



Ventura County Community College District

PURCHASING DEPARTMENT

January 16, 2020

TO: All Bidders
FROM: Janice Kisch, Purchasing Agent / Buyer
SUBJECT: Bid 593, College Catalog Production

Following here are documents comprising an informational packet for **Bid 593, Annual College Catalog Production**. This bid packet includes the General Instructions to Bidders, Specifications, Pricing Form and the Bid Form for the print and production of three college catalogs for the District. These catalogs are produced annually for the colleges with a desired delivery date of mid-July.

The awarded bidder will be required to work with the purchasing department, or a representative from each College as needed. The Purchasing agent and the District Designer will work to finalize the specific production dates, proof dates and any component of the project which may be subject to change at the mutual agreement of the bidder, purchasing representative and the college representative.

Any questions regarding this bid must be submitted by e-mail no later than February 4, 2020 and will be answered in the form of Addendum if necessary.

The deadline to submit bids is 3:00 p.m., Wednesday, February 12, 2020

All bid responses are to be enclosed in a sealed envelope, clearly marked with the bid number and title and returned to the address below. **Note that no electronic or faxed bids will be accepted.**

Ventura County Community College District
Attn: Purchasing Department
761 E. Daily Dr. Suite 200
Camarillo, CA 93010

It is the responsibility of the Bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the listed Purchasing Agent/Buyer.

Thank you for your interest in this bid project. If you choose not to participate in this particular bid, please either sign and return the Bid Form stating "No Bid" or notify me by email, so that your company will remain on our active bid list. If you would like to have your company name removed from our list, you may state so on the Bid Form or by email.

If you have any questions, please send an email to: jkisch@vcccd.edu or call 805-652-5561. Thank you for your interest in this project.

Sincerely,
Janice Kisch, Purchasing Specialist

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
 - a. "Bid" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
 - b. "Bidder" means a supplier who submits a bid to the District in response to a solicitation.
 - c. "Purchasing Agent/Buyer," means the Ventura County Community College District authorized contracting official.
 - d. "District" means Ventura County Community College District.
2. **Bid Packet:** This Bid Packet consists of the following: Cover Letter, General Instructions, Bidder Instructions (if applicable), Bid Specifications, Pricing Form and a Bid Form.
3. **Bid Proposal:** Bid proposals, to receive consideration, should be made in accordance with the following instructions:
 - a. All items on the Pricing Form should be filled out. Numbers should be stated in figures. All pages of the pricing forms are to be initialed and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the bid.
 - b. Should a Bidder find discrepancies and/or omissions from the drawings or documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Agent/Buyer listed in the Bid Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the bid. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of bids. Inquiries affecting bids will be answered in writing and distributed to all Bidders in the form of addenda to the bid.
 - c. All addenda or bulletins issued during the bidding period are to be considered part of the bid and be included in the bid proposal.
 - d. Bid proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 E Daily Dr. Suite 200, Camarillo CA 93010, before the time stated in the Bid Packet. Each envelope shall bear the Number of the Bid, Title of the Bid and the Name of the Bidder. **No electronic (e-mail) or fax bids or amendments to bids shall be accepted.** All bid proposals must include a signed and dated Bid Form to be eligible for consideration. Bid Form must be signed by a responsible officer of the bidding company in order to be considered.
4. ***It is the responsibility of the Bidder to verify that their Bid has been received by the District's Purchasing Department prior to the bid opening. Verification of receipt can be made through the Purchasing Agent/ Buyer listed in the Bid Packet.***
5. **Specifications:** *The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other proposals are submitted must, in all cases be equal or exceed in every detail to the item specified. Bid must clearly state the brand, make or model number.* Alternative goods and materials are subject to review and must be approved prior to the date listed on the bid specifications. The District, for inspection and specification testing, may require samples of bid items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the bid. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.

