

**Printing services should include the following:**

Vendor shall be required to perform printing and copying, including high-volume and/or highly customized documents.

Vendor shall be required to perform copying, printing, gluing, padding, scoring, and finishing for basic and/or customized copying and/or printing of documents, flyers, brochures, posters, booklets, labels, business cards, manuals and other materials as needed.

Vendor shall include and supply all materials, consumables, and labor, (i.e., paper, toner, staples, etc.) as part of their overall services.

**Minimum Equipment Specifications:**

- Copy, Print, Fax, Scan to email, Scan to PDF format.
- Monochrome & Color units- 75-90 ppm (min)
- Paper-Feed Units, normal drawer able to hold a ream of copy paper 8"x11" minimum
- Bypass Tray
- Extra-large capacity paper tray (8.5"x 14" and 11"x17")
- Automatic Paper Selection
- Automatic Tray Switching
- Automatic Document Feeder (ADF)
- Collating and stapling
- 2/3 Hole Punch
- Offset Stacking
- Envelope print/feed capabilities
- Standard Print Management Capabilities

**Sample Job #1 - Brochure**

Pages: 8

Finished size: 8.5 x 11

Bindery: Trim, fold, saddle staple

Ink: 4/4

Bleed: 4-sided bleed

Paper: 80# gloss text

Price for a quantity of 500. \_\_\_\_\_

Price for a quantity of 1,000. \_\_\_\_\_

Price for a quantity of 1,500. \_\_\_\_\_

**Sample Job #2 – Flyer**

Pages: 2

Finished size: 8.5 x 11

Bindery: NA

Ink: 4/4

Bleed: 4-sided bleed

Paper: 100# gloss text, Pacesetter (no substitutions)

Price for a quantity of 250. \_\_\_\_\_

Price for a quantity of 500. \_\_\_\_\_

Price for a quantity of 1,000. \_\_\_\_\_

Price for a quantity of 2,500. \_\_\_\_\_

Price for a quantity of 5,000. \_\_\_\_\_

**Sample Job #3 – Booklet**

Pages: 8

Finished size: 5.5 x 8.5

Bindery: trim, fold, saddle stitch

Ink: 4/4

Bleed: 4-sided bleed

Paper: 80# matte text

Price for a quantity of 150. \_\_\_\_\_

Price for a quantity of 300. \_\_\_\_\_

Price for a quantity of 500. \_\_\_\_\_

**Sample Job #4 - Poster**

Finished size: 24 x 36

Bindery: NA

Ink: 4/0

Bleed: 4-sided bleed

Paper: 100# gloss cover

Price for a quantity of 25. \_\_\_\_\_

**Include the following:**

- If applicable, please include pricing for you to deliver finished jobs to various departments on the Rice University campus.