

## Scope of Work

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### **I. SCOPE OF SOLICITATION**

Clemson University is seeking to establish an annual contract for printing of the Glimpse Magazine with two issues per year based on the SC Printing Specification Sheet attached in online bidding system. This contract will have an option to renew up to two additional years at one-year intervals upon agreement by both parties.

#### **AWARD**

Award will be made to one Offeror. Award will be made to the lowest responsible and responsive bidder(s). Evaluation will be based on the cost per issue.

#### **MAXIMUM CONTRACT PERIOD – ESTIMATED**

(Dates provided are estimates only. Any resulting contract will, begin on the date specified in the notice of award.)

Initial Start Date: 03/15/2013. End Date: 03/14/2014.

Maximum contract period: Start Date: 03/15/2013 End Date: 03/14/2016.

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

### **II. INSTRUCTIONS TO OFFERORS**

- 1. INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation:**

- Offerors must download SC Printing Specification Sheet/Cost Schedule attached under “Bid Attachments” tab in online bidding system. The Cost Schedule must be completed and re-attached to your bid response. Failure to attach your Cost Schedule may result in rejection of offer. Include Offeror’s name on the cover of any specifications or descriptive literature submitted with offer.

### **III. SCOPE OF WORK / SPECIFICATIONS**

Clemson University is seeking to establish an annual contract for printing of the Glimpse Magazine to include two issues per year. Please see “SC Printing Specification Sheet/Cost Schedule” attached under “Bid Attachments” section in online bidding system for complete details.

### **IV. TERMS AND CONDITIONS – SPECIAL**

*Not Applicable*

### **V. APPENDICES TO SCOPE OF WORK**

*Not Applicable*

### **VI. BIDDING SCHEDULE**

All offerors must complete pricing in online bidding system at <https://clemson.ionwave.net/Login.aspx> as well as Cost Schedule attached under “Bid Attachments” tab in online bidding system. Cost Schedule must be completed and re-attached to offerors response in online bidding system under “Response Attachments” tab. Failure to attach Cost Schedule may result in rejection of offer.

REF # \_\_\_\_\_

# PRINTING SPECIFICATION SHEET

The South Carolina Government Printing Services Manual (1-1-98) is made a part of this Bid/Proposal by reference.

**MARK ALL BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE**

**VENDOR** \_\_\_\_\_ **AUTHORIZED SIGNATURE** \_\_\_\_\_

**DESCRIPTION** \_\_\_\_\_ **AGENCY** \_\_\_\_\_

**AGENCY CONTACT** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**QUANTITY (per issue)** \_\_\_\_\_ **ISSUES (per year)** \_\_\_\_\_ **FLAT SIZE** \_\_\_\_\_ **FINISHED SIZE** \_\_\_\_\_

**PAGES** \_\_\_\_\_ **PLUS COVER** \_\_\_\_\_ **SELF COVER** \_\_\_\_\_ **OTHER** \_\_\_\_\_

**STOCK: Text** \_\_\_\_\_ **Other** \_\_\_\_\_

**Cover** \_\_\_\_\_ **Other** \_\_\_\_\_

<b>INK:</b>	Text	1 Color _____	2 Color _____	3 Color _____	4 Color Process
		5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)
Covers 1 & 4 (Front & Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	
Covers 2 & 3 (Inside Front & Inside Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	

**MECHANICAL: Composition and layout provided by -** Vendor \_\_\_\_\_ Clemson \_\_\_\_\_ Other \_\_\_\_\_

**MEDIA: Electronic Transmission -** CD/DVD \_\_\_\_\_ E-mail/FTP \_\_\_\_\_ Other \_\_\_\_\_  
**Format -** IBM Comp. \_\_\_\_\_ Macintosh \_\_\_\_\_ Other \_\_\_\_\_

**SOFTWARE:** \_\_\_\_\_

**PRINTER:** PostScript \_\_\_\_\_ PCL \_\_\_\_\_ Other \_\_\_\_\_

**PROOFS:** Forms ( \_\_\_\_\_ Sets) \_\_\_\_\_ Other \_\_\_\_\_

**FOLDING:** Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

**SPECIAL APPLICATIONS:** Die Cut \_\_\_\_\_ Scoring \_\_\_\_\_ Perforations (No. \_\_\_\_\_)

**BINDING:** Saddle Stitch \_\_\_\_\_ Perfect Bind \_\_\_\_\_ Side Staple \_\_\_\_\_ 3 Hole Drill \_\_\_\_\_ Collate \_\_\_\_\_ Wire Bind \_\_\_\_\_  
Plastic Bind (Color \_\_\_\_\_) \_\_\_\_\_ Other \_\_\_\_\_

**PACKAGING:** Boxed \_\_\_\_\_ per box \_\_\_\_\_ Wrapped \_\_\_\_\_ per package \_\_\_\_\_ Shrink Wrap \_\_\_\_\_ per package

**COPY READY DATE:** \_\_\_\_\_ **DELIVERY DATE REQUIRED:** \_\_\_\_\_

**Inside Delivery:** \_\_\_\_\_

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

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**ADDITIONAL INSTRUCTIONS FOR:**

**REF #** \_\_\_\_\_

**DESCRIPTION** \_\_\_\_\_ **AGENCY** \_\_\_\_\_