6. **Prices:** Prices shall be shown on the Pricing Form for each individual item. Taxes shall be included at the Ventura County sales tax rate of 7.25%, unless otherwise specified. Pricing should be valid for the period as indicated in the bid proposal/pricing forms.
7. **Quantity:** All quantities are estimates and may vary upon actual ordering of units. The District reserves the right to increase or decrease quantities, all or part of the items may be awarded. Over shipments will be returned at the Bidder's expense.
8. **Delivery:** Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the bid. Unless otherwise specified, the Bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the bid. Where specific authorization is granted to ship goods FOB Point of Origin, Bidder(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice and shall include the original or a copy of the freight bill (excluding postal charges). No COD shipments will be accepted.
9. **Contract Renewal:** The term of the contract as stated in bid documents and may be extended for additional periods. Per Education Code § 81644 contracts for goods and materials may not exceed three (3) years, contracts for services may not exceed five (5) years. Bidder and the Purchasing Agent/Buyer, representing the District, must mutually agree upon allowances for manufacturer price increases and decreases, which must be accepted prior to renewal of contract.
10. **Prevailing Wage:** In accordance with Section §1771 of the California Labor Code, except for public works projects of one thousand dollars (\$1,000) or less, as defined in Section §1720, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works. This section is applicable only to work performed under contract, and is not applicable to work carried out by a public agency with its own forces. This section is applicable to contracts let for maintenance work.

In accordance with Section §1773 of the California Labor Code, the Bidder shall post a copy of the determination prevailing rates of wages at each job site. A copy of these determinations, entitled "PREVAILING WAGE SCALE" is available to any interested party through the internet at: www.dir.ca.gov. The Bidder and any Subcontractor(s) shall not pay less than the specified prevailing rates of wages to all workers employed by them in execution of the contract when applicable.
11. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
12. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the bid.
13. **Withdrawal of Bid:** Bid proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchase Agent/Buyer listed in the Bid Packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a bid. If evaluation and award of the bid will be based on award of "all or none" of the items or services, the withdrawal must be for the entire bid. If the evaluation and award of the bid will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
14. **Opening of Bid Proposals:** Bid proposals will be opened and read at or shortly after the time set in the advertised Notice Inviting Bids, unless otherwise stated in the Bid Packet. Bidders or their representatives, and other interested persons, may be present at the opening of bid proposals. Bid proposals that arrive after the time set for bid opening will be returned to the vendor unopened and considered non-responsive.
15. **Bidders Interested in More Than One Bid:** No person, firm or corporation shall be allowed to make, file, or be interested in more than one bid for the same work unless alternate bids are specifically stated.

16. **Award or Rejection of Bids:** The bid, if awarded, will be awarded to the lowest responsible Bidder(s) by section or by total bid in compliance with these instructions. All items in a section must be completed for a section to be considered for award, unless otherwise stated. In the event that this bid calls for the acquisition, procurement or maintenance of electronic systems, data processing, electronic telecommunication, supporting software, related materials, goods and/or services, a community college district may contract with one of the three lowest responsible competitive proposals or bids per Education Code § 81645. The competency and the responsibility of Bidder(s) will be considered in making the award of Bid. Prior to bid award, the District may require the Bidder(s) to furnish evidence satisfactory to the District that it has sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner. The District reserves the right to reject the bid of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District reserves the right to reject any or all bids or alternates and waive any informality or irregularity in the bid or in the bidding. All or part of the bid may be for one or more colleges.
17. **Form of Contract:** The form of contract which, the successful Bidder, will be awarded is a District Purchase Order referencing bid specifications and other contract documents.
18. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
19. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
20. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 E. Daily Dr. Suite 200, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
21. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the bid or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
22. **Independence of Bid:** Unless the Bidder is furnishing a joint bid, by submitting this bid, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
23. **Participation by Other Public Entities:** Other public entities in the State of California may procure items and /or services off this bid under the same terms and conditions stated in this bid.
24. **Warranty:** Unless otherwise specified, the warranties contained in this contract begin after acceptance of merchandise has occurred. Bidder will include all written information on any warranty provided by Bidder or the manufacturer.
25. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Agent/Buyer, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
26. **Rehabilitation Act of 1973:** Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29

U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention. Vendor further agrees to indemnify and hold harmless the Ventura County Community College District, the Chancellor's Office of the California Community Colleges, and any California Community College using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

