



REQUEST FOR PORPOSAL
Printing of NMCC 2019 Annual Report

ISSUE DATE:
September 13, 2019

PROPOSALS & SAMPLES MUST BE SUBMITTED BY
Wednesday, September 25, 2019

Any questions related to this request for proposal should be directed by email to dmartin@nmcc.edu not later than 12:00 pm, Monday, September 23, 2019 with the subject of "Questions: Printing." Answers will be posted by 8:00 am on Tuesday, September 24, 2019 on the College's website at www.nmcc.edu/RFP. It will be the vendor's responsibility to check this site for updates.

Proposals can be faxed to 768-2831, emailed to dmartin@nmcc.edu and njeclark@nmcc.edu or delivered/mailed to:

**Northern Maine Community College
Attn: Dr. Dottie Martin
33 Edgemont Drive
Presque Isle, ME 04769**

Required samples can be mailed to the above address.**

** If you have printed full color items for NMCC since, January 2017, you can request that those printed items be recognized as your submitted samples.

Evaluation Criteria:

Proposal will be evaluated using the following criteria:

1. Cost effectiveness 40%
2. Turn-around time 40%
3. Prior experience in providing similar services 20%

Conditions of Quotes:

1. NMCC reserves the right to accept or reject any and all quotes submitted, to negotiate with all qualified respondents or to cancel in whole or in part this RFP if deemed in NMCC's best interest to do so.

2. NMCC may change the provisions of this request at any time before the execution of the contract if NMCC decides that changes are in its best interest.
3. Vendors understands that submitted proposals become part of NMCC's official solicitation file without obligation.

Specifications:

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| <u>Quantity:</u> | 600 |
| <u>Finished Size</u> | 8.5" X 11" page size |
| <u>Paper/Text</u> | 20 pages, full bleed plus Cover printed front and back for a total of 24 printed pages |
| Ink: | 4-color |
| Paper | Cover Stock: 80# Finch Opaque Smooth White Cover Inside Pages: 80# Finch Opaque Smooth White Text |
| Finishing: | Fold to size of 8.5 X 11, saddle stitched |
| <u>Alterations:</u> | Bid should include per hour cost for author required edits. |

A house stock option of comparable quality and specification will be considered.

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| Saddle-Stitched: | Orientation – Portrait; Binding Edge-Length |
| Materials Supplied: | Files will be provided both in InDesign and pdf format by 10/1/2019 Printer will provide an electronic pdf proof by 10/10 |
| Delivery: | FOB Presque Isle, Maine by November 3, 2019 |

The College reserves the right to reject any or all bids.
The RFP shall be referenced in and considered part of any final contract.
See attached Notice to Vendors and Bidders.