

Bid Specification Process

Step 1. Obtain project specifications (minimum 7 weeks prior to anticipated project delivery date)

If University Communications is designing the project, obtain the project's bid specifications from University Communications. If designing within your office, graphic designer creates printing specifications utilizing the bid specification template (*See Fig. 1 Sample Spec Template*).

Step 2. Determine if project will be bid internally or via University's Procurement Office (minimum 7 weeks prior to anticipate project delivery date)

Basic determination guidelines are as follows:

- **Projects that are anticipated to cost under \$50,000 can be sent out to bid by your department**
 - Specs are needed four weeks BEFORE scheduled hand-off.
 - Production coordinator and graphic designer select a minimum of three (3) suitable print vendors from whom to solicit bids.
 - Production coordinator sends out bids utilizing the spec. sheet template to the three (or more) selected vendors from the prequalified print vendor list outlining the requirements of the bid process. (*See Fig. 2 Sample Email*). The [University's Design and Document Production Center](#) may also be solicited for a bid response. The DPC is a print vendor internal to UConn, which means that soliciting multiple quotes is not necessary.

Note: All correspondence for the bidding process must be well-documented. Any responses to follow-up questions from a print vendor must be shared amongst all competing bidders to ensure no bidder has access to additional insight that might provide them with an unfair competitive advantage. Remember that all documentation and communication can be requested by the public under the Freedom of Information Act.

- ***Who gets awarded the job?***

Review all bids that come by the deadline. All bids that miss the deadline and/or are incomplete are considered non-compliant. Using University Communications' Tally Sheet template (attached), compile the information for each bidder in order of lowest bid to highest bid. All non-compliant bidders must be added after the highest bids and marked as such. The compliant bidder with the lowest quote out of all of the solicited vendors is awarded the job. The tally sheet (*See Fig. 3 Sample Tally Sheet*) is then finalized by entering the winning bid amount into the "total" column, which auto-populates the 2% overage allowance and the 10% Author Alteration (AAs) allowance. Therefore, the total amount of the winning bid plus the 12% overages and AAs is the total amount to be listed as the line item amount on the requisition for the Purchase Order. (The detail of the print job must be included in the line item description, along with the cost breakdown of the base amount, 10 percent AAs, and 2% overs.)
- Production coordinator forwards all submitted bids (compliant and non-compliant), any correspondence regarding the job between the production coordinator and bidders,

the spec sheet, and the bid tally to the Business Office at least two (2) weeks prior to the design file being handed off.

- Business Office reviews the submitted bid package and enters a requisition through Jaggaer at least two (2) weeks prior to the design files being handed off.
- Purchasing awards PO to vendor by the design file hand-off date.
- **Projects that are anticipated to cost over \$50,000 must be put to bid by Purchasing**
 - Specs are needed seven (7) weeks BEFORE scheduled file hand-off.
 - Specs are finalized and sent to Purchasing six (6) weeks before design file hand-off.
 - Purchasing awards project to Vendor one (1) week before scheduled hand-off.
 - Department's business office must requisition purchase order to the awarded vendor.

Step 3. Procure a mail list (when applicable)

If mailing, Production Coordinator obtains mail list and verifies quantity at least four (4) weeks prior to delivery date.

- If mailing through UConn's Inserting and Addressing Office, the Production Coordinator files a work order for the mailing (<https://insertaddress.uconn.edu/online-order-form/>) at time of design file hand-off.
- If mailing through the print vendor or another mail house, the Production Coordinator must file a postal authorization form with Inserting & Addressing (http://insertaddress.uconn.edu/wp-content/uploads/sites/1830/2017/04/Hartford_Authorization_Form.pdf) by the time the job proof comes in from the print vendor for approval.

Step 4. Business Office tells Production Coordinator PO is back from Purchasing

PO#, secured by time of file Hand-off, is sent to Production Coordinator to send off to winning vendor along with the design files at least two (2) weeks prior to delivery date. **Note:** While on average most offset printing jobs can be completed within a two (2) week timeframe, some more complex publications could take longer, typically up to four weeks. This should be taken into consideration when planning the production schedule.

Step 5. Production Manager hands-off design files

If University Communications creates the job, they will provide the files. Otherwise, files must be put into a zip folder by the graphic designer. Production Coordinator sends design files along with PO# and mailing files a minimum of 2 weeks prior to the date materials are needed on-hand using the method specified by print vendor (such as via FTP site, Dropbox, or email).

Printing Process

Once, the Production Manager has handed-off the design files the process is then subject to the time table and workflow of the vendor as well as the client's ability to usher the proofs through their own internal approval process. However, typically most jobs should only take 2 weeks from the printer receiving the files to delivering the final product. The following is a basic timeline for most jobs:

1. Vendor received design files

2. Vendor pre-flights files to ensure all artwork and fonts are linked to the document or embedded for optimal printing. (1-2 days)
3. Vendor creates proofs and submits them to client for review (up to 5 days from receiving design files)
4. Client ushers proofs through their own internal approval process (Typically completed within 24 hours from receipt of proofs. Note: At this stage, only minor text edits and/or minor adjustments to photos and artwork should be made without to avoid incurring additional production expenses.)
5. Once the client signs off on a final proof, the project will head to the press and the vendor will schedule a time for the client to do a press check to ensure the printed piece meets the expectations of the client. (usually within 48 hours from proof signoff)
6. Following the press check, most projects are delivered to the final location indicated on the project specification sheet within 72 hours from the press check approval.

