

# Printer's Bid Specifications

## **2019-2020 CLASS SCHEDULE and 2019-2020 CAMPUS SCHEDULE**

This bid request covers two publications. Accepted bids will include estimates for both publications. Clackamas Community College will move forward with only one of the publications described below for the coming academic year. Providing a bid for both publications will indicate an interest and the ability to work with the college on either publication.

**1.** The **2019-2020 Class Schedule** will be printed in large quantity and provided to post offices in the Clackamas Community College district for Direct Drop Distribution.

**2.** The **2019-2020 Campus Schedule** will be printed in a quantity suitable for campus and community distribution and will not be distributed through the post offices in the CCC district.

Direct questions or requests for further information to Lenda Black, Creative Services.

Voice: 503-594-6769 Email: lendab@clackamas.edu

### ***The following specifications apply to both publications:***

#### **Format**

- 8 3/8" x 10 3/4" book (finished). All pages bleed.
- Stitched along 10 3/4" side.

#### **Paper**

##### **2019 Fall, 2020 Winter, 2020 Spring, 2020 Summer**

50 lb. book stock, matte finish, 92 bright, first four and last four pages.  
28-30 lb. recycled newsprint\* for the balance of the pages.

##### **2020 Fall Preview**

28-30 lb. recycled newsprint\* for all pages.

#### **Ink**

##### **2019 Fall, 2020 Winter, 2020 Spring, 2020 Summer**

4/4, first four and last four pages, 50 lb. book; newsprint pages print black only.

##### **2020 Fall Preview**

Print all pages black only.

#### **Files to print**

Production files will be delivered electronically to the printer's ftp site by 3 p.m. on "Files to ftp" date.  
(See **Quantity, Size & Timelines**)

##### **2019 Fall, 2020 Winter, 2020 Spring, 2020 Summer**

CCC Creative Services will provide two pdfs; one for the color pages and one for the black and white pages.

##### **2020 Fall Preview**

CCC Creative Services will provide one pdf for the black and white pages.

#### **Proofs**

Printer will provide a hard copy proof for newsprint pages and a color match proof for book stock pages.

#### **Schedule Overruns**

Printer shall store unbooked overruns for two weeks following delivery date to campus. The college may choose to purchase some or all of the overrun and request to have books bound and delivered.

#### **Price Adjustments**

In consideration of current paper industry market conditions, CCC will allow reimbursement for the amount of the actual net dollar increase in cost of paper stock occurring after award of contract. The college shall have the option of accepting the price change or canceling the contract. Escalation of paper costs will be allowed only if the following conditions are met:

Vendor shall supply, within ten days after award of the contract, documentation by the paper wholesaler of the price used in submitting the bid and the amount of stock required.

Similar documentation shall be supplied at the time of request for escalation.

Any decrease in the cost of paper shall also be passed on to Clackamas Community College.

*continued*

**Note: Fill in bid information on the following worksheet. Do not attach separate sheets.**

**1. 2019-2020 CLASS SCHEDULE Quantity, Size & Timelines:**

*Note: Quantities and/or page count may be increased or decreased and options may be elected or declined any term.*

Schedule	Quantity*	Pages	Files to ftp	Campus Delivery Date	Basic price
2019 Fall	141,000	136 pgs.	Wed. Aug. 7	Mon. Aug. 12	\$ _____
2020 Winter	141,000	136 pgs.	Tues. Nov. 5	Fri. Nov. 8*	\$ _____
2020 Spring	141,000	136 pgs.	Wed. Feb. 19	Mon. Feb. 24	\$ _____
2020 Summer	141,000	96 pgs.	Wed. April 29	Mon. May 11	\$ _____
2020 Fall Preview	5,000	88 pgs.	Wed. May 13	Mon., May 18	\$ _____

**\*NOTE: Short timeline due to Veteran’s Day closure on Monday, Nov. 11.**

**2019-2020 CLASS SCHEDULE Options:**

*Only the additional cost beyond the basic price.*

	136 pg. book	96 pg. book	88 pg. book
1. Additional eight pages	\$ _____	\$ _____	\$ _____
2. Additional 1000 books	\$ _____	\$ _____	\$ _____
3. Additional cost for campus delivery (two stops)	\$ _____	\$ _____	\$ _____
4. Miscellaneous charges	\$ _____	\$ _____	\$ _____

*Explain miscellaneous charges* \_\_\_\_\_

**Delivery**

Deliver class schedules cross-tied in bundles of 25.

