Invitation To Bid

4905 East Broadway, D-232
Tucson, AZ 85709-1420
Telephone (520) 206-4759

Bid must be in this office on or before: Date April 9, 2012 At 3:00pm MST

List firm prices on this Invitation to Bid. If you do not desire to bid, please mark this form as “NO BID” and return to us. Items will be considered on an individual basis, unless specifically indicated as “all or none” in box below.

☐ Bid is submitted on “All or None” basis.

Faxed responses are not acceptable - Return Bid in a sealed envelope with the Bid number noted on the outside.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pima Community College is seeking bids for the printing of the 2013 Spring, Summer and Fall Schedules of Classes.</td>
</tr>
</tbody>
</table>

See attachments:

Attachment 1. Price Sheets (Responses must be these pages)

* Include with Bid response a sample of a booklet with specifications similar to this project.

Attachment 2. Specifications

A Notice of Award will be posted on the College’s website at:
http://www.pima.edu/administrative-services/purchasing/current-requests-for-proposals-bids-quotes.html

TO: Pima County Community College District

If this Bid is awarded to us, we will furnish these materials and/or services in accordance with your specifications and information provided, unless otherwise stated. PCC Terms and Conditions included with this document constitute an integral part of this Invitation to Bid.

Freight Terms: FOB: ☐ Destination ☐ Ship Point

Shipping: ☐ Allowed ☐ Pre-Paid & Add

Invoice Terms: ___________________________ Applicable Sales Tax: _____________ %  Bid Valid Through: ___________________________

Delivery will be made no later than: ___________________________

Firm Name __________________________________ Signature ___________________________

Address/Zip __________________________________ Print Name _________________________

Phone/Fax ___________________________________ Title __________________________________

Bids must be signed by an officer of the Company authorized to enter into contracts.
## PRICE SHEET

### Spring 2013 Schedule of Classes

#### Option 1. Quantity 36,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>232 pages (3/3), plus cover (4/4), perfect bound</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$ __________</td>
<td></td>
</tr>
</tbody>
</table>

#### Option 2. Quantity 36,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>240 pages (3/3), plus cover (4/4), perfect bound</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td>$________</td>
<td>$ __________</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$ __________</td>
<td></td>
</tr>
</tbody>
</table>

#### Option 3. Quantity 36,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>248 pages (3/3), plus cover (4/4), perfect bound</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td>$________</td>
<td>$ __________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td>$________</td>
<td>$ __________</td>
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</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td>$________</td>
<td>$ __________</td>
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<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td>$________</td>
<td>$ __________</td>
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<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td>$________</td>
<td>$ __________</td>
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</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td>$________</td>
<td>$ __________</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$ __________</td>
<td></td>
</tr>
</tbody>
</table>
## PRICE SHEET

### Summer 2013 Schedule of Classes

#### Option 4. Quantity 31,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>104 pages</td>
<td>(3/3), plus cover (4/4), saddle stitched</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$________</td>
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</tbody>
</table>

#### Option 5. Quantity 31,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>112 pages</td>
<td>(3/3), plus cover (4/4), saddle stitched</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td></td>
<td>$________</td>
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</tr>
<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

#### Option 6. Quantity 31,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>120 pages</td>
<td>(3/3), plus cover(4/4), saddle stitched</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>B.</td>
<td>Cost per additional 1000</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Bundling &amp; Tagging entire run</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Shipping/Handling to PCC Office of Pub. Info.</td>
<td></td>
<td>$________</td>
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<tr>
<td>E.</td>
<td>Shipping/Handling to PCC Central Receiving</td>
<td></td>
<td>$________</td>
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<tr>
<td>F.</td>
<td>Shipping/Handling to Distributech</td>
<td></td>
<td>$________</td>
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</tr>
<tr>
<td>G.</td>
<td>Shipping/Handling to Presidio Distribution</td>
<td></td>
<td>$________</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Description</td>
<td>Unit Cost</td>
<td>Total Cost</td>
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</tr>
<tr>
<td><strong>PRICE SHEET</strong></td>
<td></td>
<td>Fall 2013 Schedule of Classes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option 7. Quantity 38,000**

A. **216 pages** (3/3), plus cover (4/4), perfect bound  
B. Cost per additional 1000  
C. Bundling & Tagging entire run  
D. Shipping/Handling to PCC Office of Pub. Info.  
E. Shipping/Handling to PCC Central Receiving  
F. Shipping/Handling to Distributech  
G. Shipping/Handling to Presidio Distribution

