Invitation To Bid

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

Bid No.  B13/9813
Requisition No.  
Buyer  Philip Quintanilla
Date  3/20/13
Page  1  Of  10

Bid must be in this office on or before:  Date  April 3, 2013  At  3:00 P.M.  (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.

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<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tr>
<td></td>
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<td>Pima Community College is seeking bids from qualified vendors for the printing of the 2014 Spring, Summer and Fall Schedules of Classes.</td>
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<td>Attachment 1. Price Sheets (responses must be on these pages)</td>
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<td>Include with bid response a sample of a booklet with specifications similar to this project.</td>
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<td>Attachment 2. Specifications</td>
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<td>A Notice of Award will be posted on the College’s website at: <a href="http://www.pima.edu/administrative-services/purchasing/current-requests-for-proposals-bids-quotes.html">http://www.pima.edu/administrative-services/purchasing/current-requests-for-proposals-bids-quotes.html</a></td>
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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 2014 Schedule of Classes**

<table>
<thead>
<tr>
<th>Option 1. Quantity 36,000</th>
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<tr>
<td>A. 224 pages (3/3), plus cover (4/4), perfect bound</td>
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<th>Option 2. Quantity 36,000</th>
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<td>A. 240 pages (3/3), plus cover (4/4), perfect bound</td>
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## PRICE SHEET

**Summer 2014 Schedule of Classes**

### Option 4. Quantity 31,000

- **A. 104 pages** (3/3), plus cover (4/4), saddle stitched
- **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 5. Quantity 31,000

- **A. 112 pages** (3/3), plus cover (4/4), saddle stitched
- **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 6. Quantity 31,000

- **A. 120 pages** (3/3), plus cover (4/4), saddle stitched
- **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**
## PRICE SHEET

### Fall 2014 Schedule of Classes

#### Option 7. Quantity 38,000

<table>
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<tr>
<th>Item</th>
<th>Quantity</th>
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#### Option 9. Quantity 38,000

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Pima Community College  
Spring 2014 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: 224 Pages  
Option #2: 232 Pages  
Option #3: 240 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 10, 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 October 15, 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 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., October 31, 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 6,000 copies in bundles of 15, maximum pallet height 50 inches, to Presidio Distribution, 3231 46th Street, 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
- Total Shipping/Handling Costs to PCC Office of Public Information, PCC Central Receiving, DistribuTech, and Presidio Distribution.

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 2014 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 6, 2014. 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 11, 2014. 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
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., March 6, 2014:


- 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) 981-4076.

- Deliver 5,000 copies in bundles of 25, maximum pallet height 50 inches, to Presidio Distribution, 3231 46th Street, 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
- Total Shipping/Handling Costs to PCC Office of Public Information, PCC Central Receiving, DistribuTech, and Presidio Distribution.

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 20-21, 2014.

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 2014 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 6, 2014. 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 11, 2014. 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
Invitation To Bid

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 27, 2014:


- 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, 3231 46th Street, 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:

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