Request For Quote: Printing & Mailing Of Mississippi State Fire Academy 2015 Training Course Catalog

MISSISSIPPI STATE FIRE ACADEMY
#1 FIRE ACADEMY USA
JACKSON, MS 39208-9600

PHONE: (601) 932-2444
FAX: (601) 932-2819

BIDDER'S NAME: _____

CONTACT PERSON (PRINT NAME): _____

TITLE OF AUTHORIZED OFFICIAL: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

ADDRESS: _____

_____
CITY STATE ZIP

PHONE NUMBER: _____
AREA CODE AND NUMBER

FAX NUMBER: _____
AREA CODE AND NUMBER

FEDERAL TAX IDENTIFICATION NUMBER: _____

RETURN BID TO:

ATTN: Beverly Massey, Purchasing Chief
MISSISSIPPI STATE FIRE ACADEMY
#1 FIRE ACADEMY USA
JACKSON, MS 39208-9600
Fax: (601) 932-2819
E-Mail: bmassey@msfa.state.ms.us

RETURN BID BY: 5:00 P.M., Monday, August 18, 2014

Request for Quote:

PRINTING AND MAILING OF 2015 MISSISSIPPI STATE FIRE ACADEMY TRAINING COURSE CATALOG

For clarification of any area, please contact Sandy McAlister, 601-932-2444 or smccalister@msfa.state.ms.us

Item A:

Description: Catalog booklet with approximately 100 pages plus cover. Final trim size shall be 8 ½" X 11". Front cover shall be 8 ½" x 11" in bleed separation. Cover design will be chosen and developed by the Mississippi State Fire Academy (MSFA). The Academy does not have a postal permit for mailing, so the postal imprint (if printed on catalog back cover), shall be in accordance with postal guidelines. A separate full color fold out 11" X 17" shall be included.

Paper Stock: Cover prints on 80# gloss enamel white cover stock. Inside pages print on 70# recycled and/or virgin cove plus gloss white finish. Recycled and virgin prices requested.

Ink: Front and back cover prints computer generated full color artwork. The Academy will furnish artwork. Inside covers, both front and back, full color print. Front and back cover shall have full gloss varnish including full bleeds on three sides. A separate 11" X 17" fold out to be in full color. Inside pages should have full bleeds on three sides.

Front Cover: The Academy will furnish full color artwork for front cover. Front cover shall have full bleed separation. Front cover shall have full gloss varnish.

Back Cover: The Academy will furnish full color artwork for half of back cover. Other half of back cover will be used for return address, postal information, and section for address label. Back cover shall have full bleed separation. Back cover shall have full gloss varnish.

Bind: Perfect Bind.

Pictures: All inside pictures to be black and white. (excluding cover, inside and outside)

Prep: Academy will supply to vendor the document by CD or other storage medium, prepared in In-Design CS6. Vendor shall have ability to accept (digital) photos from CD, photo card, or other storage medium.

Vendor shall provide the MSFA with two (2) sets of laser proofs for review. Correction(s) and/or changes can be made to these documents at no additional cost.

The first laser proof shall be submitted to the Academy within five (5) business days upon receipt of the catalog via storage medium. The Academy will return the laser proof (with corrections if needed) to the Vendor within three (3) business days. If a second laser proof is necessary, the same time periods will be followed.

Vendor shall provide the Academy with additional proofs at no additional cost if vendor does not make the changes submitted. Any changes made to art must be approved by the Academy before getting started.

Vendor shall provide the Academy with a final proof including covers and all photos before printing the final catalog.

Vendor shall hand deliver all laser proofs and the final product to the Academy (no e-mail documents). A storage medium (CD) final copy of the 2015 catalog will be provided to the Academy upon completion in In-Design format.

Quantity: 2,250 catalogs

Over-runs: The Academy will not accept any over-runs or under-runs, exact amount only.

Delivery: The Academy will supply to vendor the storage medium of the 2015 course catalog no later than August 21, 2014.

Final delivery of the finished catalog to the Post Office for mailing and to the Academy shall be no later than September 23, 2014, and earlier if at all possible.

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SPECIAL NOTE TO VENDORS:

Mississippi law requires that specifications be written so as to promote the use of products made from recovered materials. Therefore, bidders are asked to consider bidding on a product made from recovered materials; provided, however, that any product bid must be equal in quality, weight, texture, and color to the product required by these specifications. For the purposes of these specifications, a commodity made from recovered materials must be at least 20% post consumer waste as defined by EPA and ASTM.

Products made from recovered materials will be given a preference in the award procedure as follows:

(1) The low bid which meets specifications will be determined.

(2) If the low bid meeting specifications is made from recovered materials, then the award will be made to the vendor offering the low bid.

(3) If the low bid is not made from recovered materials, then the award will be made to the low bid meeting specifications which is made from recovered materials; provided, however, that the price paid may not be more than ten percent (10%) higher than the lowest bid received.

(4) If there are no bids for recycled products within ten percent (10%) of the lowest bid, then the award will be made to the vendor offering the lowest bid.

Item B:

Fold Out: Poster fold out sheet size (4 pages) will be 11" X 17" folded and/or trimmed to fit in the 8 ½" X 11" catalog. Sheet will be printed in six (6) colors (one being black). Printed text will be lengthwise of the paper. A fold out sheet shall be folded and inserted in each catalog that is being mailed. The additional fold out sheets must be folded.

Quantity: 2,250

Item C:

Mailing: The Academy does not have a mailing permit. Vendor will be responsible for mailing approximately 1700-1800 catalogs to the addresses which will be supplied by the Academy via an Excel spreadsheet.

Vendor will be responsible for CAAS certifying the address to mailing standards for bulk rate mailing. (Note: Previous mailings indicate that all addressed cannot be CAAS certified for total automation.)

The Vendor shall insert poster fold out and tab catalog as required by postal regulations. (Only those being mailed need to have poster fold out sheet inserted and tabbed.)

The vendor shall process the mailing as required by postal regulations (placing address labels, inserting poster fold out, tabbing, sorting, bundling, traying, or sacking, etc.) and take to postal facility for mailing. The vendor shall supply documentation from post office regarding the mailing indicating the cost associated therein and vendor shall be reimbursed for the cost. The quote for this section shall be for the task of processing the catalog for mailing, not the actual postage fee.

Item D:

Hourly Rate: Vendor shall list the hourly rate for any necessary changes beyond the second laser proof. Vendor shall get prior approval should the vendor find it necessary to make changes to the original document as submitted by the Academy.

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BIDDER'S NAME: _____

Item A:
Printing of 2,250 copies of the 2015 Course Catalog in perfect bind as indicated in these specifications.

Recycled Paper of at least 50% recovered material:

$_____
Percentage of post consumer materials: _____

Virgin Paper:
$_____

Item B:
Printing of 2,250 copies of the 11" x 17" insert in full color using 50% recovered materials: $_____

Printing of 2,250 copies of the 11" x 17" insert in full color, virgin paper: $_____

Item C:
Fee for processing the catalog for mailing as identified in the specifications, not the actual cost for mailing:
$_____

Please note that upon mailing, the vendor shall supply the documentation from the post office regarding the actual cost for mailing the catalog and the vendor will be reimbursed for this cost.

Item D:
List the hourly rate for any necessary changes beyond the second laser proof or if approved, the rate for any necessary changes to the original document provided by the Academy: $_____ per hour