



REQUEST FOR PROPOSALS

Printing of NMCC Viewbook

ISSUE DATE:

October 29, 2018

PROPOSALS MUST BE SUBMITTED BY:

November 2, 2018

Any questions related to this request for proposals should be directed by email to jclark@nmcc.edu or ndmartin@nmcc.edu no later than 5:00 pm, Wednesday, October 31, 2018 with the subject of "Questions: Printing." Answers will be posted by 2:00 pm on Thursday, November 1, 2018 on the College's website at www.nmcc.edu/RFP. It will be the vendors' responsibility to check this site for updates.

Mail quotes to:

Northern Maine Community College

or email to: jclark@nmcc.edu and ndmartin@nmcc.edu

Subject Line: 2018 Viewbook Print Quote

Attn: Julie Clark
33 Edgemont Drive
Presque Isle, ME 04769

Evaluation Criteria:

Proposals 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 RFQ 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. Vendor understands that submitted proposals become part of NMCC's official solicitation file without obligation.

Specifications:

Quantity: 1,000 copies
2,000 copies
2,500 copies
3,500 copies

Finished Size: Fold to size of 8.5 X 11, saddle-stitched
Orientation – Portraited ; Binding Edge-Length

Text : 16 pages (including cover) or 12 pages plus cover
Color : cmyk/cmyk (full color) with full bleed
Printing on both sides of each page
Printing on both sides of cover

Paper : Cover : Finch 80# Cover
Inside pages : Finch 80# Text

Materials Supplied: Files provided in both InDesign and pdf format by
Tuesday, November 6, 2019
Printer will provide proof.

Delivery: FOB Presque Isle, Maine by November 20, 2018