

Request for Quote
Windsor Fall 2020, Winter 2021 and Summer 2021 issues of Windsor Magazine
January , 2020

NOTE: This is a request for quotation for the three issues of the Windsor magazine shown above. An award will be made to the printer with the lowest total price for all three editions. Note that this request for quote is based the Town of Windsor allocating funds for the magazine through June, 2021.

This RFQ has been posted at <https://townofwindsorct.com/bid-list/>

All three issues of the magazine have the same specifications. Please provide only your estimate to print all three issues.

Brochures: 11” x 17” self-cover brochures, saddle-stitched and folded to 8-1/2” x 11”. The magazine is distributed to all Windsor households three times a year. Each issue is **40 pages including the cover**. Copies of recent past issues, which have the same production specs, are available at Windsor Town Hall, 275 Broad Street or at Large & Page at the address shown below. The most recent issue of the brochure can also be seen at townofwindsorct.com.

Cover: 4-color, both sides (4/4), bleeds on all sides.

Text pages: Two-color – 2/2 (black plus a PMS color). Text pages bleed.

Stock: Any good quality 80# dull-coated text. A sample may be required prior to printing the first issue.

Mechanical: Furnished as an Adobe InDesign CC file (updated to the latest version) with all elements in place.

Printing quantity: The total quantity per issue on which you should bid is shown below. Of that quantity, approximately **9,000** will be delivered to the Flower Street loading dock at The Hartford Courant,, Hartford, Conn., Monday through Friday from 7:30 AM to 3:30 PM Each carton should be marked with the quantity and the words “Insertion into the Windsor edition of Courant Community Reminder News (insert date) issue.” No carton should exceed 50 lbs. The balance of **2,000 magazines** is to be delivered in cartons to Windsor Town Hall, 275 Broad Street, Windsor, CT 06095 (lower level), to the attention of the Enita

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Jubrey, Assistant to the Town Manager. Call Enita at 860-285-1835 before delivery.

Please submit bids on the following quantity: **11,000 of each of the three issues.**
Note that your quote must include shipping the two addresses shown above.

Payment: Printer is to invoice Large & Page Communications at the address shown below. We cannot accept or pay for a quantity other than that ordered, so no “overs” are wanted. The price you quote is firm through the printing of the last of the three issues. The Town of Windsor is exempt from Connecticut sales tax.

Approvals: Approval of a color proof is required before printing. Contact Enita Jubrey at 860-285-1835 to obtain that approval.

Delivery dates: **Fall, 2020 issue: Thursday, August 20, 2020**
 Winter, 2021 issue: Thursday, December 24, 2020
 Summer, 2021 issue: Thursday, April 22, 2021

These brochures contain dated information and delivery must be made on or before the dates shown. If you miss that delivery date, the Town of Windsor will select another vendor for the remaining issues.

Questions can be directed to Bill Large at 860-956-9500 or
wml@largeandpage.com

Fax your printing quote to:

Enita Jubrey, Town of Windsor
860-285-1909
by 10:00 AM, Tuesday, January 20, 2020

If you'd like to see all of the quotes submitted for this RFQ, add your email address to your submission.

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Please do not send your printing quote to Large & Page.