

TO: Professional Printers

FROM: Megan Gilliland, communications manager
City of Lawrence, Kansas | (785) 832-3406
mgilliland@lawrenceks.org

DATE: November 3, 2011

RE: Printing bids for city projects for 2012 (B1155)

I am coordinating print bids for city projects. These projects will be awarded as a package to one printer.

The City of Lawrence will establish a price preference of up to 5-percent for recycled paper products. This year, the city is asking all printers to provide a quote for 'house stock/house ink' paper and a quote for 30% post-consumer recycled paper (with soy-based inks) for each project. NOTE: If your 'house stock' paper has a percentage of recycled content, please indicate this on your bid. Additionally, if your print shop uses soy based inks on all print jobs, please note this, too. **Your final bid should have two price quotes indicated – one for house stock paper/house ink and one for 30% recycled content/soy based inks.** I look forward to your response and am available to answer questions, (785) 832-3406. I have examples for most projects; please contact me to view prior to bidding.

Bid response deadline: Sealed bids will be opened at 2:00 p.m. at Lawrence City Hall, City Commission Room on **Tuesday, November 22, 2011**. This is a sealed bid, not quotes. Bids must be received **prior to 2:00 p.m.** in the City Clerk's Office at City Hall (3rd floor). The city will not accept faxed or e-mailed bids. They must be received by the city as specified in the notice to bidders. The bid will be awarded on Tuesday, November 29 by the City Commission.

Special Instructions: Final sealed bids should include individual prices for each project (and pricing for all options indicated). For the purposes of providing a cumulative price for all projects, which will be read during the sealed bid opening, please include prices for projects 1 through 19 for both paper options. This cumulative pricing is for the purpose of awarding a bid only; the individual department may choose to purchase option A or B (for quantity or number of inks) when ordering printing projects. If the cumulative total for the 30% recycled price for all projects is within the requirements set by the city's Environmental Purchasing Policy, the city can opt to print all projects using these specifications. All pricing must include shipping to destination(s).

Example for determining cumulative price:

‘House stock/house ink’ quote:

Price for Project 1 (Paper Option A)	_____
+ Price for Project 2 (Paper Option A)	+ _____
+ Price for Project 3 (Paper Option A)	+ _____
+ Price for Project 4	+ _____
+ Price for Project 5	+ _____
+ Price for Project 6	+ _____
+ Price for Project 7 (Paper Option A)	+ _____
+ Price for Project 8 (Paper Option A)	+ _____
+ Price for Project 9 (Paper Option A)	+ _____
+ Price for Project 10 (Paper Option A)	+ _____
+ Price for Project 11 (Paper Option A/Printing Option A)	+ _____
+ Price for Project 12 (Paper Option A/Printing Option A)	+ _____
+ Price for Project 13 (Quantity A)	+ _____
+ Project 14 (Quantity A, Paper Option A)	+ _____
+ Project 15 (Quantity A, Paper Option A)	+ _____
+ Project 16 (Paper Option A)	+ _____
+ Project 17 (Paper Option A)	+ _____
+ Project 18 (Paper Option A)	+ _____
+ Project 19 (Paper Option A)	+ _____
<hr/>	
= TOTAL CUMULATIVE PRICE FOR	
HOUSE STOCK/HOUSE INK BID	= _____

30% recycled paper quote:

Price for Project 1 (Paper Option B)	_____
+ Price for Project 2 (Paper Option B)	+ _____
+ Price for Project 3 (Paper Option B)	+ _____
+ Price for Project 4	+ _____
+ Price for Project 5	+ _____
+ Price for Project 6	+ _____
+ Price for Project 7 (Paper Option B)	+ _____
+ Price for Project 8 (Paper Option B)	+ _____
+ Price for Project 9 (Paper Option B)	+ _____
+ Price for Project 10 (Paper Option B)	+ _____
+ Price for Project 11 (Paper Option B/Printing Option A)	+ _____
+ Price for Project 12 (Paper Option B/Printing Option A)	+ _____
+ Price for Project 13 (Quantity A)	+ _____
+ Project 14 (Quantity A, Paper Option B)	+ _____
+ Project 15 (Quantity A, Paper Option B)	+ _____
+ Project 16 (Paper Option A)	+ _____
+ Project 17 (Paper Option A)	+ _____
+ Project 18 (Paper Option A)	+ _____
+ Project 19 (Paper Option A)	+ _____

