

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
10-53
FY11 YORK CAMPUS CREDIT TABLOIDS

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 1:30PM

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”.

Type, Art & Mechanicals Photo scans, proofs, blueline to be provided by printer. Complete document files provided by HACC Public Relations Department.

NOTE: Postal indicia must be removed from back cover on campus copies.

The cost of 5 Author's Alterations per tabloid is to be included in bid.

Photographs Photos will be submitted scanned into place in InDesign CS2 or QuarkXpress document.

Proofs

- College will require a minimum of two full working days to review blueline proof.
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.

OF SPECIAL NOTE: 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.

Folding To finished size of 6x10½ inches with gluing.

Trim Trim flush on top, bottom, and side with strict conformity to specified margins.

Copy Copy will be provided in high resolution PDF's.

Delivery **DATE-SENSITIVE MATERIAL:
STRICT ADHERANCE TO DELIVERY DATES
MUST BE OBSERVED.**

SPRING TABLOIDS On-campus tabloids on or before **October 1, 2010.**
tabloids to various Post Offices on or before **October 1, 2011** and mailed by October 9, 2011.

SUMMER TABLOIDS On-campus tabloids on or before **February 14, 2011.**
tabloids to various Post Offices on or before **February 14, 2011** and mailed by February 18, 2011.

FALL TABLOIDS On-campus tabloids on or before **May 2, 2011.**
tabloids to various Post Offices on or before **May 2, 2011** and mailed by May 6, 2010.

Dates will be verified with printer.

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.

****CRITICAL – PLEASE READ****

A copy of USPS form 3602 WITH THE PROJECT NAME CLEARLY STATED ON THE FORM and a sample 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.

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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.

Remarks: 100% of copy for all tabloids available to printer by:

SPRING TABLOIDS	September 13, 2010
SUMMER TABLOIDS	January 28, 2011
FALL TABLOIDS	April 15, 2011

Dates will be verified with printer.

Terms (PLEASE READ CAREFULLY)

If, after proof of a certain tabloid, it is determined by the HACC Public Relations Department that there exists a reasonable possibility that the printer is incapable - **whether through non-performance, lack of adequate service, or improper scheduling** - of completing the tabloid within the requirements of the HACC Public Relations Department, HACC retains the right to cancel the remainder of the contract at no added penalty or cost.

• Specifications call for **first quality printing**: consistent inking and screens, even trim, folding and pagination. No substitutions on specifications may be made by printer without prior approval of the Public Relations Department. **Job will not be accepted unless all specifications and instructions regarding copy, layout, camera and press are met.**

NOTE: HACC cannot accept an underrun nor pay for an overrun of more or less than 1% of the quantity specified. If the job is underrun, HACC should be notified in advance of billing, and should be credited for the underage. If overrun, HACC should be notified in advance of billing, and the additional amount should be billed separately from the bid amount approved by the HACC Board of Trustees. All art and photos are the property of Harrisburg Area Community College and are to be returned to HACC on completion of job.

[10-53 FY11 York Campus Credit Tabloids

NOTE: The college reserves the right, until **September 13, 2010; January 28, 2011; and April 15, 2011** to significantly reduce the quantity of tabloids to be printed and mailed.

The following cost breakdown sheets must be provided with final prices, so that the correct amount can be processed on a purchase order.

END OF BID SPECIFICATIONS

HACC - Central Pennsylvania's Community College
10-53 FY11 YORK CAMPUS CREDIT TABLOIDS
REQUEST FOR BID
BID FORM

Price for Spring 2011 Tabloids:

1. Base bid total \$ _____

Net – FOB the following locations:

York Campus: (Total Quantity: 87,000; 1,500 campus copies) \$ _____

HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE

Mail prep \$ _____

Price for Summer 2011 tabloids:

2. Base bid total \$ _____

Net – FOB the following locations:

York Campus: (Total Quantity: 87,000; 1,500 campus copies) \$ _____

HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE

Mail prep \$ _____

Price for Fall 2011 Tabloids:

3. Base bid total \$ _____

Net – FOB the following locations:

York Campus: (Total Quantity: 87,000; 1,500 campus copies) \$ _____

HARRISBURG POST OFFICE and/or LANCASTER POST OFFICE

Mail prep \$ _____

PLEASE ALSO BID ON THE FOLLOWING:

8. Additional cost, per 1,000 \$ _____

9. Additional cost for four pages \$ _____

10. Cost per Photograph \$ _____

11. Cost for AA's, per page \$ _____, *beyond allocated 5 AA's per tabloid*

Price for All Tabloids:

12. Base bid total (total of line 1, 2, and 2) \$ _____

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 1:30 PM. on or before June 23, 2010. Bids must be in a sealed container, clearly marked " RFB #10-53, FY11 York Campus Credit Tabloids." 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.

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 #10-53, FY11 York Campus Credit Tabloids." 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 # 10-53
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 _____

END OF BID FORM