Date: August 4, 2020

Project: CCSU Main Viewbook 2020

Quantity: 7,500, 10,000, 12,500

Format: Booklet - stapled

Trim Size: 11” x 17” flat; 8.5” x 11” folded

Pages: 24, plus cover

Text Stock: 70# Cougar OP SM Text - interior (UV printing) or 70# McCoy Silk Text (Conventional Inks)

Cover Stock: 80# Cougar OP SM Cover (UV) or 80# McCoy Silk Cover (Conventional Inks)

Ink: 4CPUV / 4CPUV or 4CP / 4CP - Pantone 287 blue converted tp CMYK.

Composition Type: Provided in Adobe InDesign for high-resolution output for offset printing Or uploaded to printers website.

Bindery: Saddle Stitch, bulk-packed

Proofs: Match print for all pages - color mock-up

Job Ready: Released to printer week of August 17, 2020

Delivery: ASAP
Printer to keep on site and mail out on CCSU behalf - portion to be delivered to CCSU

25 copies to Diann Thomson, Marketing & Communications, Maria Sanford Hall, Room 104 - or home address: Southington, CT

Please notify Diann Thomson by phone (860-832-1795 or 860-620-4818) delivery,
Vendor: Printer is responsible for transporting all copy, proofs and final product to and from CCSU. We require that vendor has local representation (driving distance); a representative who will pick up job from the University; and be easily available to meet with the University representative at the University.

In case of emergency, printing plant must be readily accessible by the University representative, usually within a day’s roundtrip driving distance. If the plant is not within that boundary, the vendor must take responsibility for getting the University representative to and from the plant. An emergency would constitute major vendor errors in the makeup of the piece.

Other: 1. Quote on charges for new pages inserted after blueline.
       2. No more than 5% overruns accepted. No less than 10,000 accepted.
       3. Quote on cost of additional reprints within a year from date of award once job is completed – in varying quantities by 500.
       4. Quote on cost reduction for -4, -8, and -12 pages.
       5. Quote on cost increase for +4, +8, and +12 pages.

Liquidation Damages: Printer will be required to pay liquidated damages of $500/day each day past deadline the job is delivered late. Any changes in delivery date must be agreed upon in writing.

Subcontracting Work: If a subcontractor is used for any aspect of this job, the Office of Marketing & Communications must be notified. It is the responsibility of the successful bidder to ensure that all subcontracted work is performed on time and in a satisfactory manner. Any work performed by a subcontractor that is deemed substandard and results in a delay of delivery may result in the application of liquidation damages.

Payment will be withheld pending the return to the Office of Marketing & Communications of materials used to produce this publication.

Central Connecticut State University expects a clean, quality, premium product. Work deemed substandard will be refused.

Please direct questions to Diann Thomson, Office of Marketing & Communications, 860-832-1795

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