**TOTAL**  

**Option 8. Quantity 38,000**

A. **224 pages** (3/3), plus cover (4/4), perfect bound  
B. Cost per additional 1000  
C. Bundling & Tagging entire run  
D. Shipping/Handling to PCC Office of Pub. Info.  
E. Shipping/Handling to PCC Central Receiving  
F. Shipping/Handling to Distributech  
G. Shipping/Handling to Presidio Distribution

**TOTAL**  

**Option 9. Quantity 38,000**

A. **232 pages** (3/3), plus cover (4/4), perfect bound  
B. Cost per additional 1000  
C. Bundling & Tagging entire run  
D. Shipping/Handling to PCC Office of Pub. Info.  
E. Shipping/Handling to PCC Central Receiving  
F. Shipping/Handling to Distributech  
G. Shipping/Handling to Presidio Distribution

**TOTAL**
Pima Community College
Spring 2013 Schedule of Classes

Magazine Specifications:

Quantity: 36,000

Cost of Additional Quantity: per 1,000 pieces

Finished Size: 8 1/8 in. X 10 1/4 in.

Cover Stock: 100 lb. text, gloss enamel coated
Cover Ink: 4/4 (4-color process / 4-color process)

Interior Pages Stock: 24.6 lb. newsprint
Interior Pages Ink: 3/3 (2 PMS + Black / 2 PMS + Black)
Number of Interior Pages Options:

Option #1: 232 Pages
Option #2: 240 Pages
Option #3: 248 Pages

Art: Cover: Critical registration on cover. Cover artwork will be supplied by the college as PDF files. Cover bleeds on all four sides. Art work will be supplied on or before October 11, 2012. Printer will output negatives.

Interior: Interior artwork will be supplied by the college as PDF files. Interior pages do not bleed. Art work will be supplied on or before October 18, 2012. Printer will output negatives.

Proofing: Matchprints or contract quality digital proofs and blueline are required for covers. Blueline proof is required for interior. Press check by PCC Media Production and Publications representative at our discretion.

Binding: Perfect Bound
Bundling and Delivery Services:

Bundling:

- Bundle 36,000 in groups of 15, band, shrink wrap and clearly mark each pallet with the number of publications per pallet. Partial boxes/bundles must be labeled with the exact number of publications. **Note: Maximum pallet height is 50 inches.**

Delivery:  **By 3:00 p.m., November 1, 2012:**


- Deliver 11,900 copies in bundles of 15, maximum pallet height 50 inches, to DistribuTech, 3755 E 34th Street, Suite 103, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries to Alan Ram, Local Field Coordinator, (520) 296-4924.

- Deliver 6,000 copies in bundles of 15, maximum pallet height 50 inches, to Presidio Distribution, 3230 S Dodge Blvd, Suite 10, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries – call (520) 296-8024.

- Additionally, please give at least 24 hour advance notice of all deliveries to Marianne Daley, Office of Public Information, (520) 206-4718

**NOTE: All costs must be itemized as follows:**

- Total Printing Costs
- Total Bundling and Tagging Costs for Entire Run

Office hours:  Monday through Friday, 8:00 – 5:00 p.m. MST.
(Arizona does not observe Daylight Saving Time)

Contacts:

- **Delivery:** Marianne Daley, Office of Public Information (520) 206-4718
- **Production:** Shannon McBride-Olson, Program Manager Media Production, (520) 206-4924
Pima Community College
Summer 2013 Schedule of Classes

Magazine Specifications:

Quantity: 31,000

Cost of Additional Quantity: per 1,000 pieces

Finished Size: 8 1/8 in. X 10 1/4 in.

Cover Stock: 70 lb. text, gloss enamel coated
Cover Ink: 4/4 (4-color process / 4-color process)

Interior Pages Stock: 24.6 lb. newsprint
Interior Pages Ink: 3/3 (2 PMS + Black / 2 PMS + Black)

Number of Interior Pages Options:

Option #4: 104 Pages
Option #5: 112 Pages
Option #6: 120 Pages

Art: Cover: Critical registration on cover. Cover artwork will be supplied by the college as PDF files. Cover bleeds on all four sides. Art work will be supplied on or before February 7, 2013. Printer will output negatives.

Interior: Interior artwork will be supplied by the college as PDF files. Interior pages do not bleed. Art work will be supplied on or before February 14, 2013. Printer will output negatives.

Proofing: Matchprints or contract quality digital proofs and blueline are required for covers. Blueline proof is required for interior. Press check by PCC Media Production and Publications representative at our discretion.

