Pre-bid meeting for the Sandburg Magazine

Tuesday, October 23, 2018

Time: 2:00 pm

Questions:

1. Are we bidding on both the design and printing together or separate?

**Normally both, however the college may separate**.

1. How much business detail is required for history?

**Basic as possible.**

1. How do you see the design?

**The photos will be supplies by the college. It will be under the direction or creativity of the vendor for layout. The vendor doesn’t have to meet face to face, you can use technology such as Skype.**

1. What size is the publication?

**There are two sizes. You may suggest other sizes that promote cost savings. All sizes will be considered and the same copy print cost standard.**

1. How do you handle cost of materials during the timeframe? **The paper is usually 50% of the cost** **and we can only give a best estimate for 2 years**. What is driving the cost? **China and the environment that dictates where to dispose of paper. Then it’s the freight costs.**
2. When is the publication due in hand?

**March 11, 2019**

1. Is this a prevailing wage project?

**Yes**

1. How was it mailed out last time?

**The printer is shipped to a mailing facility who then mails it to the post offices.**

1. Do you want to stay with the same size?

**Not necessarily, the vendor can propose a different size and it will be considered**.

1. Any exceptions?

**We will need the contact information on 3rd parties working with your company as part of this project.**

1. How many copies did your print?

**40,000 which 38,719 copies was saturation mail within the college’s district and the rest was mailed to the college. The zip codes can be provided. A mailing list is provided by the Carl Sandburg College Foundation in addition to the saturation mail. De-duping is required.**

1. Is it possible to get the design portion and not the printing?

**Yes.**