27. **In-kind Benefits of Donated Equipment:** Include with bid response any additional in-kind benefits or donated equipment. Any equipment and/or benefits listed in bid responses will not be considered in determining the award of bid.
28. **Technology Clause:** This request for bids seeks to address the rapid advances in technology. As technology advances, it is understood that the improved or enhanced components/products may supercede existing products in both price and performance and yet be essentially similar. By allowing functionally similar, upgraded or identical products that may be introduced in the future or during the term of this bid are included under the general umbrella of compatible product lines and are thus specifically included in this bid document.
29. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price, service of existing locations, and financial return to the District.
30. **Security/Bond:** The District reserves the right to request Bidders Security/Bond if stated in the bid documents.
31. **Artwork:** Any artwork produced for a project is the sole property of the District and shall be forwarded to the Purchasing Department at 761 E. Daily Dr. Suite 200, Camarillo, CA 93010, upon completion of this project.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
BID FORM**

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **Bid 593, College Catalog Production**, hereby proposes to furnish said materials and services in accordance with the attached Bid Pricing Forms. Be sure to include the 3 bid pricing forms, references and completed Drug Free, Non-Collusion and Affirmative Action forms in your bid response.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid.

COMPANY NAME: _____

COMPANY CONTACT: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO. _____

E-MAIL ADDRESS _____

ACKNOWLEDGEMENT OF BID ADDENDA

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

_____ No Addenda Issued
(Initials)

_____ Addenda Number(s) _____ received, acknowledged and incorporated in this Bid Proposal.
(Initials)

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
 - B. Establishing a drug-free awareness program to inform employees about all of the following:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) Bidder's policy of maintaining a drug-free workplace;
 - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations;
 - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

In order to comply with legal requirements, the Ventura County Community College District is gathering and updating the affirmative action status of vendors. Please check your company's appropriate code as indicated below (see definitions).

- Minority-owned/Disadvantaged business
- Woman-owned business
- Small business concern
- Disabled Veteran enterprise
- Other
- None of the above

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT AFFIRMATIVE ACTION STATUS CODE DEFINITIONS

Minority-Owned/Disadvantaged Business

A small business concern which is at least fifty-one percent unconditionally owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least fifty-one percent (51% of the stock of which is owned by such individuals, and whose management and daily business operations are controlled by one or more of such individuals).

Business owners who certify that they are members of named groups (African American, Hispanic Americans, Native Americans, Asian-Pacific/Asian Indian Americans) are considered socially and economically disadvantaged.

Woman-Owned Business

A business concern that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

Small Business Concern

An independently owned and operated concern certified, or certifiable, as a small business by the Federal Small Business Administration (SBA). Standard Industrial Classification (SIC) codes may be found in the Federal Acquisition Regulations, Section 19.01 or in the Federal Procurement Regulations, Section 1-1.701.

Disabled Veteran Enterprise

"Disabled Veteran" means a veteran of the military, naval or air service of the United States with a service-connected disability who is a resident of the State of California. To qualify under this category, certification must be obtained from the Office of Small & Minority Business (OSMB) by completing Form OSMB11 and receiving an approved certification letter from that office. Contact the OSMB at (916) 322-5478 for specific assistance. The District must receive this certification with the bid response.

Ethnic Groups Key

African Americans: United States citizens whose origins are in any of the Black racial groups of Africa.

Hispanic Americans: United States citizens whose origins are in Mexico, Puerto Rico, Cuba, Spain, Portugal, Central or South America.

Native Americans: United States citizens whose origins are in any of the original peoples of North America, i.e., American Indians, Eskimos, Aleuts, and Native Hawaiians.

Asian Pacific/Asian Indian Americans: United States citizens whose origins are in Japan, China, Korea, Okinawa, Thailand, Taiwan, Cambodia, Laos, Vietnam, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

Ventura County Community College District
 BID 593, COLLEGE CATALOG PRODUCTION
BID PRICING FORM

Section 1 Base Bid	Moorpark College	Quantity	Price per Thousand	Extended
	340 pages + cover	400	\$	\$
	8-1/8" x 10-3/4"			
Ships to: 7075 Campus Rd. Moorpark, CA 93021			Shipping:	\$

Section 1 Total: _____

Section 2 Base Bid	Oxnard College	Quantity	Price per Thousand	Extended
	340 pages + cover	400	\$	\$
	8-1/8" x 10-3/4"			
Ships to: 4000 S. Rose Ave. Oxnard, CA 93033			Shipping:	\$

