

Request for Quote
Windsor Summer 2025, Fall 2025, Winter 2026 issues of Windsor Magazine
December 11, 2024

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, 2025.

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 for **both a 40 page and 44 page length**.

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. We are also asking that you provide a price to print a 44 page issue with all the same specifications.** Copies of recent past issues, which have the same production specs, are available at Windsor Town Hall, 275 Broad Street. 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: 4-color. Text pages bleed.

Stock: Any good quality 70# 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 12,000 will be delivered to the Providence Journal, 210 Kinsley Avenue, Providence, Rhode Island, 02903. Monday through Friday from 8:00 AM to 4:00 PM. Each carton should be marked with the quantity and the words “Insertion into the Windsor edition of Courant Community (insert date) issue.” No carton should exceed 50 lbs. The balance is to be delivered in cartons to Windsor Town Hall, 275 Broad Street, Windsor, CT 06095 (lower level), to the attention of the Enita Jubrey, Call Enita at 860-285-1835 before delivery.

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Please submit bids on the following quantity: **13,500 of each of the three issues.**
Your quote must include shipping to the two addresses shown above.

Payment: Printer is to invoice Enita Jubrey, Town of Windsor, 275 Broad Street, Windsor, CT 06095. 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:

Summer, 2025 issue: Thursday, April 25, 2025

Fall, 2025 issue: Thursday, August 22, 2025

Winter, 2026 issue: Thursday, December 26, 2025

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 Enita Jubrey 860-285-1835 or
jubrey@townofwindsorct.com

Email your printing quote to:
jubrey@townofwindsorct.com
by 4:00 PM, Thursday, December 19, 2024.

You will receive an email confirming your bid has been received. If you do not receive a confirmation email, contact Enita Jubrey at 860-285-1835.

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