CONTRACT JOB SPECIFICATION

Date: 3/4/2015

From: Karen Palumbo
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Print Acquisition Team
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PROJECT NAME: 2015 December Commencement Program

DESCRIPTION: 3 Different Commencements
Friday (3 Different - 1 @ 48pp + Cover Booklet and 2 @ 44pp + Cover Booklet)

QUANTITY: 30500 Total
Friday - 10500/9500/10500

SIZE: 12 X 9 Flat  6 X 9 Finished

PAPER: Cover - 65# Sundance Felt Cover White
Inside - 70# Starbrite Opaque Smooth Text White
ABSOLUTELY NO SUBSTITUTIONS

INK: Cover - 4/1 (PMS 209 Maroon + PMS 873 Metallic Gold + PMS 347 Green + Black/Black) No Bleeds
Inside - 1/1 (Black) No Bleeds

PREPRESS: Customer Furnished File

PROOFING: Lasers/Digital Blueline

BINDERY: Score  Fold  Saddle Stitch  Trim  Box
Boxes must be labeled with quantity and commencement date & time clearly marked on each.

DELIVERY: DELIVERY DATES AND TIMES ARE NON-NEGOTIABLE AND MUST BE MET. THERE ARE NO EXCEPTIONS OR EXTENUATING CIRCUMSTANCES THAT WILL BE ACCEPTABLE. VENDOR MUST HAVE A BACK UP PLAN SHOULD THE NEED ARISE.
Deliveries to be made by 3:00 p.m. the day before each ceremony. Deliveries are to three designated locations on campus (2 at General Services Complex Bldg. and 1 to Reed Arena). Delivery to GSC Bldg. must be first. Contact names and phone numbers will be provided and must be notified prior to delivery.

BIDS DUE IN: 3/13/2015 at 01:00 PM

REMARKS: Files for the cover can be provided earlier than the inside pages, if the printer wants to print in advance. The 4 spot color image and a single line of maroon text will be common to all front covers and the black text on the inside cover will be common to all.
There will be black text changes for each lot on the front cover.
Quantities and page counts are estimates and are subject to change when graduation numbers are confirmed. Revised pricing to accommodate the changes will be obtained at the time the orders are entered when required. It is the responsibility of the printer to ensure that there is enough paper on hand to accommodate any quantity fluctuation, manufacturing problems or any unpredictable circumstances.
Bid Numbers CO11565A through CO11565I will be awarded as a contract package to the same vendor for continuity and control. This contract will be in effect for 3 years or three May/August/December Commencement cycles.