Section 2 Total: _____

Section 3 Base Bid	Ventura College	Quantity	Price per Thousand	Extended
	340 pages + cover	400	\$	\$
	8-1/8" x 10-3/4"			
Ships to: 4900 Loma Vista Rd. Ventura, CA 93003			Shipping:	\$

Section 3 Total: _____

Total of Sections 1, 2 & 3: \$ _____

Total Shipping: \$ _____

TOTAL BASE BID \$ _____

Company: _____

Initials: _____ Date: _____

Ventura County Community College District
 BID 593, COLLEGE CATALOG PRODUCTION
BID PRICING FORM

ALTERNATE PRICING Cost to Increase or Reduce Pages

Copies - Cost to Increase	Moorpark College	\$ _____	Price per Thousand
	Oxnard College	\$ _____	Price per Thousand
	Ventura College	\$ _____	Price per Thousand

Copies - Cost to Reduce	Moorpark College	\$ _____	Price per Thousand
	Oxnard College	\$ _____	Price per Thousand
	Ventura College	\$ _____	Price per Thousand

Pages - Cost to Increase	Moorpark College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages
	Oxnard College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages
	Ventura College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages

Pages - Cost to Reduce	Moorpark College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages
	Oxnard College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages
	Ventura College	\$ _____	Price per 4 Pages
		\$ _____	Price per 8 Pages

Match Print for Outside Cover	Moorpark College	\$ _____	Price per Outside Cover
	Oxnard College	\$ _____	Price per Outside Cover
	Ventura College	\$ _____	Price per Outside Cover

Company: _____

Initials: _____ Date: _____

Ventura County Community College District
 BID 593, COLLEGE CATALOG PRODUCTION
BID PRICING FORM

ALTERNATE PRICING Cont. Cost to Correct Copy or Artwork

Page Correction	Moorpark College	\$ _____	Per Page
	Oxnard College	\$ _____	Per Page
	Ventura College	\$ _____	Per Page
Proof / Blueline Charge	Moorpark College	\$ _____	Per Each
	Oxnard College	\$ _____	Per Each
	Ventura College	\$ _____	Per Each
Additional PMS Color Interior Only	Moorpark College	\$ _____	Price per Thousand
	Oxnard College	\$ _____	Price per Thousand
	Ventura College	\$ _____	Price per Thousand
Delivery to Campus	Moorpark College	\$ _____	Per Campus
	Oxnard College	\$ _____	Per Campus
	Ventura College	\$ _____	Per Campus

Company: _____

Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - MOORPARK COLLEGE

Quantities are based on the previous 12-month use period. Quantities and page counts may vary annually.
Production dates noted below are estimated. Delivery by mid July is desired.

SECTION 1 - Moorpark College Catalogs

QUANTITY: 400 Copies

PAGES: 340 + Cover

PRODUCTION DATES: **6/15/20 - 7/6/2020** Estimated Delivery: **7/13/2020**
Bidders are required to work with each College to finalize the specific production dates, which may be subject to change at the mutual agreement of the Bidder and the College.

TRIM SIZE: 8-1/8" x 10-3/4" booklet. Exact size may vary:
Width: No less than 8-1/8" and no more than 8-3/8"
Length: No less than 10-5/8" and no more than 10-7/8"

COVER STOCK: 4 Page. 10pt C1S Cover. *Note: Covers print black text on inside*

COVER INK: Outside: 4 Color process on front & back with bleed. Printer will provide a matchprint as a proof. Inside: Black on front & back.

COVER COATING: UV Ultraviolet Coating on outside cover, front & back. No coating on inside cover.

INSIDE STOCK: 50# Offset. Uncoated.

INSIDE INK: Black throughout. No bleeds.

BINDING: 200 copies are black plastic spiral bound. Balance is perfect bound.

DIGITAL PROOF: All digital proofs must be College approved prior to printing. Digital proof of inside text and matchprint proof of outside cover must be emailed to District Designer and Purchasing Agent to obtain approvals.