Binding: Saddle stitched
Invitation To Bid

Bundling and Delivery Services:

Bundling:

- Bundle 31,000 in groups of 25, band, shrink wrap and clearly mark each pallet with the number of publications per pallet. Partial boxes/bundles must be labeled with the exact number of publications. **Note: Maximum pallet height is 50 inches.**

Delivery:  **By 3:00 p.m., February 28, 2013:**


- Deliver 17,850 copies bundled in groups of 25, maximum pallet height 50 inches, to Pima Community College Central Receiving Warehouse, Maintenance and Security, 6680 S. Country Club Rd., Tucson, AZ. Please give at least 24 hour advance notice of deliveries to Raul Bejarano, Materials Management Supervisor, (520) 206-2653.

- Deliver 7,950 copies in bundles of 25, maximum pallet height 50 inches, to DistribuTech, 3755 E 34th Street, Suite 103, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries to Alan Ram, Local Field Coordinator, (520) 296-8024.

- Deliver 5,000 copies in bundles of 25, maximum pallet height 50 inches, to Presidio Distribution, 3230 S Dodge Blvd, Suite 10, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries – call (520) 296-8024.

- Additionally, please give at least 24 hour advance notice of all deliveries to Marianne Daley, Office of Public Information, (520) 206-4718.

**NOTE:** All costs must be itemized as follows:

- Total Printing Costs
- Total Bundling and Tagging Costs for Entire Run

Office hours:  Monday through Friday, 8:00 – 5:00 p.m. MST.
(Arizona does not observe Daylight Saving Time)
**Note: The College will be closed February 21-22, 2013.**

Contacts:

- **Delivery:** Marianne Daley, Office of Public Information, (520) 206-4718
- **Production:** Shannon McBride-Olson, Program Manager Media Production, (520) 206-4924
Pima Community College  
Fall 2013 Schedule of Classes

Magazine Specifications:

Quantity: 38,000
Cost of Additional Quantity: per 1,000 pieces
Finished Size: 8 1/8 in. X 10 1/4 in.
Cover Stock: 100 lb. text, gloss enamel coated
Cover Ink: 4/4 (4-color process / 4-color process)
Interior Pages Stock: 24.6 lb. newsprint
Interior Pages Ink: 3/3 (2 PMS + Black / 2 PMS + Black)
Number of Interior Pages Options:

Option #7: 216 Pages
Option #8: 224 Pages
Option #9: 232 Pages

Art:
Cover: Critical registration on cover. Cover artwork will be supplied by the college as PDF files. Cover bleeds on all four sides. Art work will be supplied on or before March 7, 2013. Printer will output negatives.

Interior: Interior artwork will be supplied by the college as PDF files. Interior pages do not bleed. Art work will be supplied on or before March 14, 2013. Printer will output negatives.

Proofing: Matchprints or contract quality digital proofs and blueline are required for covers. Blueline proof is required for interior. Press check by PCC Media Production and Publications representative at our discretion.

Binding: Perfect Bound
Bundling and Delivery Services:

Bundling:

- Bundle 38,000 in groups of 15, band, shrink wrap and clearly mark each pallet with the number of publications per pallet. Partial boxes/bundles must be labeled with the exact number of publications.
  
  **Note: Maximum pallet height is 50 inches.**

Delivery: By 3:00 p.m., March 28, 2013:


- Deliver 11,900 copies in bundles of 15, maximum pallet height 50 inches, to DistribuTech, 3755 E 34th Street, Suite 103, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries to Alan Ram, Local Field Coordinator, (520) 981-4076.

- Deliver 7,500 copies in bundles of 15, maximum pallet height 50 inches, to Presidio Distribution, 3230 S Dodge Blvd, Suite 10, Tucson, AZ 85713. Please give at least 24 hour advance notice of deliveries – call (520) 296-8024.

- Additionally, please give at least 24 hour advance notice of all deliveries to Marianne Daley, Office of Public Information, (520) 206-4718.

**NOTE:** All costs must be itemized as follows:

- Total Printing Costs
- Total Bundling and Tagging Costs for Entire Run

Office hours: Monday through Friday, 8:00 – 5:00 p.m. MST.
(Arizona does not observe Daylight Saving Time)

Contacts:

- **Delivery:** Marianne Daley, Office of Public Information, (520) 206-4718
- **Production:** Shannon McBride-Olson, Program Manager Media Production, (520) 206-4924