= TOTAL CUMULATIVE PRICE FOR

30% RECYCLED CONTENT AND

SOY-BASED INKS BID = _____

Project 1

Title	Utility Department – Consumer Confidence Report “The Water We Drink 2012”. (May 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	4/23/2012
Insert Number	93
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 11"
Folds to	c- letter folded to fit in regular envelope
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 70-lb gloss text white Paper Option B (30% recycled + soy based ink): 70-lb gloss text white
Ink Specifications	
Number of inks	Side 1, one color (black) Side 2, one color (black)
Output Specifications	
Material delivered to printer by CD or FTP	4/1/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house
Shipping	Deliver 100 pieces to Kaw Water Plant Attn: Shari Stamer, 3 rd & Indiana, Lawrence, KS 66044. Ship remaining order to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 1, Paper Option A: _____

Total for Project 1, Paper Option B: _____

Project 2

Title	Planning Department – Floodplain Management Insert (April 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	3/22/2012
Insert Number	91
General Specifications	
Quantity	33K
Number of pages	1, double sided
Flat size	8.5" x 11"
Folds to	c- letter folded to fit in regular envelope
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 70-lb gloss text white Paper Option B (30% recycled + soy based ink): 70-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	3/1/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house.
Shipping	Deliver 1,000 pieces to Amy Miller, Planning Department, 6 E. 6 th Street, Lawrence, Kansas, 66044. Ship remaining order to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 2, Paper Option A: _____

Total for Project 2, Paper Option B: _____

Project 3

Title	City Manager's Office – Flame Monthly Newsletter			
Existing item available for review	Yes			
Project Deadlines	Issue	Insert No.	Material due to printer	Material due to mailing house
	January	82	12/1/2011	12/22/2011
	February	84	1/4/2012	1/22/2012
	March	86	2/1/2012	2/22/2012
	April	88	3/1/2012	3/22/2012
	May	90	4/2/2012	4/22/2012
	June	92	5/3/2012	5/23/2012
	July	94	6/1/2012	6/22/2012
	August	96	7/1/2012	7/22/2012
	September	98	8/2/2012	8/22/2012
	October	100	9/1/2012	9/22/2012
	November	102	10/1/2012	10/21/2012
	December	104	11/2/2012	11/22/2012
General Specifications				
Quantity	32K			
Number of pages	1, double sided			
Flat size	8.5" x 11"			
Folds to	c- letter folded to fit in regular envelope			
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.			
Paper specifications	<p>Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks:</p> <p>Paper Option A (stock): 80-lb gloss text white</p> <p>Paper Option B (30% recycled + soy based ink): 80-lb gloss text white</p>			
Ink Specifications				
Number of inks	Side 1, 1 color PMS, color to be provided Side 2, 1 color PMS, color to be provided			
Output Specifications				
Material delivered to printer by email or FTP	See chart above for due dates to printer. In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.			
Project timeline	Each month, timeline for printing of newsletter will follow this timeline: File to printer by due date, proof to client, proof approved and returned to printer, printing and folding completed and shipped by 15 th of month for arrival at mailing house in Wisconsin by date provided above. This is a tight turn around project each month and the job must be completed by deadlines provided. This deadline must be met each month. Inability to complete project at any time will result in loss of job.			
Packaging	In boxes labeled for insert/mailing house.			
Shipping	Deliver 50 pieces to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044. Ship remaining order to Integrated Mail Industries,			

	3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	Digital or PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size, turn around times and color process. Prefer references where tight deadline is met on a consistent basis.

Total for Project 3, Paper Option A: _____

Total for Project 3, Paper Option B: _____

Project 4

Title	Waste Reduction and Recycling – eWaste & Earth Day Insert (March 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	3/1/2012
Insert Number	89
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	2/7/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 4: _____

Project 5

Title	Waste Reduction and Recycling – Energy Fair Insert (August 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	7/29/2012
Insert Number	99
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	6/29/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 5: _____

Project 6

Title	Waste Reduction and Recycling – Thanksgiving Trash Service (October 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	9/29/2012
Insert Number	103
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	9/7/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 6: _____