COPY SUBMISSION: Files to be sent electronically to the Printers FTP Site as a PDF or InDesign file (Printer can specify) and must be compatible with MAC/WIN. Outside cover is to be offset printed and separated as CMYK. Bidder to provide a matchprint color online proof for any 4-color work, which must be approved by the College prior to printing. Bidder will be required to work with the District Designer and Purchasing Agent to arrange a schedule for copy submission, file submission date, proof dates, etc. Purchasing must be notified of late copy changes and pricing prior to production.

COPY RETURN Artwork, Files or camera-ready copy to be returned to the College as requested after printing. Awarded Vendor should keep master artwork on file.

SAMPLES: Vendors will be expected upon request, to provide samples of Catalogs along with any other relative work produced. Do NOT submit samples, with the bid packet, unless they are requested by the Purchasing Agent / Buyer or the Campus. Vendors should supply at least 3 references of like print projects in bid submission.

R01/10/2020

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - MOORPARK COLLEGE

- MAILING:** Mailing is not required. All catalogs are to be delivered to the specific College warehouse.
- DELIVERY:** FOB: Destination. Bidder will deliver all of the Catalogs to Moorpark College Warehouse, 7075 Campus Rd, Moorpark, CA 93021, within seven (7) working days from approval of digital proof. Catalogs, along with overages of each run, are to be marked with the appropriate purchase order number. This quantity should be verified with each College prior to delivery. Catalogs should be counted, cross-strapped with plastic strapping and cardboard supports in bundles of 50, or as coordinated with the college. Over-runs not to exceed +3%. Under-runs set at -0%.
- Moorpark College Warehouse Location:**
7075 Campus Rd, Moorpark, CA 93021 / Mon-Thur 7:00-3:00, Fri 7:00-12:00
Warehouse Contact: Geoffrey Freedman: 805-378-1491
- REFERENCE:** Questions with regard to the specifications must be in writing and directed to Ventura County Community College District, 761 E. Daily Dr. Suite 200, Camarillo, CA 93010, Attn: Purchasing Department; Janice Kisch, or designee, or emailed to **jkisch@vcccd.edu**.
- SPECIFICATION CHANGES AND QUOTE REQUESTS:** Should changes be required, after award of bid, the bidder **MUST** include the Purchasing Agent / Buyer; Janice Kisch or designee, in any and all correspondence and quote requests.
- ASSIGNMENT OF CONTRACT:** By submitting a bid packet, the bidder agrees to adhere to the above specifications and agrees to be the primary contractor and will not assign or subcontract the production of this Catalog or any portion thereof to another party without the written consent of the Purchasing Department.

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - OXNARD COLLEGE

Quantities are based on the previous 12-month use period. Quantities and page counts may vary annually.
Production dates noted below are estimated. Delivery by mid July is desired.

SECTION 2 - Oxnard College Catalogs

- QUANTITY:** 400 Copies
- PAGES:** 340 + Cover
- PRODUCTION DATES:** **6/15/20 - 7/6/2020** Estimated Delivery: **7/13/2020**
Bidders are required to work with each College to finalize the specific production dates, which may be subject to change at the mutual agreement of the Bidder and the College.
- TRIM SIZE:** 8-1/8" x 10-3/4" booklet. Exact size may vary:
Width: No less than 8" and no more than 8-1/4"
Length: No less than 10-5/8" and no more than 10-7/8"
- COVER STOCK:** 4 Page. 10pt C1S Cover. *Note: Covers print black text on inside*
- COVER INK:** Outside: 4 Color process on front & back with bleed. Inside: Black on front & back. Printer will provide a matchprint as a proof.
- COVER COATING:** UV Coating on outside cover, front & back. No coating on inside cover.
- INSIDE STOCK:** 50# Offset. Uncoated.
- INSIDE INK:** Black throughout. No bleeds.
- BINDING:** 200 copies are black plastic Spiral bound. Balance is perfect bound.
- DIGITAL PROOF:** All digital proofs must be College approved prior to printing. Digital proof of inside text and matchprint proof of outside cover must be emailed to District Designer and Purchasing Agent to obtain approvals.
- COPY SUBMISSION:** Files to be sent electronically to the Printers FTP Site as a PDF or InDesign file (Printer can specify) and must be compatible with MAC/WIN. Outside cover is to be offset printed and separated as CMYK. Bidder to provide a matchprint color online proof for any 4-color work, which must be approved by the College prior to printing. Bidder will be required to work with the District Designer and Purchasing Agent to arrange a schedule for copy submission, file submission date, proof dates, etc. Purchasing must be notified of late copy changes and pricing prior to production.
- COPY RETURN** Artwork, Files or camera-ready copy to be returned to the College as requested after printing. Awarded Vendor should keep master artwork on file.
- SAMPLES:** Vendors will be expected upon request, to provide samples of Catalogs along with any other relative work produced. Do NOT submit samples, with the bid packet, unless they are requested by the Purchasing Agent / Buyer or the Campus. Vendors should supply at least 3 references of like print projects in bid submission.

