

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
10-52
FY11 MAILER AND POSTCARDS

Acknowledgement: Please acknowledge receipt of this Bid by completing the information requested below and faxing to 717/780-2325 upon receipt.
Please also include this page with your bid response.

Vendor Name: _____ Contact Name: _____

Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: **We will** _____ **Will Not** _____ be responding to this RFB.

If not responding, please explain briefly: _____

Dates:

Date of Issue: May 28, 2010

Questions Due: June 15, 2010 by 10:00AM

Responses to the Questions Due: June 17, 2010 by 4:30PM

Acknowledgement Sheet Due Date: June 21, 2010 by 1:00PM

Sealed Bids Due: June 23, 2010 @ TIME 1:00PM

Board Meeting: August 3, 2010 (Please note: Final official bid results will be released after this date. All vendors who respond to the RFB will receive an award notification letter in the mail within one week of this date.)

Bid Delivery:

Address: Purchasing Office/W130
One HACC Drive
Harrisburg PA 17110-2999

Contact: Garry Crider, Purchasing Manager

Phone: 717/780-1164

Fax: 717/780-2325

Terms:

1. All bids must be mailed or hand delivered in a **sealed** envelope clearly marked with your company name and the HACC bid number.
2. Bids must include all costs and shipping/handling/freight charges. HACC is tax exempt.
3. Do not include a copy of the original RFB with your response.
4. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount”.

HACC - Central Pennsylvania's Community College
10-52 FY11 MAILER AND POSTCARDS
REQUEST FOR BID

BID - SPECIFICATIONS

Method of Printing	Offset or web
Project description	Folded publication and postcard to be mailed out to Residential Customers and addresses mailing list (existing). Mail list must be duped/checked against HACC's "DO NOT MAIL" list <i>Purpose is to direct interested parties the website for course schedule information.</i>
Mailer Size	flat: 23-1/2" wide by 9-1/2" high Roll-fold. Four panels, Folded size: 6" x 9-1/2" For Gettysburg, Lancaster, & Lebanon
Postcard Size	flat: 8-1/2" wide by 6" high for Gettysburg, Lancaster, & Lebanon
Postcard Size	flat: 10-1/2" wide by 6" high for Harrisburg
Mailer Quantity	Gettysburg – 60,000: printed 2 times per year (1,500 campus copies) Lancaster - 156,500: printed 2 times per year (500 campus copies) Lebanon – 37,000: printed 2 times per year (500 campus copies)
Postcard Quantity	Gettysburg – 60,000: printed 2 times per year (1,500 campus copies) Lancaster - 156,500: printed 2 times per year (500 campus copies) Lebanon – 37,000: printed 2 times per year (500 campus copies) Harrisburg – 124,000: printed 3 times per year (500 campus copies)
Mailer Stock	80# white semi-glossy cover stock
Postcard Stock	110# white semi-glossy postcard stock
Inks	Four color process throughout. Full bleed.
Files to Printer	Target date for the printer to receive files is September 3, 2010 for Spring January 28, 2011 for Summer/Fall April 15, 2011 for Fall Dates will be verified with the printer.
Proofing	Printer will supply one color proof for review.

Trim & finish	Score for fold. Precise trim and/or fold required per piece.
Mail prep	Printer should bid cost of spot adhesive or tab to close fold.
Mailing fulfillment	Printer should bid cost of processing existing mailing list – applying Residential Customer and addresses to all mailers and postcards, sorting, bundling, traying and otherwise preparing for mailing, and delivery to appropriate post office for mailing. Mail list must be duped/checked against HACC’s “DO NOT MAIL” list
Delivery Date	Target delivery date is: September 27, 2010 for Spring February 14, 2011 for Summer/Fall May 2, 2011 for Fall Dates will be verified with the printer.
Samples	25 samples of each Campus/location <u>MUST</u> be delivered to the Public Relations office, upon completion. It is critical that the P.R. Office have samples of delivered projects for quality evaluation in preparation for future bids.
Remarks	Specifications call for first-quality printing. Required are: consistent inking, even trim and reproduction of four color process.
Photographs	Photos will be submitted scanned into place in InDesign CS3 or QuarkXpress document.
Proofs	<ul style="list-style-type: none">• <u>College will require a minimum of two full working days to review blueline proof.</u> HACC Public Relations Department will schedule a meeting, whether in person or by phone, to arrange a production schedule with the printer who is awarded the contract.• ONE set of blueline proofs for one proofing opportunity are required for HACC proofreading purposes. Proofs are to be mailed/delivered to Harrisburg Campus, Public Relations Department.• If, upon receipt of proofs, HACC feels that printer errors are excessive, that set of proofs will be returned to the printer to adjust and remit new proofs. The corrected proofs will be required at no extra cost to the College, and should in no way affect the agreed-upon production schedule.
<u>OF SPECIAL NOTE:</u>	<u>Delivery and pick up of proofs are printer’s responsibility and any costs will be the responsibility of the printer. If an overnight courier service is required, the printer must furnish an account number of the courier of their choice to pay for the services. If an account number cannot be furnished, the printer must be responsible for accepting collect shipment charges or must agree to have the overnight charges deducted from the bill for printing and mailing services.</u>

Job will not be accepted unless these standards are met. HACC will not accept an underrun nor pay for an overrun of more than one percent (1%) of the quantity specified. *Extra mailers or postcards not used in mailing fulfillment can be delivered to the Harrisburg, Lancaster and Lebanon campuses. The postal indicia must be removed for all campus copies.*

****CRITICAL – PLEASE READ****

A copy of USPS form 3602 WITH THE PROJECT NAME CLEARLY STATED ON THE FORM and a sample for the each campus MUST be delivered to the Manager of Mail and Receiving Services, Harrisburg Area Community College. The USPS requires that we keep a copy of the mailing form and a sample piece for each mailing that uses our permit imprint.

