

Attachment 1 – Printing Services Quote

Timing:

- Upon receipt of artwork, printer will have up to five (5) business days to deliver
- Deliver: Prepare and deliver copies to BCHD Office, BCHD Admin Office, Center for Health & Fitness or AdventurePlex

Please read the following information carefully before filling out Attachment 1: Please fill out Attachment 1 in its entirety, including all requested per unit and total cost figures. If you do not wish to be considered for a particular item, simply write "n/a." For each item, please quote per unit and total cost to complete the print project (based on the various quantities provided). These estimates will be used as the basis for calculating payment for services rendered, with reasonable adjustments made for changes requested by BCHD staff.

	TYPE	SIZE	PAGES	INK/PAPER	QUANTITIES	PER UNIT COST	TOTAL COST
A	Flyers	8.5x11	1, one-sided originals, produce as one-sided copies	Color copies of 1 Pages / 60# Offset / White	250		
					500		
					1000		
B1	Postcards	5x7	2 one-sided originals, produce as two-sided (duplex) Digital Print / 11 x 14 (cut to 5 x 7)	Color Digital Prints on 2 Pages / 133# Kelly Digital Cover / White	300		
					500		
					1000		
B2	Postcards	6x9	2 one-sided originals, produce as two-sided (duplex) Digital Print / 13 x 19 (cut to 6 x 9)	Color Digital Prints on 2 Pages / 133# Kelly Digital Cover / White	300		
					500		
					1000		
B3	Postcards	8x6	2 one-sided originals, produce as two-sided (duplex) Digital Print / 13 x 19 (cut to 8 x 6)	Color Digital Prints on 2 Pages / 133# Kelly Digital Cover / White	300		
					500		
					1000		
C1	Posters	20x30	1 side	Satin, 10mil paper, solvent ink	1		
					3		
					5		
C2	Posters	20x28	1 side	Satin, 10mil paper, solvent ink	1		
					3		
					5		
C3	Posters	24x36	1 side	Satin, 10mil paper, solvent ink	1		
					3		
					5		

	TYPE	SIZE	PAGES	INK/PAPER	QUANTITIES	PER UNIT COST	TOTAL COST
D	Brochures	11x17	2, one-sided originals, produce as two sided (duplex) Digital Print / Fold to 8.5 x 11	Color Digital Print of 2 Pages / 100# Gloss Book / White	300		
					500		
					1000		
E	Voucher Booklets	3.67x8.5	100 sheets per Pad / 8.5 x 11 (cut to 3.67 x 8.5)	Color Digital Prints on 1 Page / 67# Vellum Bristal / White	20		
					40		
F1	Booklets	5.5x8.5	8 one-sided originals, produce as two-sided (duplex) Digital Prints / 8.5 x 11 (cut to 5.5x8.5) / Stapling	Color Digital Prints of 8 Pages / 100# Gloss Book / White	50		
					100		
F2	Booklets	8.5x11	<ul style="list-style-type: none"> • Color Cover: 1 one-sided originals, produce as one-sided Digital prints / 11 x 17 / Stapling • B & W Guts: 6 one-sided originals, produce as two-sided (duplex) Digital Prints / 11 x 17 	<ul style="list-style-type: none"> • Color Cover: Color Digital Prints of 1 Page / 100# Gloss Cover / White • B & W Guts: Black and White Digital Prints of 6 Pages / 20# Bond / White 	50		
					100		
G	Window envelopes with Address	Standard envelope	1 side and non-window	Envelope / #10 Window / White	1000		
					1500		
H	Stationary Greeting Cards	7x10	1 side	CMYK / 15pt with UV One Side / White	1000		
					2000		

PRINTING & DELIVERY

Timing: Upon receipt of artwork, printer will have up to thirteen (13) working days to deliver final to post office and BCHD

TYPE	SIZE	PAGES	INK/PAPER	Delivery	QUANTITIES	PER UNIT COST	TOTAL COST
I	LiveWell Self-Mailer	11x17 Size (8 x11 Final Size)	12 pages (includes cover) / Include additional price for 16 Page Self Cover and cuts	4/4 CMYK ink and 70# Endurance Gloss Book / Trim, Fold, Saddle stitch binding (stapled)	Prepare and deliver copies to local post office Mailhouse Services: • Simplified mailing to zip codes- Split delivery to El Segundo Post Office and Redondo Beach Post Office. • Laser address labels and affix address labels • Proof of deliver to Post Office is required before payment • 1,000 copies to Beach Cities Health District	67500 (per issue) Distributed four times a year	
J	Direct Mailer; Postcards	6 x 11	1	4/4 CMYK ink - 2 Sides on 100# Sterling Gloss Cover; Trim	Prepare and deliver copies to local post office Mailhouse Services: • DataPrep, CASS Sort, NCOA, Sort, Tray Inkjet Address, Deliver to Post Office • Proof of deliver to Post Office is required before payment • 500 copies to Beach Cities Health District	3,500	
					25,500		

Attachment 2 – Questionnaire

1. Describe the company, date founded and ownership of your company. If your company has experienced a change in organizational structure, ownership or management during the past three years, describe the change.
2. Describe your company's sources of revenue.
3. Describe your organization's experience in printing.
4. Why do you believe your company would be best suited to provide printer services to BCHD?
5. Identify and provide background information on the key person or personnel who take the most active role(s) in the administration and management of the firm.
6. Describe your fees if same day or next day printing request arise.