1. **BASE SPECIFICATIONS – TALON MAGAZINE**

1.1 Format and Quantity:

1.1.1 Total pages: thirty-two (32) with Self Cover

1.1.2 Ink: 4/4 with bleeds

1.1.3 Stock: uBrand Velvet 100 Txt

1.1.4 Flat Size: 17” x 11”

1.1.5 Finished size: 8.5” x 11”

1.1.6 Press: Sheet fed (*no web presses please*)

1.1.7 Bindery: Collate and saddle stitch

1.1.8 Print quantity = 63,762 issues. LCCC reserves the right to adjust quantity per publication by ± 1000 copies.

1.2 Prepress:

1.2.1 LCCC will supply electronic files on/or around April 6, 2020.

1.3 LCCC will provide a database with postal information.

2. **PACKAGING, SHIPPING and FREIGHT TERMS**

2.1 The finished magazine must be packaged in compliance with US Postal Service requirements, lot 1 palletized as specified below. Each pallet shall not exceed the weight specified by postal regulations. US Postal Service pallets shall be used which are available free of charge for the US Postal Service. **Failure to package and deliver the schedules as specified will result in the rejection of the specific shipment(s), at the expense and correction of the printer.**
2.1.1 **Lot One**: containing 45,258 Talon magazines, labeled and delivered to the Cheyenne Post Office at 4800 Converse Avenue, Cheyenne, WY for delivery to Laramie County (WY) postal patrons. Does not include Post Office Boxes.

2.1.2 **Lot Two**: containing 18,004 Talon magazines, labeled and delivered to Cheyenne Post Office at 4800 Converse Avenue, Cheyenne, WY for delivery to Albany County (WY) postal patrons. Does not include Post Office Boxes.

2.1.3 **Lot Three**: containing 500 Talon Magazines, labeled LCCC Public Relations, delivered to LCCC Warehouse at 1400 East College Drive, Cheyenne, WY prior to the post office delivery date.

2.2 Freight Terms: F.O.B. Cheyenne WY 82007, LCCC campus receiving dock, Public Relations Department, or specified U.S. Post Office as noted above.

2.3 Delivery Schedules as follows:

2.3.1 Final printed deliverables shall be at the respective delivery location **on/or before** April 27, 2020, **NO EXCEPTIONS**. If the Printer cannot meet this date, they shall provide LCCC Technical Representative with a seven (7) calendar day notice prior aforementioned delivery deadline.

2.4 Failure to package and meet delivery schedules per this quote document may result in liquidated damages being assessed to printing firm.

3. **QUALITY SPECIFICATIONS**

The finished quality shall be of a high-quality professional standard, acceptable and approved by the LCCC **Technical Representative**. It shall be without errors or flaws in workmanship or materials which are within the Printer's power to avoid, omit or correct. Quality assurance/Quality control requirements to include, at a minimum, the following:

3.1 Press work must be sharp and clean.

3.2 Pre-press shall be carefully done to insure good quality of printed sheets.

3.3 Ink coverage and screens must be consistent from signature to signature as well as within each signature.

3.4 Ink coverage must be of uniform density throughout solid areas, screens, and type.

3.5 Halftones must have good highlighted and shadow dot structures.

3.6 Pages must be prepared correctly so that copy is straight on the page.

3.7 Color shall maintain close registration. Proofs must be accurate in the color representation of the finished product and shall be provided for review and signature approval by LCCC **Technical Representative**.
3.8 College Technical Representative must be informed of date and approximate time of press run. At that time, college designated representative can accept or deny a press check for quality assurance. Notification must be given at least 3 hours before time of exact press run to allow for travel, and we would like at least 24 hours notification of approximate time.

3.9 Printer agrees to perform this work in a good and workmanlike manner and in strict compliance with the specifications of this quote and subsequent issued Purchase Order. Firm warrants that if any of its service(s) or product(s) fail to conform to the prescribed standards and requirements of this Agreement, that the Firm shall promptly rectify at its' sole expense any such defective service(s) or product(s).

4. PRICING SPECIFICATIONS

4.1 The proposed quote price is to include all associated printing costs (spreads, reverses, extra burns, etc.). No additional printing charges will be allowed after award of quote, except for additional page signatures or additional printed copies, if needed. All such additional charges above “Base Bid” must be submitted in written format by vendor, agreed upon and approved by the College’s Technical Representative and Commercial Representative prior to initiation of said charges.

4.2 No additional charge for over runs will be allowed.

4.3 All proposed pricing shall include shipping and be quoted per the Freight Terms: “FOB Cheyenne, WY 82007.”

5. LCCC DESIGNATED REPRESENTATIVES

5.1 Technical Representative
Stacy Shultz-Bisset – Manager, Internal Communication & Printing
Phone: 307.778.1211
bisset@lccc.wy.edu

5.2 Commercial Representative
Jamie Spezzano, Director, Contracting & Procurement
Ph: 307.778.1280
Fax: 307.778.4300
jspezzano@lccc.wy.edu
QUOTE PRICING DOCUMENT
Talon Magazine – Summer 2020 Issue

Quote Description: Talon Magazine – Summer 2020 Issue

Quote Due Date: March 10, 2020, @ 4:00 p.m. (MST)

Quote Number: #20115

Quote may be faxed or emailed to:
Laramie County Community College, Admin/Finance, Purchasing Office
1400 East College Drive, Cheyenne WY 82007
Phone: 307.778.1280 / Email: jspezzano@lccc.wy.edu

1. BASE BID REQUIREMENTS:
   1.1 Based on a delivery of 63,762 issues, packaged and shipped in accordance with Article 2 of the Quote Specifications.
   1.2 Base Bid for 63,762 issues (32 pages with self-cover per issue)

   $_____________________.
   Price written in figures

2. ADDITIONAL UNIT PRICES:
   2.1 Add/Deduct price for additional one thousand (1,000) copies per volume:

   $_____________________.
   Price written in figures

3. SIGNATURE DATA
   The undersigned, as an authorized agent for the Firm named below, acknowledges that he/she has examined, read, and understands this Quote with its related documents, and hereby offers to furnish all labor, materials, equipment, services, and information necessary to comply with the requirements, terms, specifications, conditions, and provisions set forth herein.

   ______________________________  ______________________________
   Authorized Signature               Printed Name

   ______________________________  ______________________________
   Title                               Name of Firm

   ______________________________  ______________________________
   Phone #                            Email

   Dated this _______ day of _________________, 2020