Printer shall coordinate time, delivery location, and bundling specifications for class schedules printed with “ECRWSS Postal Customer” for the primary mailing and distribution to designated postal delivery locations in the college district within two days after the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

Printer shall coordinate time, delivery location, and bundling specifications for the class schedules printed without “ECRWSS Postal Customer” for the secondary second class mailing with the designated mailing service contractor within two days after the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

Printer shall coordinate time, delivery location, and bundling specifications for the class schedules printed without “ECRWSS Postal Customer” intended for campus distribution to two locations on the CCC Oregon City campus; Roger Rook Hall and CCC Shipping & Receiving on the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

**2. 2019-2020 CAMPUS SCHEDULE Quantity, Size & Timelines:**

*Note: Quantities and/or page count may be increased or decreased and options may be elected or declined any term.*

Schedule	Quantity*	Pages	Files to ftp	Campus Delivery Date	Basic price
2019 Fall	5,000	136 pgs.	Wed. Aug. 7	Mon. Aug. 12	\$ _____
2020 Winter	5,000	136 pgs.	Tues. Nov. 5	Fri. Nov. 8*	\$ _____
2020 Spring	5,000	136 pgs.	Wed. Feb. 19	Mon. Feb. 24	\$ _____
2020 Summer	5,000	96 pgs.	Wed. April 29	Mon. May 11	\$ _____
2020 Fall Preview	5,000	88 pgs.	Wed. May 13	Mon., May 18	\$ _____

**\*NOTE: Short timeline due to Veteran’s Day closure on Monday, Nov. 11.**

**2019-2020 CAMPUS SCHEDULE Options:**

*Only the additional cost beyond the basic price.*

	136 pg. book	96 pg. book	88 pg. book
1. Additional eight pages	\$ _____	\$ _____	\$ _____
2. Additional 1000 books	\$ _____	\$ _____	\$ _____
3. Additional cost for campus delivery (two stops)	\$ _____	\$ _____	\$ _____
4. Miscellaneous charges	\$ _____	\$ _____	\$ _____

*Explain miscellaneous charges* \_\_\_\_\_

**Delivery**

Deliver class schedules cross-tied in bundles of 25 to two locations on the CCC Oregon City campus; Roger Rook Hall and CCC Shipping & Receiving on the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)

**Note: Fill in bid information on the following worksheet. Do not attach separate sheets.**

**2019-2020 CLASS SCHEDULE Mailing Specifications**

Note: As a cost-saving measure, mailing may be reduced or eliminated for any term.

The bid must include the cost of mailing and delivery as follows:

- Mailing service shall supply data for city carrier routes and rural routes within the Clackamas Community College district to CCC Creative Services one week before the “Files to ftp” date. (See **Quantity, Size & Timelines**) Information will be based on current USPS data and provided as a pdf or Excel file to [lendab@clackamas.edu](mailto:lendab@clackamas.edu)
- Mailing service shall receive schedules from printer and prepare for two mailings each term as follows:
  - 1) The **primary second class mailing** will include all city carrier and rural routes within the Clackamas Community College district. Anticipate mailing approximately 136,000 credit class schedules each term. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates)
  - 2) The **secondary second class mailing** from the .csv files provided by CCC Creative Services will be mailed at the same time as the primary second class mailing. Anticipate mailing approximately 700 schedules per term. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates) The secondary mailing will include:
    - a. Approximately 22 single schedules to a mailing list of single addresses.
    - b. Approximately 649 schedules in bundles of various quantities going to a mailing list of approximately 36 addresses. Bundles are strapped (if six or more schedules to a single location) with addressee name on bundles.
- Mailing service shall coordinate with printer to establish bundling specifications and time of schedule delivery. (See **Printer’s Bid Specifications** for schedule sizes and delivery dates)
- Mailing service shall notify Portland Post Office one week before expected delivery date and time using the Drop Shipment Appointment Notification form.
- Mailing service shall deliver schedules to Portland Post Office within two working days after the schedules have been delivered to the Oregon City campus on the “Campus Delivery Date.” (See **Quantity, Size & Timelines**)
- Mailing service shall provide the following postal forms to CCC Creative Services; The USPS Generated form for the Electronic Confirmation Acceptance Notice, PS Form 3541 - The USPS - Postal Statement Wizard forms, PS Form 3607R.

**2019-2020 CLASS SCHEDULE Mail Prep Costs (each mailing):**

Primary mailing        \$ \_\_\_\_\_  
   *cost per 1000*

Secondary mailing    \$ \_\_\_\_\_                                  \$ \_\_\_\_\_  
   *cost per single piece*                                  *addl. cost per bundle*

**Provide only the additional cost beyond the basic price.**

- Additional charge for delivery to post office locations (each mailing) \$ \_\_\_\_\_
- Additional miscellaneous charges (each mailing) \$ \_\_\_\_\_

Explain miscellaneous charges \_\_\_\_\_

\_\_\_\_\_

- Vendor shall supply three references indicating ability to perform specified mailing service.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_