

# State of Kansas Competitive Bid

Department of Administration  
Division of Printing

**Bid Authorization Number**

## 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

Project Name

\_\_\_\_\_

Project Description

\_\_\_\_\_

**Option No**

Quantity needed

\_\_\_\_\_

Quote For Extra Thousands

\_\_\_\_\_

Finished Page Size

\_\_\_\_\_

Unfolded Size

\_\_\_\_\_

Number of Pages Text

\_\_\_\_\_

Number of Pages Cover

\_\_\_\_\_

Number of Other Pages

\_\_\_\_\_

### **NOTE CONCERNING PAGE COUNT**

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

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:

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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