**Printing and Mailing Specs for RFQ­**

USI *illume* magazine

PRINTING AGREEMENT

This is an RFQ for a 3-year contract for magazine printing production, mail preparation and fulfillment of the Spring and Fall issues of *illume* magazine. The magazine mails at the end of April and end of October.

Vendor is requested to hold pricing for 2-year contract based on a per/thousand cost as quantities will increase per issue over the 3-year time frame.

\*\*During the Initial Term and any extended term, either party may terminate this Agreement in the event the other party breaches any material provision of the Agreement, and such breach is not cured within thirty (30) days of receipt of written notice thereof.

**Printing Specs**

2024 Fall & 2025 Spring, 2025 Fall & 2026 Spring and 2026 Fall & 2027 Spring *illume* issues

Qty: 49,000 & 51,000

Finished Size: 9’ x 10.5”

Pages: 48 + cover

Stock: Cover—80# Lynx Cover

Inside pages—70# Opus satin text

Inks: 4cp/4cp with bleed

Quote Cover as sheetfed and inside pages printing on in-house web press (*will not accept outsourcing to a second-party vendor*)

Please indicate the number of pages/signatures we can add or subtract if the need arises.

Bindery: trim, score cover, fold and saddlestitch

> No overs or unders accepted.

USI will provide print ready files, vendor to provide color match proof. Vendor to cover costs of mailing proofs to and from USI by supplying USI with vendor’s UPS or FedEx account number.

**Inkjet and Mail Preparation:**

Inkjet NCOA certified address list supplied by USI

Prepare magazine for mailing using USI’s nonprofit mail permit # for mailing

Mail processing to include: mail file provided by USI, inkjet sort and truck to postal distribution centers

Send remaining unaddressed magazines to University Creative and Print

**Note:** Postage will be paid separately from printing and mail prep Purchase Order via USI’ CAPS debit account. All mailing transaction & documentation must be handled via USPS PostalOne systems.

Based on USI’s supplied list and specified weight, vendor will provide a distribution postal analysis, listing of total postage costs and freight to dropship locations before actual mailing.

\*Provide bundled pricing for mail list processing (inclusive of merge, purge, duplicate eliminations address standardization and NCOA).

**Estimated Shipping cost for extra copies:**

Before sending press ready files, USI will include in final quantity an approximate number of extra copies (upon completion of printing & mail fulfillment) to be sent to Creative & Print services (Attention: Amy Ubelhor). Extra copies are approximately 600. Please include in your quote an estimated shipping cost for extra copies to USI.

**\*\*Please provide printed samples of similar projects and crossover capabilities for our consideration.**

**\*\*Samples are due to Amy Ubelhor by 7-8-24.**