

THE GULF COAST CENTER
Bid Specifications for Printing Services

Attached is a list of items that may be printed for The Gulf Coast Center. All forms should be printed on 20 lb paper or NCR paper, unless stated otherwise. Print is to be in black ink on all items bid, unless stated otherwise.

Quoted prices given on this bid are to remain the same for Gulf Coast Center for two fiscal years beginning September 1, 2020 and ending August 31, 2022. The attached quoted prices will become Exhibit A of the vendor contract (sample copy attached) if approved and accepted.

All information on the attached list must be completed by the vendor for this bid to qualify.

All orders will be placed from the Central Purchasing staff of The Gulf Coast Center and a purchase order number must accompany all requests.

All deliveries of printing will be made to the following address, unless otherwise requested and agreed upon.

Gulf Coast Center
Central Purchasing
4352 Emmett F. Lowry
Texas City, Texas 77591

Sealed bids can be mailed to the address listed above to the attention of Luis Diaz or may be brought to the same address on or before 10:00 a.m. June 12, 2020 with the sealed envelope marked "PRINTING BID-DO NOT OPEN UNTIL JUNE 12, 2020 AT 10AM" with the bid opening at this time. The Gulf Coast Center reserves the right to reject any or all bids.

Vendor Name _____

Address _____

Mailing Address _____

Contact Person _____ Title _____

Telephone # _____ Fax # _____

E-Mail: _____

Years and Experience in Printing Business: _____

References of Customers Served in the Last Three Years:

	Company	Contact Person	Telephone #	Years Served
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Authorized Signature _____ Date _____

Gulf Coast Center
Bid Specifications for Printing Services
September 1, 2020 through August 31, 2022

Printing Items

<u>Forms:</u>	Maximum Typeset/Prep Cost	Cost <u>1000</u>	Cost <u>3000</u>	Cost <u>5000</u>	
8.5x11, 1-sided	A _____	_____	_____	_____	
8.5x11, 2-sided	B _____	_____	_____	_____	
8.5x11, NCR, 2 part, 1-sided	C _____	_____	_____	_____	
8.5x11, NCR, 2 part, 2-sided	D _____	_____	_____	_____	
8.5x11, NCR, top page - 1-sided, bottom page - 2-sided, heavy paper	E _____	_____	_____	_____	
8.5x11, NCR, 2 part, top page - 1-sided, bottom page - 2-sided	F _____	_____	_____	_____	
8.5x11, NCR, 4 part top page - white, 1-sided 2nd page - yellow, 1-sided 3rd page - pink, 1-sided 4th page - white, 2-sided, heavy paper	G _____	_____	_____	_____	
<u>Other:</u>	Maximum Typeset/Prep Cost	Cost <u>2500</u>	Cost <u>5000</u>		
Letterhead Envelopes 500/box Sub24 No.10	I _____	_____	_____		
Tinted Window Envelopes (including return address) 500/box No.9	J _____	_____	_____		
	Maximum Typeset/Prep Cost	Cost <u>250</u>	Cost <u>500</u>	Cost <u>1,000</u>	
Business Cards with both blue & black ink.	K _____	_____	_____	_____	
	Maximum Typeset/Prep Cost	Cost <u>500</u>	Cost <u>2,000</u>	Cost <u>5,000</u>	Cost <u>7,500</u>
Laser Checks: 8 1/2"x11" sheet w/one check & two stubs. Check-protect safety paper, 2 color, 1 arabic #.	_____	_____	_____	_____	_____
	Maximum	Cost	Cost		

Gulf Coast Center
Bid Specifications for Printing Services
September 1, 2020 through August 31, 2022

Printing Items

	Maximum	Cost	Cost	Cost
<u>Forms:</u>	<u>Typeset/Prep Cost</u>	<u>1000</u>	<u>3000</u>	<u>5000</u>
	<u>Typeset/Prep Cost</u>	<u>2500</u>	<u>5000</u>	

Next Appointment Cards L _____
 2x3 1/2

Prescription Notes M _____
 6 3/8x4 1/4, NCR, 2 part
 Tamper Resistant

CONNECT TRANSIT:	Cost			
All items are in color.	1,000	2,000	5,000	10,000
Coupon Books(3.5"x2" Numbered Book Cover with 20 numbered coupons)	_____	_____	_____	_____
Mainland Transit Route Schedule(Two-sided 17"x 12.25" Schedule & Map)	_____	_____	_____	_____
Island Transit Schedule Rack Cards(Two-Sided 8.5" x 3.5" Schedule)	_____	_____	_____	_____
Park & Ride Coupon Book(Numbered Cover & 25 pages non-numbered with two coupons per page with perforation; 4.25"x2". Books for League City Park & Ride.	_____	_____	_____	_____

Delivery:

Turnaround Time _____

Minimum Order (if any) _____

Delivery Charge (if any) _____

Signatures:

Authorized Vendor Signature _____ Date _____