STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurement by reference. MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. SEE ATTACHED SPECIFICATIONS.

VENDOR: MTC Stationery Rebrand 2014

DESCRIPTION: MTC Stationery Rebrand 2014

AGENCY: Midlands Technical College

CONTACT: Ann Poulos

PHONE NUMBER: (803) 691-3682

QUANTITY (per issue): see pg. 3

ISSUES (per year): 1

FLAT SIZE: see pg. 2

FOLDED SIZE: see pg. 2

PAGES: see pg. 3

PLUS COVER

SELF COVER

OTHER:

STOCK: Text: see pg. 3 and attached pgs for specs

Cover: Other:

INK:

Text -

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. )

Covers 1 & 4 -

(Front & Back)

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. )

Covers 2 & 3 -

(Inside front Inside Back)

1 Color

2 Color

3 Color

4 Color Process

5 Color

6 Color

Bleeds (No. )

MECHANICAL:

Composition and Layout provided by -

Printer

Agency

Camera Ready

Negatives Furnished

Other:

MEDIA:

Electronic Transmission -

Modem

E-mail

Other:

Media Format -

IBM Comp.

Macintosh

Other:

File Copied to Media

File Printed to Media

Media Type-

3.5” Floppy

44/88/200/270 Syquest

EZ 135 Syquest

3.5” Magneto Optical

5.25” Magneto Optical

5.25” Compact Disk

Iomega ZIP

Iomega Jazz

Other:

Layout Program -

Quark Express (Vers. #)

PageMaker (Vers. #)

Other:

Graphics Program -

Illustrator (Vers. #)

Freehand (Vers. #)

PhotoShop (Vers. #)

Other:

Typefaces provided by -

Vendor

Agency

Typeface Brand:

Fonts used:

Color Separating by -

Vendor

Agency

Color Trapping by -

Vendor

Agency

Printer:

PostScript

PCL

Other:

Imaging Resolution Required -

600 dpi

1200 dpi

2400 dpi

Other:

B&W SCANS:

Line Screen Required:

Scan Resolution Required:

Size: (No. )

Size: (No. )

FOUR-COLOR SCANS/

Line Screen Required:

Scan Resolution Required:

SEPARATIONS:

Provided by:

Printer

Agency

Min. size (No. )

½ Page (No. )

Full Page (No. )

Type of proof:

Match Print

Dye Sublimation

Other: live digital

Agency will provide

Transparency

Print

Art

Other:

PROOFS:

Laser (Sets )

Page (Sets )

Blueline (Sets )

Other:

FOLDING:

Yes

No

Type:

SPECIAL APPLICATIONS:

Die Cut

Scoring

Perforations (No )

BINDING:

Saddle Stitch

Perfect Bind

Side Staple

3 Hole Drill

Collated

Plastic Bind (Color )

Wire Bind

Other

PACKAGING:

Boxed per box

Wrapped per pkg.

Shrink Wrapped per pkg.

COPY READY DATE: November 28, 2014

DELIVERY DATE REQUIRED: December 22, 2014

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT
COST SCHEDULE
Printing Specifications

Total Cost For Job/Issue $ _______________

Delivery Date __________________________

Vendor ________________________________ Authorized Signature _______________________

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

☐ Cost per see pg. 3 for additional quantities at pressrun $ _______________

☐ Cost per see pg. 3 for less quantities at pressrun $ -

☐ Cost per reprint in lots of 5000 ______ within one year of award $ _______________

Cost per signature to:
☐ Add 2 page signature $ ____________
☐ Delete 2 page signature $ ____________

Cost per signature to:
☐ Add 4 page signature $ ____________
☐ Delete 4 page signature $ ____________

Cost per signature to:
☐ Add 8 page signature $ ____________
☐ Delete 8 page signature $ ____________

Cost per signature to:
☐ Add 16 page signature $ ____________
☐ Delete 16 page signature $ ____________