Project 7

Title	Human Relations Insert (June 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	5/29/2012
Insert Number	95
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	<p>Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks:</p> <p>Paper Option A (stock): 80-lb gloss text white</p> <p>Paper Option B (30% recycled + soy based ink): 80-lb gloss text white</p>
Ink Specifications	
Number of inks	<p>Side 1, 2 color (black + PMS)</p> <p>Side 2, 2 color (black + PMS)</p>
Output Specifications	
Material delivered to printer by CD or FTP	<p>5/7/2012</p> <p>In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.</p>
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 7, Paper Option A: _____

Total for Project 7, Paper Option B: _____

Project 8

Title	Utilities FOG insert (November 2012 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	11/7/2012
Insert Number	105
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	<p>Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks:</p> <p>Paper Option A (stock): 80-lb gloss text white</p> <p>Paper Option B (30% recycled + soy based ink): 80-lb gloss text white</p>
Ink Specifications	
Number of inks	<p>Side 1, 2 color (black + PMS)</p> <p>Side 2, 2 color (black + PMS)</p>
Output Specifications	
Material delivered to printer by CD or FTP	<p>10/15/2012</p> <p>In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.</p>
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 8, Paper Option A: _____

Total for Project 8, Paper Option B: _____

Project 9

Title	Police Insert (TBA insert cycle)
Existing item available for review	No
Finished material due to mailing house	TBA
Insert Number	TBA
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	<p>Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks:</p> <p>Paper Option A (stock): 80-lb gloss text white</p> <p>Paper Option B (30% recycled + soy based ink): 80-lb gloss text white</p>
Ink Specifications	
Number of inks	<p>Side 1, 2 color (black + PMS)</p> <p>Side 2, 2 color (black + PMS)</p>
Output Specifications	
Material delivered to printer by CD or FTP	<p>TBA</p> <p>In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.</p>
Packaging	In boxes labeled for insert/mailling house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 9, Paper Option A: _____

Total for Project 9, Paper Option B: _____

Project 10

Title	Lawrence Cultural Arts Phoenix Awards Mailer
Existing item available for review	Yes
Finished material due to city	TBA
General Specifications	
Quantity	750
Finished size	5" x 7"
Number of pages	1, double sided
Bids requested	All steps of pre-press, printing and cutting, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100-lb white coated cover Paper Option B (30% recycled + soy based ink): 100-lb white coated cover
Ink Specifications	
Number of inks	Side 1, 4-color Side 2, 4-color
Output Specifications	
Material delivered to printer by CD or FTP	Date TBA. In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Wrapped or boxed.
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	Digital or PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 10, Paper Option A: _____

Total for Project 10, Paper Option B: _____

Project 11

Title	Outdoor Downtown Sculpture Exhibition - Brochure
Existing item available for review	Yes
File delivered to printer	5/17/2012 (approx)
Proof to City	5/21/2012 (approx)
Finished material due to City	5/28/2012 (approx)
General Specifications	
Quantity	2K
Number of pages	1, double sided
Flat size	23 in L x 9 in W
Folds to	3 7/8 in L x 9 in W; finished design is a 6 panel fold. Brochure folds in half, then folds from left outside panel to center. It then folds right outside panel to close. PLEASE REVIEW EXISTING ITEM PRIOR TO BIDDING
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Please quote 2 processes: Printing Option A: Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS) Printing Option B: Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes.
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 11, Paper Option A/Printing Option A: _____

Total for Project 11, Paper Option A/Printing Option B: _____

Total for Project 11, Paper Option B/Printing Option A: _____

Total for Project 11, Paper Option B/Printing Option B: _____

Project 12

Title	Outdoor Downtown Sculpture Exhibition - Call for Entrees Mailer
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	3K
Number of pages	1, double sided
Flat size	4" x 6"
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100-lb white coated cover Paper Option B (30% recycled + soy based ink): 100-lb white coated cover
Ink Specifications	
Number of inks	Please quote 2 processes: Printing Option A: Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS) Printing Option B: Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 12, Paper Option A/Printing Option A: _____

