



San Joaquin Valley

AIR POLLUTION CONTROL DISTRICT

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 home page). An electronic or printed copy of the calendar is available upon request.

Contact Person:

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2012 Healthy Air Living Bilingual Kids' Calendar Production Timeline

Solicit graphic design bids	Aug. 10
Artist bids due	Aug. 29
Solicit print bids	Sept. 2
Select graphic artist	Sept. 2
Print bids due	Sept. 23
Artist submits two design options for approval	Sept. 26
Select printer	Sept. 28
Copy for holidays, back cover to artist	Sept. 30
Student artwork deadline	Oct. 3
Select 14 winners and one backup	Oct. 12
Student artwork to printer to scan	Oct. 13
All copy to artist (monthly messages in Spanish and English)	Oct. 24
Artwork scans to graphic designer	Oct. 24
Photos, permission forms due from students	Oct. 26
Student photos to artist	Oct. 27
First draft due from artist	Nov. 7
Review and proofing by District staff	Nov. 7-9
Final revisions, final sign off & files prep for printing	Nov. 10-15
Final layout to printer	Nov. 16
Print, bind, box <i>Thanksgiving holidays Nov. 24-25</i>	Nov. 16 - Dec. 12
Deliver calendars to Air District	Dec. 12

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.