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - OXNARD COLLEGE

- MAILING:** Mailing is not required. All catalogs are to be delivered to the Specific College.
- DELIVERY:** FOB: Destination. Bidder will deliver all of the Catalogs to Oxnard College Warehouse, 4000 S Rose Ave., Oxnard, CA 93033, within seven (7) working days from approval of digital proof. Catalogs, along with overages of each run, are to be delivered to the College Warehouse marked with the appropriate purchase order number. This quantity should be verified with each Campus prior to delivery. Catalogs should be counted, cross-strapped with plastic strapping in bundles of 50, or as coordinated with the college.
- Oxnard College Warehouse:**
4000 S. Rose Ave., Oxnard, CA 93030 / Mon-Thur 7:00-3:00, Fri 7:00-12:00
Warehouse Contact: Jesus Rodriguez: 805-678-5145
- REFERENCE:** Questions with regard to the specifications must be in writing by e-mail to the Ventura County Community College District Purchasing Department ATTN: Janice Kisch at jkisch@vcccd.edu, or Sara Fenlon at sfenlon@vcccd.edu.
- SPECIFICATION CHANGES AND QUOTE REQUESTS:** Should changes be required, after award of bid, the bidder MUST include the Purchasing Agent / Buyer; Janice Kisch or designee, in any and all correspondence and quote requests.
- ASSIGNMENT OF CONTRACT:** By submitting a bid packet, the bidder agrees to adhere to the above specifications and agrees to be the primary contractor and will not assign or subcontract the production of this Catalog or any portion thereof to another party without the written consent of the Purchasing Department.

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - VENTURA COLLEGE

Quantities are based on the previous 12-month use period. Quantities and page counts may vary annually.
Production dates noted below are estimated. Delivery by mid July is desired.

SECTION 3 - Ventura College Catalogs

- QUANTITY:** 400 Copies
- PAGES:** 340 + Cover
- PRODUCTION DATES:** **6/15/20 - 7/6/2020** Estimated Delivery: **7/13/2020**
Bidders are required to work with each College to finalize the specific production dates, which may be subject to change at the mutual agreement of the Bidder and the College.
- TRIM SIZE:** 8-1/8" x 10-3/4" booklet. Exact size may vary:
Width: No less than 8" and no more than 8-1/4"
Length: No less than 10-5/8" and no more than 10-7/8"
- COVER STOCK:** 4 Page. 10pt C1S Cover. Note: Covers print black text on inside
- COVER INK:** Outside: 4 Color process on front & back with bleed. Inside: Blank on front & back. Printer will provide a matchprint as a proof.
- COVER COATING:** UV Coating on outside cover, front & back. No coating on inside cover.
- INSIDE STOCK:** 50# Offset. Uncoated.
- INSIDE INK:** Black throughout. No bleeds.
- BINDING:** 200 copies are black plastic spiral bound. Balance is perfect bound.
- DIGITAL PROOF:** All digital proofs must be College approved prior to printing. Digital proof of inside text and matchprint proof of outside cover must be emailed to District Designer and Purchasing Agent to obtain approvals.
- COPY SUBMISSION:** Files to be sent electronically to the Printers FTP Site as a PDF or InDesign file (Printer can specify) and must be compatible with MAC/WIN. Outside cover is to be offset printed and separated as CMYK. Bidder to provide a matchprint color online proof for any 4-color work, which must be approved by the College prior to printing. Bidder will be required to work with the District Designer and Purchasing Agent to arrange a schedule for copy submission, file submission date, proof dates, etc. Purchasing must be notified of late copy changes and pricing prior to production.
- COPY RETURN** Artwork, Files or camera-ready copy to be returned to the College as requested after printing. Awarded Vendor should keep master artwork on file.
- SAMPLES:** Vendors will be expected upon request, to provide samples of Catalogs along with any other relative work produced. Do NOT submit samples, with the bid packet, unless they are requested by the Purchasing Agent / Buyer or the Campus. Vendors should supply at least 3 references of like print projects in bid submission.