Total for Project 12, Paper Option A/Printing Option B: _____

Total for Project 12, Paper Option B/Printing Option A: _____

Total for Project 12, Paper Option B/Printing Option B: _____

Project 13

Title	Bike Map (this project is not yet confirmed but pricing is requested)
Existing item available for review	Yes
Finished material due to mailing house	TBA
General Specifications	
Quantity	Option A: 2500 Option B: 5000
Number of pages	1, double sided
Flat size	Cover: 11 3/4 " x 3 7/8 Cover: Folds to 5 7/8/" x 3 7/8" Inside pages: 1 Inside Pages - Flat Size: 22" x 17.5, folds at center, then folds right, then folds left, accordion folded four times to fit into cover. Inside Pages - Folds To: 5.5" x 3.5"
Folds to	Folds from top to bottom.
Finishing	Folded flat glues to inside bottom cover
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Cover: Standard cover stock (with recycled content , post consumer preferred) Inside pages Paper Specifications Stock paper with recycled content (post-consumer preferred)
Ink Specifications	
Number of inks	Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes of quantity 500 or less
Shipping	Ship to Jessica Mortinger, 6 E. 6 th Street, Lawrence, Kansas
Proofs	PDF acceptable
References	Provide contact information for 2 clients with similar complex pieces.

Total for Project 13, Quantity A: _____

Total for Project 13, Quantity B _____

Project 14

Title	Annual Report 2011
Existing item available for review	Yes
Finished material due to city	Approx. March 15, 2012 (will provide press ready materials to printer and allow or 2 weeks printing time)
General Specifications	
Quantity	Option A: 250 Option B: 500
Number of pages	20 pages Pg 1 and 20: Stock cover cardstock All others: 80# gloss
Flat size	11" x 17"
Trim size	11" x 8.5"
Bindery	Saddle-stitched on short side (8.5")
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	All pages 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk in boxes of quantity 250 or less
Shipping	Delivered to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 14, Quantity A, Paper Option A: _____

Total for Project 14, Quantity A, Paper Option B: _____

Total for Project 14, Quantity B, Paper Option A: _____

Total for Project 14, Quantity B, Paper Option B: _____

Project 15

Title	Economic Development Annual Report 2011
Existing item available for review	Yes
Finished material due to city	Approx. February 1, 2012 (will provide press ready materials to printer and allow or 2 weeks printing time)
General Specifications	
Quantity	Option A: 750 Option B: 1500
Number of pages	8 pages Pg 1 and 8: Stock cover cardstock All others: 80# gloss
Flat size	11" x 17"
Trim size	11" x 8.5"
Bindery	Saddle-stitched on short side (8.5")
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	All pages 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk in boxes of quantity 250 or less
Shipping	Delivered to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 15, Quantity A, Paper Option A: _____

Total for Project 15, Quantity A, Paper Option B: _____

Total for Project 15, Quantity B, Paper Option A: _____

Total for Project 15, Quantity B, Paper Option B: _____

Project 16

Title	Delinquent Notices
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	50K
Number of pages	1, single-sided
Flat size	3.25" x 8.5", trim to size
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 60# canary offset Paper Option B (30% recycled + soy based ink): 60# canary offset
Ink Specifications	
Number of inks	1/0 black, no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 16, Paper Option A: _____

Total for Project 16, Paper Option B: _____

Project 17

Title	Auto Pay Notice
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	30K
Number of pages	1, double-sided
Flat size	3.25" x 8.5", trim to size
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 60# white offset Paper Option B (30% recycled + soy based ink): 60# white offset
Ink Specifications	
Number of inks	1/0 black, no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the quantity. Deliver 200 copies to Cindy Naff, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 17, Paper Option A: _____

Total for Project 17, Paper Option B: _____

Project 18

Title	Utility Billing 101
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	10K
Number of pages	1, double-sided
Flat size	7" x 8.5", trim to size
Folds to	Fold in half to 3.5" x 8.5"
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100# gloss text Paper Option B (30% recycled + soy based ink): 100# gloss text
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS), no bleeds Side 2, 2 color (black + PMS), no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 18, Paper Option A: _____

Total for Project 18, Paper Option B: _____

Project 19

Title	Disconnect Notices (2 up door hanger)
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	6K
Number of pages	1, single-sided
Flat size	8.5" x 11"
Cutting	Pre-cut door hanger (holes left in) with a micro-perf down center of sheet
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 67# Bristol Paper Option B (30% recycled + soy based ink): 67# Bristol
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS), no bleeds Side 2, 2 color (black + PMS), no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Deliver to Janet Nixon, 6 E. 6 th Street, 3 rd floor, Lawrence, Kansas, 66044. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 19, Paper Option A: _____

Total for Project 19, Paper Option B: _____