State of Kansas Printing Specifications

KANSAS

Bid Authorization Number

KATHLEEN SEBELIUS, GOVERNOR

Customer Information

Bid close date _____ **Bid close time** _____

Document Date _____

Customer _____

Contact Person _____

Phone _____ Fax _____ E-mail _____

Mail Address _____

Job Schedule

Job To Printer By: _____

Requested Delivery Date: _____

Extra 52 copies

(See Reverse Side)

☐

Digital Deliverables

(See Reverse Side)

Returned to Contact Person

☐

Job Specifications sent to bidders via:

Fax ☐

Phone ☐

Packets ☐

Specifications

Option No ☐

Project Name _____

Project Description _____

Quantity needed _____ Quote For Extra Thousands _____

Finished Page Size _____ Unfolded Size _____

Number of Pages Text _____

Number of Pages Cover _____

NOTE CONCERNING PAGE COUNT

One sheet of paper contains two pages whether blank or printed.

Number of Other Pages _____

Imaging provided _____ Format / Application _____

Special Effects _____

Proof requested _____ _____ _____ _____

Text Paper Stock _____ Substitutions _____

Text Ink _____ Coverage _____

Cover paper _____ Substitutions _____

Cover ink _____ Coverage _____

Other paper stock _____ Substitutions _____

Other ink _____ Coverage _____

Binding / Finishing _____

Packaging _____

Delivery Location _____

Vendor Response

Vendor Name _____

Vendor Contact _____

Phone _____

Fax _____

Email Address _____

Quote option 1 _____

Quote option 2 _____

Quote option 3 _____

Quote option 4 _____

Quote option 5 _____

Quote option 6 _____

Quote Extra M _____

See reverse side for additional specifications

ADDITIONAL INSTRUCTIONS FOR THIS JOB:

Items Included With Bid Specifications Are Listed Below:
If you did not receive all items on this list please notify the agency contact person to receive the materials.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

IMPORTANT INFORMATION ABOUT BID SPECIFICATIONS

All bids must include any costs associated with production and distribution of 52 extra copies when indicated. Distribution addresses are provided with these bid specifications. K.S.A. 75-1023

OWNERSHIP OF NEGATIVES:
Final plate ready negatives used for production of this job will become the property of the State of Kansas. Delivery may be requested with completion of the job.

DIGITAL DELIVERABLES:
As part of the specifications for this project, successful bidder must furnish final production, native application, files with the furnished material. The Digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. PDF, Postscript or any proprietary file formats will not be acceptable unless specified by originating agency.

FURNISHED DIGITAL FILES:
All furnished digital files are assumed to be plug and play unless otherwise noted. If bidder notices errors, media damage, or data corruption that might interfere with proper file image processing it must be reported to agency prior to incurring additional billable costs.

DELIVERY OF FINISHED PRODUCT:
Delivery is assumed to be FOB Customers single location unless otherwise noted. All quotes must include all shipping charges.

BILLING:
Billing for each job must be done on a single invoice with all associated charges included. **Billing above the quoted price for extra copies** will not be permitted. Billing for any cost overrun must be pre-approved by customer.

Extra 52 copies (When required)

K.S.A. 75-1023 indicates that extra copies of certain publications must be provided to State Libraries and the Kansas Historical Society. 52 copies must be distributed by the successful bidder according to list below.

2 Copies Each (12 Total) -

Pittsburg State University
Kansas Documents
Library Department
Pittsburg Kansas 66762

University of Kansas
Spencer Research Library - Kansas Documents
1450 Poplar Lane
Lawrence Kansas 66045-7616

Wichita State University
Ablah Library - Kansas Documents
1845 N. Fairmont Street
Wichita Kansas 67208

Kansas State University
Hale Library - Kansas Documents
Manhattan Kansas 66502

Emporia State University
Govt. Document Div. - Library
Emporia Kansas 66801

Ft Hays State University
Kansas Documents
Library Department
Hays Kansas 67601

30 copies -

State Library of Kansas
Room 343 North
300 SW 10th Street
Topeka Kansas 66612-1593

10 copies -

Kansas Historical Society
Kansas Documents
6425 SW 6th Ave
Topeka Kansas 66615-1099