



## Colby Community College Request for Printing Services

Colby Community College is soliciting proposals from vendors interested in providing primary, but non-exclusive, cost-effective and quality printing services.

### Scope

CCC will need duplication of, but not limited to, the following:

- Business Stationery
  - letterhead
  - envelopes
  - business cards
- Brochures

### Pricing

Using the table as a guide, please provide pricing for quantities listed and make note of setup and shipping costs. Production turnaround time should be disclosed within the submitted bid.

Letterhead	Description	Quantity	Cost	Time
Generic	24#, header and footer	1 Ream		
Customized for Department	24#, header and footer	1 Ream		
#10 Envelopes	Description	Quantity		
Generic	24#, Single Color	Box of 500		
Customized for Department	24#, Single Color	Box of 500		
#10 Window Envelopes	Description	Quantity		
Generic	24#, Single Color	Box of 500		
Customized for Department	24#, Single Color	Box of 500		
#9 Return Envelopes	Description	Quantity		
Generic	24#, Single Color	Box of 500		
Business Cards	Description	Quantity		
Customized for Individual	Full Color, Front Only	Box of 250		
Brochures	Description	Quantity		
Tri-Fold	110#, Full Color	100 Count		
Tri-Fold	110#, 2-Color	100 Count		

CCC reserves the right to select bids from a single source vendor or multiple vendors. If pricing is dependent upon quantity, please disclose this information and how it could potentially effect the price within the bid.



**Submission**

Please submit bids electronically by 12:00 p.m. CST on February 7, 2020 to Doug Johnson, [doug.johnson@colbycc.edu](mailto:doug.johnson@colbycc.edu). Questions can be directed by email or by calling (785) 460-5411.

**Statement of Disclosure**

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).