



REQUEST FOR PROPOSALS

Printing of NMCC 2020-2022 Catalog

**PROPOSALS MUST BE SUBMITTED BY
July 24, 2020 at 2:00 p.m.**

Catalog Specifications:

<u>Quantity:</u>	3,500 copies
<u>Finished Size:</u>	8" X 10" page size
<u>Text:</u>	124 pages, no text bleeds
Ink:	Black
Paper:	60 lb. Economy Offset (92 pts brightness)
<u>Cover:</u>	Cover Bleed
Ink:	4-color
Paper:	80#
Printing:	Outside of cover, only
Finishing:	Gloss
<u>Photos:</u>	black & white (less than 20)
<u>Perfect Bind:</u>	Orientation – Portrait Binding Edge - Length
<u>Materials Supplied:</u>	Camera-ready material provided both in InDesign (15.0) and pdf formats By August 3, 2020. Printer will provide pdf proof.
<u>Delivery:</u>	3500 copies FOB Presque Isle, Maine by Wednesday, August 26, 2020.

Proposals are due back to the college by July 24, 2020 by 2:00 p.m.

The successful bidder will be notified by 4:00 p.m. on Monday, July 27, 2020.

Any questions related to this request for proposals should be directed by email to jaclark@nmcc.edu ndmartin@nmcc.edu. The subject of the email should clearly state Questions: Catalog Printing.” Deadline for questions is 2:00 p.m. on Tuesday, July 14, 2020. It is the College’s intent to respond to all questions within 2 business days. [Final responses will be posted by 2:00 p.m. on Thursday, July 16 on the College’s website at www.nmcc.edu/RFP](#). It will be the vendor’s responsibility to check this site for updates.

Proposals must include:

1. Finished copy(s) of similar work; if not previously submitted**
2. References
3. Timeline as it pertains to product turnaround and delivery
4. All costs: including shipping, edits, etc.

Any additional information may also be attached

Proposals will be reviewed and one vendor will be selected using the following criteria:

Factor	Weight
Cost Effectiveness	40%
Turn-around time	40%
Prior Experience in providing similar services	20%

Required samples can be mailed to the address listed below.**

*****If you have printed full color for NMCC since January 1, 2019, you can request that those printed items be recognized as your submitted samples.***

Proposals can be faxed to 768-2831, emailed to ndmartin@nmcc.edu and njeclark@nmcc.edu
Subject Line: Catalog Print Quote or delivered/mailed to:

Northern Maine Community College
Attn: Julie Clark, Catalog Bid
33 Edgemont Drive
Presque Isle, ME 04769

The college reserves the right to reject any or all bids and also reserves the right to be satisfied with quality of services provided.