REQUEST FOR QUOTE

September 2, 2011

The San Joaquin Valley Air Pollution Control District is seeking print quotes for the 2012 Healthy Air Living Bilingual Kids’ Calendar. The specs are as follows:

**PROJECT:**
2012 Healthy Air Living Bilingual Kids’ Calendar
28 pages, self-cover, with one small drilled hole on 11-inch outside edge for hanging. Four-color process throughout.

**OPTIONS**
Full bleed self-cover and inside. Prefer sheet-fed press for printing project. Please specify in bid what type of printer will be used.

**QUANTITY:**
20,000

**FOLDED SIZE:**
11” x 17” folds to 8 ½” x 11”

**STOCK:**
100# Gloss Book. Prefer stock from sustainable forests or some recycled product. Please specify in bid stock to be used.

**COLOR SCANS:**
Fourteen 8½ x 11-inch color drawings to be scanned and burned to disk for artist. Include in quote as a separate item. To be done approximately Oct. 13-24.

**PREPRESS:**
Output-ready disk provided to printer by Nov. 16.

**PROOFS:**
Sherpa and laser

**BINDERY:**
Stitch on 11-inch edge (two staples).

**PACKAGING:**
Shrink-wrap in quantities of 50 in boxes of 200 or 250.

**DELIVERY:**
Calendars delivered to Air District by **Dec. 12, 2011**. Time for printing approximately Nov. 16-Dec. 12 includes Thanksgiving holidays.

**DEADLINE:**
Fax or e-mail quote by Friday, Sept. 23, 2011.

Artwork from the 2011 calendar is available on the District’s website at http://www.valleyair.org/kids/clean_air_calendar_contest.htm (or go to Programs/Calendar Contest from the District homepage). An electronic or printed copy of the calendar is available upon request.

**Contact Person:**
Brenda Turner
Outreach and Communications Representative
(661) 392-5581, FAX (661) 392-5585
brenda.turner@valleyair.org
Solicit graphic design bids
Artist bids due
Solicit print bids
Select graphic artist
Print bids due
Artist submits two design options for approval
Select printer
Copy for holidays, back cover to artist

**Student artwork deadline**
Select 14 winners and one backup
Student artwork to printer to scan
All copy to artist (monthly messages in Spanish and English)
Artwork scans to graphic designer
Photos, permission forms due from students
Student photos to artist

**First draft due from artist**
Review and proofing by District staff

**Final revisions, final sign off & files prep for printing**
Final layout to printer
Print, bind, box
*Thanksgiving holidays Nov. 24-25*
Deliver calendars to Air District

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**Note:** This is a firm deadline, as the District needs to get the calendars out to Valley schools before they leave for the holidays (for most schools, the last full day is Dec. 15).

*The printer requires 2 weeks to print the calendar once the proof has been signed off, so need to allow 3-3 ½ weeks print time.*