Fig. 1 Spec Sheet Template



COMMERCIAL PRINTING QUOTE REQUEST

TITLE:

QUANTITY:

CONTACT

GENERAL SPECIFICATIONS

FORMAT:

SIZE:

PAGES:

STOCK:

INK/VARNISH:

COMPOSITION:

PRESS WORK:

SCORE/FOLDING:

PACKING:

TIMELINE:

VENDORS PLEASE NOTE: Specifications for Printing Job. Please do not deviate from specifications. (If paper stock is unavailable, quote an acceptable alternative and show sample)

UNIVERSITY OWNERSHIP

All files and computer media generated by the Contractor, that relate to this contract, shall become the property of the University of Connecticut. Mechanicals, computer media and/or negatives furnished by the University to the Contractor must be returned in acceptable condition with the final delivery of each printing. Failure to return these materials may delay payment of Contractor's invoice or result in a penalty assessment which may be deducted from the Contractor's invoice.

Fig. 1 Spec Sheet Template

BID SUBMITTAL (BELOW TO BE COMPLETED BY VENDOR SUBMITTING BID)

Vendor Info	
<i>Company Name</i>	
<i>Sales Rep</i>	
<i>Street Address</i>	
<i>City, State, Zip</i>	
<i>Email</i>	
<i>Phone</i>	
<i>Company web address</i>	
Specifications	
FORMAT:	<i>Copied from spec sheet</i>
QTY:	<i>Copied from spec sheet</i>
SIZE:	<i>Copied from spec sheet</i>
PAGES:	<i>Copied from spec sheet</i>
STOCK:	<i>Copied from spec sheet</i>
INK:	<i>Copied from spec sheet</i>
Costs	
Price	
Cost of 100 (+/-)	
Cost to create varnish file	
Color Edits @ \$XX/hr	
AA's @ proof stage \$XX/line	
AA's @ proof stage \$XXmax/hour	

Fig. 2 Sample Bid Announcement Email

Please find attached our specifications for our (PROJECT NAME HERE). Please have your bid in by (at least 48 hours from the date of the Bid Announcement Email). A bid price template has now been added to our bid specs process to ensure we are getting prices on all of the various options and comparing the correct pricing. Please submit all pricing for the job on that form. If you wish to include your own company form as a backup feel free, but we will be using the bid price template to award the contract. Please name your bid file as, and include in the subject line, "Your Company Name-PROJECT NAME HERE" and be sure to list all of the expenses for the following criteria:

- Cost of additional and minus 100 copies at time of printing (Note: please list this cost as "+/- (INSERT "100" for projects with quantities under 2500; INSERT "1000" for projects with quantities over 2500.): ACTUAL COST FOR THE ACTUAL CHANGE IN QTY ONLY).
- Cost, if any, to create varnish file.
- Hourly cost for color correcting.
- Cost of author's alterations, per line, at proof stage.
- Cost of author's alterations, max per page, at proof stage

Any bids that do not supply this information may be considered incomplete and rejected.

Best regards,

XXXXX

Fig. 3 - Sample Tally Sheet

ENTER JOB NAME HERE

Vendor #1 Info	
Company Name	
Sales Rep	
Street Address	
City, State, Zip	
Email	
Phone	
Company web address	
Specifications	
<i>FORMAT: Copied from spec sheet</i>	
<i>QTY: Copied from spec sheet</i>	
<i>SIZE: Copied from spec sheet</i>	
<i>PAGES: Copied from spec sheet</i>	
<i>STOCK: Copied from spec sheet</i>	
<i>INK: Copied from spec sheet</i>	
Costs	
Price	
Cost of 100 (+/-)	
Cost to create varnish file	
Color Edits @ \$XX/hr	
AA's @ proof stage \$XX/line	
AA's @ proof stage	
\$XXmax/hour	

Vendor #2 Info	
Company Name	
Sales Rep	
Street Address	
City, State, Zip	
Email	
Phone	
Company web address	
Specifications	
<i>FORMAT: Copied from spec sheet</i>	
<i>QTY: Copied from spec sheet</i>	
<i>SIZE: Copied from spec sheet</i>	
<i>PAGES: Copied from spec sheet</i>	
<i>STOCK: Copied from spec sheet</i>	
<i>INK: Copied from spec sheet</i>	
Costs	
Price	
Cost of 100 (+/-)	
Cost to create varnish file	
Color Edits @ \$XX/hr	
AA's @ proof stage \$XX/line	
AA's @ proof stage	
\$XXmax/hour	

Vendor #3 Info	
Company Name	
Sales Rep	
Street Address	
City, State, Zip	
Email	
Phone	
Company web address	
Specifications	
<i>FORMAT: Copied from spec sheet</i>	
<i>QTY: Copied from spec sheet</i>	
<i>SIZE: Copied from spec sheet</i>	
<i>PAGES: Copied from spec sheet</i>	
<i>STOCK: Copied from spec sheet</i>	
<i>INK: Copied from spec sheet</i>	
Costs	
Price	
Cost of 100 (+/-)	
Cost to create varnish file	
Color Edits @ \$XX/hr	
AA's @ proof stage \$XX/line	
AA's @ proof stage	
\$XXmax/hour	

BID AWARD

Vendor Name	\$	-
AAS @ 10%	\$	-
Overages @ 2%	\$	-
Total	\$	-