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
BID 593, COLLEGE CATALOG PRODUCTION
BID SPECIFICATIONS - VENTURA COLLEGE

- MAILING:** Mailing is not required. All catalogs are to be delivered to the specific College.
- DELIVERY:** FOB: Destination. Bidder will deliver all of the Catalogs to the Ventura College Warehouse, 4900 Loma Vista Rd., Ventura, CA 93003, within seven (7) working days from approval of digital proof. Catalogs, along with overages of each run, are to be delivered to the College Warehouse marked with the appropriate purchase order number. This quantity should be verified with each Campus prior to delivery. Catalogs should be counted, cross-strapped with plastic strapping in bundles of 50, or as coordinated with the college. Over-runs not to exceed +3%. Under-runs set at -0%.
- Ventura College Warehouse Location:**
4900 Loma Vista Rd, Ventura, CA 93001 / Mon-Thur 7:00-3:00, Fri 7:00-12:30
Warehouse Contact: Hector Ayala, 805-289-6301
- REFERENCE:** Questions with regard to the specifications must be in writing by e-mail to the Ventura County Community College District Purchasing Department ATTN: Janice Kisch at jkisch@vcccd.edu, or Sara Fenlon at sfenlon@vcccd.edu.
- SPECIFICATION CHANGES AND QUOTE REQUESTS:** Should changes be required, after award of bid, the bidder MUST include the Purchasing Agent / Buyer; Janice Kisch or designee, in any and all correspondence and quote requests.
- ASSIGNMENT OF CONTRACT:** By submitting a bid packet, the bidder agrees to adhere to the above specifications and agrees to be the primary contractor and will not assign or subcontract the production of this Catalog or any portion thereof to another party without the written consent of the Purchasing Department.

Company: _____ Initials: _____ Date: _____

Ventura County Community College District
 BID 593, COLLEGE CATALOG PRINTING
 BID WORKSHEET - FOR REFERENCE ONLY

	MOORPARK COLLEGE - Section 1	OXNARD COLLEGE - Section 2	VENTURA COLLEGE - Section 3
QUANTITY	400 Copies	400 Copies	400 Copies
PAGES	340 + Cover	340 + Cover	340 + Cover
PRODUCTION DATE	6/15 - 7/6/2020	6/15 - 7/6/2020	6/15 - 7/6/2020
	Bidders are required to work with the District Designer or Purchasing Buyer to finalize the specific production dates, or content which may be subject to change at the mutual agreement of the Buyer, Designer and Printer.		
TRIM SIZE	8 1/4" x 10 3/4". Exact size may vary. Width: No less than 8-1/8", no more than 8-3/8". Length: No less than 10-5/8", no more than 10-7/8".	8 1/8" x 10 3/4". Exact size may vary. Width: No less than 8", no more than 8-1/4". Length: No less than 10-5/8", no more than 10-7/8".	8 1/8" x 10 3/4". Exact size may vary. Width: No less than 8", no more than 8-1/4". Length: No less than 10-5/8", no more than 10-7/8".
COVER STOCK	4 page. 10 pt C1S	4 page. 10 pt C1S	4 page. 10 pt C1S
COVER INK	Outside: 4 Color process with bleeds. Printer must provide a matchprint as a proof. Inside: Black.	Outside: 4 Color process with bleeds. Printer must provide a matchprint as a proof. Inside: Black.	Outside: 4 Color process with bleeds. Printer must provide a matchprint as a proof. Inside: Blank.
COVER COATING	Outside: UV - Ultraviolet, Inside: Black	Outside: UV - Ultraviolet, Inside: Black	Outside: UV - Ultraviolet, Inside: Black
INSIDE STOCK	50# Offset, uncoated	50# Offset, uncoated	50# Offset, uncoated
INSIDE INK	Black throughout, no bleeds	Black throughout, no bleeds	Black throughout, no bleeds
BINDING	240 spiral bound. Balance perfect bound	200 spiral bound. Balance- perfect bound.	240 spiral bound. Balance perfect bound
DIGITAL PROOF	All digital proofs must be College approved prior to printing. Digital proof for inside text and matchprint proof of outside cover must be shipped to the appropriate college as listed below - or as coordinated by Janice Kisch.		
	Moorpark College Warehouse 7075 Campus Rd, Moorpark, CA 93021, Attn: Geoffrey Freedman: 805-378-1491 HOURS: Mon-Thur 7:00-3:00, Fri 7:00-12:00	Oxnard College Warehouse 4000 S. Rose Ave., Oxnard, CA 93033, Attn: Jesus Rodriguez, 805-678-5145 HOURS: Mon-Thur 7:00-3:00, Fri 7:00-12:00	Ventura College Warehouse 4667 Telegraph Rd., Ventura, CA 93003, Attn: Hector Ayala 805-289-6301 HOURS: Mon-Thur 7:00-3:00, Fri 7:00-12:00
COPY SUBMISSION	Files are to be sent electronically or uploaded to vendors FTP site as a PDF, AI or InDesign file (Printer can specify) and must be compatible with MAC/WIN. Outside cover is to be produced as Full color or CMYK. Bidder will be required to work with College to arrange a schedule for copy submission, file submission dates, proof dates, etc. Any changes affecting costs shall be addressed with the Purchasing Specialist managing this bid.		
COPY RETURN	Artwork and camera-ready copy to be returned to the appropriate College within nine (9) working days of the delivery of all printed Catalogs, at the Bidder's expense.		

