHANGES OR CORRECTIONS (cross outs or changes made with white-out) made to your proposal MUST BE INITIALED, CHANGES OR CORRECTONS WHICH ARE NOT INITIALED WILL BE DISQUALIFIED.
- e. Completed W-9 (attached)
- f. FAXED proposals will not be accepted. Email or electronic attachments are not an acceptable means of submitting a proposal and will be rejected as non-enforcing.

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Spring 2007

Proposal Form

NOTE: NCC'S PROPOSAL FORM SHOULD INDICATE TOTAL COST AS REQUESTED. ALL ITEMIZED DETAILED BACKUP INFORMATION SHOULD BE SHOWN IN YOUR DETAILED COST PROPOSAL. ATTACH ADDITIONAL PAGES AS NEEDED.

Printing & Binding Cost

(For a 56 page catalog not including cover) \$ _____ M/\$

_____ **Total**

(162,000 units)

(For a 60 page catalog not including cover) \$ _____ M/\$

_____ **Total**

(162,000 units)

Mailing Cost

(For a 56 page catalog not including cover) \$ _____ M/\$

_____ **Total**

(approximately 158,000 units)

(For a 60 page catalog not including cover) \$ _____ M/\$

_____ **Total**

(158,000 units)

Printing Cost of Cover \$ _____ M/\$ _____

Total

(162,000 units)

TOTAL COST* \$ _____ M/\$ _____ **Total**

*Total cost should include all charges; no other charges will be allowed.

Comments:

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Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature

(Sign)

(Print)

(Date)

Minority Owned _____

Women Owned _____
Business _____

Small

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Norwalk Community College
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Summer 2007

Proposal Form

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ALL ITEMIZED DETAILED BACKUP INFORMATION SHOULD BE SHOWN IN YOUR
DETAILED COST PROPOSAL. ATTACH ADDITIONAL PAGES AS NEEDED.

Printing & Binding Cost

(For a 36 page catalog not including cover) \$ _____ M/\$

\$ _____ **Total**

(162,000 units)

(For a 40 page catalog not including cover) \$ _____ M/\$

\$ _____ **Total**

(162,000 units)

Mailing Cost

(For a 36 page catalog not including cover) \$ _____ M/\$

\$ _____ **Total**

(approximately 158,000 units)

(For a 40 page catalog not including cover) \$ _____ M/\$

\$ _____ **Total**

(158,000 units)

Printing Cost of Cover \$ _____ M/\$ \$ _____

Total

(162,000 units)

TOTAL COST* \$ _____ M/\$ \$ _____ **Total**

*Total cost should include all charges; no other charges will be allowed.

Comments:

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Spring 2007, Summer 2007, and Fall 2007

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Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature

(Sign)

(Print)

(Date)

Minority Owned _____

Women Owned _____
Business _____

Small

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Norwalk Community College
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Fall 2007

Proposal Form

NOTE: NCC'S PROPOSAL FORM SHOULD INDICATE TOTAL COST AS REQUESTED.
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Printing & Binding Cost

(For a 56 page catalog not including cover) \$_____ M/\$

\$_____ **Total**

(162,000 units)

(For a 60 page catalog not including cover) \$_____ M/\$

\$_____ **Total**

(162,000 units)

Mailing Cost

(For a 56 page catalog not including cover) \$_____ M/\$

\$_____ **Total**

(approximately 158,000 units)

(For a 60 page catalog not including cover) \$_____ M/\$

\$_____ **Total**

(158,000 units)

Printing Cost of Cover \$_____ M/\$ \$_____

Total

(162,000 units)

TOTAL COST* \$_____ M/\$ \$_____

Total

*Total cost should include all charges; no other charges will be allowed.

Comments:

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Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature

(Sign)

(Print)

(Date)

Minority Owned _____

Women Owned _____
Business _____

Small

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NOTICE INVITING BIDS
NORWALK COMMUNITY COLLEGE
EXTENDED STUDIES AND WORKFORCE EDUCATION
PROPOSAL #101NCC11.15.06

PRINTING AND MAILING SCHEDULE OF CLASSES
SPRING 2007, SUMMER 2007 AND FALL 2007

Pursuant to Public Act 91-256 notice is hereby given that the Norwalk Community College will accept proposals for the following items and specifications on file which may be obtained in the Purchasing Office, West-111, 188 Richards Avenue, Norwalk, CT 06854-1655.

Bids shall be sealed and marked on the face thereof the name and number of the proposal. **Proposals will be received up to Wednesday, November 8, 2006 at 2:00pm** at the Purchasing Office, West Campus, W-111, at which time they will be opened and read in public at the Extended Studies and Workforce Education Office. All proposals shall be valid for a period of sixty (60) days after the opening.

Norwalk Community College is an affirmative action/equal opportunity institution. All bidders must comply with State non-discrimination and affirmative action contract requirements Pursuant to Sections 4a-60; copies are available in the College Purchasing Office.

Should any questions arise regarding scope or performance of services contact Lynn Boyar at (203) 857-7054, Email lboyar@ncc.commnet.edu or to obtain a bid package contact Gwen Brown at (203) 857-7145 Email gbrown@ncc.commnet.edu.