

WASHINGTON COUNTY COMMUNITY COLLEGE
ONE COLLEGE DRIVE
CALAIS ME 04619
PHONE: (207) 454-1000, FAX: (207) 454-1026

I. GENERAL INFORMATION:

Washington County Community College (hereinafter "WCCC") is requesting bids for the following: (See attached specifications for each project.)

1. 2019-2021 Academic Catalog.

II. SUBMISSION REQUIREMENTS:

- A. Bid Opening:** Bids will be opened at WCCC One College Drive, Calais, ME 04619.

Closing Date/Time: May 24th 9:00 a.m.

- B. Identification of Bid Envelope:** The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed:

Attention: Ashley Macdonald, Business Manager

OR BIDS MAY BE FAXED TO: (207) 454-1026, Attn: Ashley Macdonald. Faxed bids must be completely received by deadline specified above. (NOTICE: Our fax machine is consistently busy. Any vendor using this means for sending bids is solely responsible for the complete and timely receipt of all pages. If our fax machine is busy or out of service at the time you are trying to send in your bid and the bid is late, it will not be considered.)

III. METHOD OF AWARD:

- A.** Washington County Community College reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC. In making an award, intangible factors such as the firm's past performance, integrity, reputation, and ability to meet the requirements of the bid specifications are taken into consideration. In the case of tie bids, the bid that was received first, will be awarded the bid. Every effort will be made to award bids within 48 hours of bid opening.

IV. VARIATIONS/ALTERNATIVE SPECIFICATIONS:

Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an “equal” or “alternative” product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications for any product submitted as “equal” or “alternative.”

V. BID PROPOSAL AMOUNT:

The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, ME.

PRODUCT SPECIFICATIONS/BID SUBMISSION FORM

<u>Quantity</u>	<u>Description</u>	<u>Bid Amount</u>
	<p><u>ACADEMIC CATALOG</u></p> <p>Final size: 8.5" x 5.25, 184 pages plus cover No bleed and perfect bound Content will be provided in MS Word Stock: Coated cover stock and lightweight catalog test stock Process: 4 color for cover and back/one color (black) inside images (10 half tones) Digital document provide with proof PDF of cover and back will be provided by WCCC. Want glossy print on the cover</p> <p>GENERAL SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Proof required before final printing completed. 2. WCCC will not accept overruns or under runs. 3. Amount to include all shipping and handling cost <p>TIMELINE:</p> <p>Disk to vendor: May 31, 2019 Proof back to WCCC: June 7, 2019 Changes back to vendor: June 14, 2019 Final catalog to WCCC: July 1, 2019</p> <p>QUANTITY:</p> <ol style="list-style-type: none"> 1. WCCC is requesting that you provide pricing for the following quantities: 1,200 2. Provide additional cost per page for all pages in excess of 184 pages. 	<hr/> <hr/> <hr/> <hr/> <hr/>

Date: _____

Bid Submitted By: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____

Terms of Sale: _____

Delivery Possible in _____ Days from receipt of order