Ventura County Community College District
 BID 593, COLLEGE CATALOG PRINTING
 BID WORKSHEET - FOR REFERENCE ONLY

	MOORPARK COLLEGE - Section 1	OXNARD COLLEGE - Section 2	VENTURA COLLEGE - Section 3
SAMPLES	Vendors will be expected, upon request, to provide samples of Catalogs along with any other relative work produced. Do NOT submit samples, with the bid packet, unless they are requested by the Purchasing Agent / Buyer or the College.		
MAILING	Mailing is not required. All Catalogs are to be delivered to the appropriate College warehouse as listed under "Delivery Information".		
DELIVERY INFORMATION	FOB: Destination. Bidder will deliver all of the Catalogs to the appropriate College warehouse , as listed below, within seven (7) working days from approval of digital proof. Catalogs, along with any overages of each run, are to be marked with the purchase order. Over-runs not to exceed +3%. Under-runs set at -0%. This quantity should be verified with each Campus prior to delivery. Catalogs should be counted, cross-strapped with plastic strapping in bundles of 50 with cardboard supports (so that the strapping does not damage the Catalogs).		
	Moorpark College Warehouse, 7075 Campus Road, Moorpark, CA 93021	Oxnard College Warehouse, 4000 South Rose Ave., Oxnard, CA 93033	Ventura College Warehouse, 4900 Loma Vista Road, Ventura, CA
REFERENCE	Questions with regard to the specifications must be in writing and directed to the Ventura County Community College District, 761 E. Daily Dr. Suite 200, Camarillo CA 93010, Attn: Janice Kisch, Purchasing Agent / Buyer or designee, or emailed to jkisch@vcccd.edu.		
SPECIFICATION CHANGES AND QUOTE REQUESTS	Should changes be required, after award of bid, the Bidder MUST include the Purchasing Agent / Buyer, Janice Kisch or designee, in any and all correspondence and quote requests.		
ASSIGNMENT OF CONTRACT	By submitting a bid packet, the Bidder agrees to adhere to the above specifications and to be the primary contractor and will not assign or subcontract the production of the Catalogs or any portion thereof to another party without the written consent of the Purchasing Department.		

**Ventura County Community College District
 BID 593, COLLEGE CATALOG PRODUCTION
 REFERENCES**

Please provide reference information on catalog or similar print production projects.
 This form and additional attachments or samples should be included in the bid submitted.

Company & Address	Contact Name /Phone	Date	Print Work Type	Qty
E-Mail:				
E-Mail:				
E-Mail:				
E-Mail:				
E-Mail:				
E-Mail:				

Bidder Name: _____ Initials: _____ Date: _____