Postal Bundling, sorting, collating, labeling, coding and ANY AND ALL REQUIREMENTS SPECIFIED BY THE POSTMASTER OF THE HARRISBURG OR LANCASTER POST OFFICE necessary to facilitate the expeditious and proper handling of a NONPROFIT ENHANCED CARRIER ROUTE SATURATION LETTER RATE TO POSTAL CUSTOMER OR RESIDENTIAL CUSTOMER mailing will be the sole responsibility of the PRINTER.

PLEASE NOTE: It is the responsibility of the printer to see to it that in preparing the mailing, all pieces for the same post office must be secured in packages of 50 so far as practicable, and each package must bear a facing slip showing desired distribution (city, state, zip code and carrier route i.d.). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip. The bundles must be secured in such a manner that bundles are not broken and facing slips are secure in post office handling. **The Postal Service will not accept broken bundles.** If the printer desires to pallet the mailing for delivery to the Postal Service, the printer is responsible for following the regulations as outlined in section M045 of the Domestic Mail Manual of the Postal Service.

If the above regulations are not followed, the Postal Service may reject the mail. If a mailing is rejected by the Postal Service, the printer will be required to repair all errors to bring the mailing into compliance with Postal Service regulations.

END OF BID SPECIFICATIONS

HACC - Central Pennsylvania's Community College
10-52 FY11 MAILER AND POSTCARDS
REQUEST FOR BID
BID FORM

BASE BID FOR Gettysburg Campus Yearly 2011 Mailer as described in specifications
Spring 11 Summer/Fall 11

Printing 60,000 mailers + mail fulfillment \$ _____ \$ _____
(1,500 campus copies/no postal indicia)

BASE BID FOR Lancaster Campus Yearly 2011 Mailer as described in specifications
Spring 11 Summer/Fall 11

Printing 156,500 mailers + mail fulfillment \$ _____ \$ _____
(500 campus copies/no postal indicia)

BASE BID FOR Lebanon Campus Yearly 2011 Mailer as described in specifications
Spring 11 Summer/Fall 11

Printing 37,000 mailers + mail fulfillment \$ _____ \$ _____
(500 campus copies/no postal indicia)

BASE BID FOR Gettysburg Campus Fall 2011 Postcard as described in specifications
Fall 11

Printing 60,000 postcards + mail fulfillment \$ _____
(1500 campus copies/no postal indicia)

BASE BID FOR Lancaster Campus Fall 2011 Postcard as described in specifications
Fall 11

Printing 156,500 postcards + mail fulfillment \$ _____
(500 campus copies/no postal indicia)

BASE BID FOR Lebanon Campus Fall 2011 Postcard as described in specifications
Fall 11

Printing 37,000 postcards + mail fulfillment \$ _____
(500 campus copies/no postal indicia)

BASE BID FOR Harrisburg Campus Fall 2011 Postcard as described in specifications
Printing 124,000 postcards Spring 11 Summer/Fall 11 Fall 11

+ mail fulfillment \$ _____ \$ _____ \$ _____
(500 campus copies/no postal indicia)

BASE BID GRAND TOTAL (total 12 dollar figures) \$ _____

PLEASE ALSO BID ON THE FOLLOWING:

	Spring 11	Summer/Fall 11	Fall 11
A. Additional cost per 1000	\$ _____	\$ _____	\$ _____
B. Cost for author alterations on proof, beyond the included 5	\$ _____	\$ _____	\$ _____

E) Bid Deadline

To be considered for selection, bids shall arrive at HACC’s Procurement and Business Services Office, One HACC Drive, Whitaker Hall, Room W130A, Harrisburg, PA, 17110, by 1:00 PM. on or before June 23, 2010. Bids must be in a sealed container, clearly marked " RFB #10-52, FY11 Mailer and Postcards." Allow time for normal mail delivery to ensure timely receipt of bids by HACC’s Procurement and Business Services Office. Bids arriving after the deadline will not be considered. All bids become the property of the College.

F) Number of Copies and Mailing of Bid

Two (2) copies of the bid will be submitted in a sealed container clearly marked with the name of the bid and labeled “RFB #10-52, FY11 Mailer and Postcards.” One (1) of the copies shall be marked “Master Copy” and will contain original signatures. The remaining copies do not require original signatures.

The bids must be addressed as follows:

RFB # 10-52
HACC
Procurement and Business Services
ATTN: Garry Crider, Purchasing Manager
One HACC Drive, Whitaker Hall, Room W130A
Harrisburg PA 17110

TERMS _____ DELIVERY: as specked

ESTIMATOR _____

SIGNATURE _____

FIRM NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL ADDRESS _____