

INVITATION TO BID

BOSTON COLLEGE PURCHASING DEPARTMENT

MORE HALL, 140 COMMONWEALTH AVENUE, CHESTNUT HILL, MASSACHUSETTS 02467-3819, PHONE 617-552-3055, FAX 552-2369

✧ THIS IS NOT AN ORDER ✧

To: Selected Bidders
From: Jerri Cole, Assistant Director of Purchasing & Systems
Re: Bids for Samples and Specifications- please quote

WRITTEN bids are due in the Purchasing Department by 3 p.m. on _____

Sealed bids: If this is a "SEALED BID" it must be delivered to the Purchasing Department in a sealed envelope on or before the bid due date and time. Facsimile bids and late bids will not be accepted. Please type or print the name of the bid on the outside envelope where it will be visible.

Electronic formats: Boston College may supply copy on MacIntosh disk using Pagemaker 5.0, Freehand 4.0 and QuarkXpress 4.1. Although Boston College publications usually require extensive trapping, electronic trapping will not be provided and must be done by the printer. Publication files will be set up in double-page spreads with pulled bleeds. Separate files will be provided for cover and text. EPS and TIFF files will be included for position only. A hard-copy mark up will be provided with the disk to show color breaks. Fonts will be provided, if requested.

Stock substitutions: Recycled stock of equal quality, opacity and brightness may be quoted as an option.

Artwork/samples: All mechanicals, negatives, disk information and dead matter becomes property of Boston College and must be returned to Marketing Communications upon completion of the work. 10 samples of the work must be sent to the Office of Marketing Communications before payment of the invoice can be made.

Delivery: Please quote on the attached specifications for delivery F.O.B. Boston College, inside delivery, unless stated otherwise in the specifications.

Mailings: If a mailing is involved, Boston College requirements must be met, including submission of a completed Form 3602 for all transactions within 24 hours to Boston College Mailroom, McElroy Commons, Chestnut Hill, MA 02467, Attn: John Joyce, Superintendent.

Boston College policies: This bid may be awarded in part or as a total package. Please list your total package discount, if applicable. All pieces are bid on a per lot basis. There will be no charges paid for overages.

Any changes or additions to the attached specifications must be reported to and approved by the Boston College Purchasing Department before work can be performed. At the time of quotation, Boston College will consider cost-saving modifications to the specifications. However, these changes must be submitted in addition to the original specification quotation. All ideas and proposals submitted may be used at any time by Boston College.

Boston College reserves the right to reject any and or all bids or to request any additional information it deems necessary to supplement bids.

Boston College requires that its suppliers comply with all laws relating to Equal Employment Opportunity and Affirmative Action.

By submitting a bid, you acknowledge complete understanding of and willingness to comply with all of the specifications and conditions contained in the Invitation to Bid and attachments as referenced.

If you have any questions, please call Jerri Cole at (617) 552-3055.

PROJECT SPECIFICATIONS

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QUOTATION REQUEST FOR (project name) _____

AS PER SPECIFICATIONS DATED _____

PRINTING TYPE Heat Set Web Half-Web Cold Set Sheet fed Other _____

TYPESETTING Include information concerning files from which printer will output film*

PRINTING Specify quantities to be printed and any additional work requested, e.g., wafer-sealing or mail services*

PLEASE LIST STATUS, IF ANY

Minority Owned _____

Woman Owned

Alumnus Owned

Other, please specify _____

BIDS TO BE RETURNED TO THE PURCHASING DEPARTMENT AT THE ADDRESS ABOVE

Authorized Signature _____

Company _____

Date _____

Fax Number _____ E-mail Address _____

*Typesetting includes all work necessary to produce a completed NEGATIVE. Printing includes all work necessary to take a completed NEGATIVE and deliver the finished product.

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INVITATION TO BID

FINAL SPECIFICATIONS

PROJECT NUMBER _____

JOB TITLE _____

FILES TO PRINTER _____

DELIVERY DATE _____

P.O. NUMBER* _____

CLIENT CONTACT INFO

DELIVERY F.O.B Boston College, inside delivery to:

SAMPLES

10 samples of the completed work, disks, removable cartridges (Zips), other pre-press materials and artwork must be delivered to the production manager at the Office of Marketing Communications upon delivery of job, along with downloaded final printer's files.

NOTES

Electronic files returned for archiving must be updated to include any revisions made to the job after its release to print (i.e., after film has been generated), and furnished in the format they were originally supplied. Please include in your estimate any additional charges which would be incurred by this update. All terms and conditions are as per Boston College purchase order, Invitation to Bid and attachments as referenced.

*P.O. must be issued before work begins.

DESCRIPTION _____

QUANTITY _____

NO. OF PAGES _____

FOLDED SIZE _____

FLAT SIZE _____

STOCK Cover _____ Text _____

SOFTWARE APPLICATION: _____

INK

Cover _____

Text _____

_____ Trapping	_____ Bleeds
_____ Reverses	_____ Screens
_____ Hairline registration	_____ Heavy solids

PHOTOGRAPHY & ILLUSTRATION

_____ Number of halftones
_____ Number of duotones
_____ Number color separations
_____ Size of separations/halftones/duotones
_____ Images provided

BINDERY

_____ # of folds	_____ Type of folds
_____ # of scores	_____ Perforations

Type of bind _____

COLLATING AND MAILING

_____ Collating needed _____ Mailhouse needed

PROOFS REQUIRED

_____ Blueline*	_____ Press approval
_____ Type color proof	_____

*Color breaks must be shown