☐ Cost per page for negative and re-stripping $ _______________

☐ Cost for customer alteration: Laser Proof $ ____________ Page/Blueline (per line) $ _______________

☐ Cost per B&W Scan: Minimum $ _______________ Half Page $ _______________ Full Page $ _______________

☐ Cost per duotone: Minimum $ _______________ Half Page $ _______________ Full-Page $ _______________

☐ Cost per color separation: Minimum $ _______________ Half-Page $ _______________ Full-Page $ _______________

Additional Information:

1. Quantities and specs of each component of this job are on attached pages.
2. Vendor must supply MTC Marketing Communication Office with 2 or 3 comparable samples for approval if requested
3. Absolutely no substitutions on paper stock per SC regulations. Agency may ask for documentation.
4. Press check required for designer
5. No overages or under runs
6. Quality & finishing are critical - absolutely no offset
7. Vendor must be able to transmit and receive files digitally in case of alterations
8. Printer must be within a 150 mile radius of MTC Airport Campus so that the agency is able to work directly with the printer
9. Quote must include packaging, shipping & delivery
10. Please direct design questions to Elizabeth Rogers at 843.972.1170
LETTERHEAD

MIDLANDS TECHNICAL COLLEGE

Quantity: 100,000 +/-10,000
Pack and label in sets of 500
8.5" x 11"
4/0 (CMYK)
Accent Opaque 70# text

FOUNDATION

Quantity: 2500 +/-500
Pack and label in sets of 500
8.5" x 11"
5/0 (CMYK + PMS 8500)
Accent Opaque 70# text

ENTERPRISE CAMPUS

Quantity: 2500 +/-500
Pack and label in sets of 500
8.5" x 11"
4/0 (CMYK)
Accent Opaque 70# text
#10 ENVELOPE CONVERTED

MIDLANDS TECHNICAL COLLEGE

Quantity:  100,000 +/-10,000
Return Address Department/Office Versioning
Pack and label in sets of 500
#10 / Accent Opaque White 70# text
4/0 (CMYK)
Square flap, CONVERTED

FOUNDATION  2500 +/-500

Quantity:
Pack and label in sets of 500
#10 / Accent Opaque White 70# text
5/0 (CMYK + PMS 8500)
Square flap, CONVERTED

ENTERPRISE CAMPUS

Quantity:  2500 +/-500
Pack and label in sets of 500
#10 / Accent Opaque White 70# text
4/0 (CMYK)
Square flap, CONVERTED
BOOKLET ENVELOPE CONVERTED

MIDLANDS TECHNICAL COLLEGE

Quantity: 100,000 +/-10,000
Return Address Department/Office Versioning
Pack and label in sets of 500
12x9 booklet / Accent Opaque White 70# text
4/0 (CMYK)
Square flap CONVERTED

FOUNDATION

Quantity: 5000 +/-500
Pack and label in sets of 500
12x9 booklet / Accent Opaque White 70# text
5/0 (CMYK + PMS 8500)
Square flap CONVERTED

ENTERPRISE CAMPUS

Quantity: 5000 +/-500
Pack and label in sets of 500
12x9 booklet / Accent Opaque White 70# text
4/0 (CMYK)
Square flap CONVERTED
#10 WINDOW ENVELOPE

MIDLANDS TECHNICAL COLLEGE

Quantity: 5000 +/-500

#10 window envelope (left window)
24 # white wove
1/0 (PMS 2186)
MTC NOTECARDS & ENVELOPES

NOTECARDS  Quantity: 27,000 +/-1000
Pearl Foil Stamping
Score & Fold
NO PRINTING
6.25” x 9” (folds to 6.25” x 4.5”)
White 80# Accent Opaque White Cover Smooth

ENVELOPES
Quantity: 27,000 +/-1000
Printed 1 color front in PMS 2186 ink
4.75” x 6.5”
White 70# Waverly Hall A-6 Envelopes Smooth