

2018 Stamford Downtown Events Printing Needs
Stamford Downtown
Five Landmark Square, Suite 110, Stamford, CT 06901
Fax 203-348-6857, annette@stamford-downtown.com

In order to try to reduce our printing costs, we are considering using one printer for all of major 2018 event printing projects. I have attached a spreadsheet and supporting PDF with details of DSSD 2018 Printing needs.

If you would like to be considered for these projects, please send submit proposals via email to annette@stamford-downtown.com, (or hard copy by mail to address above) no later than Monday, February 26, 2018 by 4pm.

Please fill in amounts on the attached spreadsheet and please total up the cost for all projects. Exceptions/comments can be noted on spreadsheet, but I need a total to compare quotes.

Please include backup with specifications of exactly what is included. Specifications should include information such as: Paper stock used for each project, Proofing method, if PDF, what is the upcharge for hard proofs? (low resolution for trim and high resolution for color), Local delivery policy/charges, Cost for alterations after proof, do your quotes include fulfillment if specified in RFP (imprinting of mailing addresses, sorting, delivery to post office) **PLEASE also total your costs on spreadsheet**, thank you.

Please bid on projects a la carte and for the entire year.

If you have any questions, please send them to me via email at annette@stamford-downtown.com, **No phone calls please.** Thank you.

Event	QUANTITY	SPECS
Summer Concerts Mall Posters	6	Size 30" x 40", 4/0 on 100 # Gloss Cover
Summer Concerts Posters	750	Size 11" x 17", 4/0 on 100 # Gloss Cover
Annual Report	2,000	See attached
Arts & Crafts Postcard	17,500	11.5" x 6.25", 100 # Gloss Cover, 4/4, Mailing Services for Every Door Direct Mailing
Arts & Crafts Poster	250	Size 11" x 17", 4/0 on 100 # Gloss Cover
*Grand Summer Night Invitation	2,000	See Attached
Heights & Lights Poster	250	Size 11" x 17", 4/0 on 100 # Gloss Cover
Summer Events Postcard	28,500	11.5" x 6.25", 100 # Gloss Cover, 4/4, Mailing Services for Every Door Direct Mailing
Parade Posters/Flyers	62,000 Flyers, 750 Posters, 250 Metro North Flyers, 5 Large Posters	See Attached
Sculpture Opening Party Invitation	2,000	See Attached
Sculpture Pamphlet/Map, Posters	Pamphlet 37,500, Posters-250	See Attached
Summer Brochure	75,000	4/4 See Attached

*A Grand Summer Night is a fundraiser for Stamford Downtown. You may want to consider donating this project in order to help us cut costs and lower your overall bid. **Stamford Downtown is a not-for-profit organization, when appropriate please recommend alternative paper and methods in order to keep pricing efficient. Thank you.**

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ANNUAL REPORT PRINTING

Quantity is: 2,000

12 Pages + 4 Covers

Finished Size: 8 x 10

Cover: 100# Gloss Cover, Gloss AQ (printed 5 colors in CMYK + Aqueous Ink)

Inside: 100# coated text, printed 4 colors in CYMK ink

1,400 White Envelopes to fit report, imprinted with
1-Color DSSD Return Address

Mailing services (excluding postage) for 1,400, (stuff envelopes, inkjet address, prepare for mailing, deliver to post office.)

Art to be supplied on CD or uploaded to your FTP

Delivery: to Stamford Downtown and post office

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Thanks.

Stamford Downtown

Grand Summer Night Invitation Package Details

All invites to be collated and stuffed and sealed, invitations to be imprinted with addresses and stamps (provided by DSSD) affixed and delivered to post office. Overs delivered here in box unsealed.

A. Invitation (2 sided)

Quantity: 2000

Flat size 15 x 7 plus bleeds (4/4), folds to 5 x 7

80 pound Gloss Cover, Score, trim, fold, Color Proof

B. Reply Card (1 sided this year)

Quantity: 2000

Flat size 5.5x4.25 plus bleeds (4/0)

80 pound Gloss Cover, Trim to size. Color Proof

C. Blank Note Card (1 sided)

Quantity: 2000

Flat size 4x3 plus bleeds (4/0)

80 pound Gloss Cover, Trim to size. Color Proof

Deliver in box to DSSD

D. Note Card with Sandy Imprint (1 sided)

Quantity: 2000

Flat size 4x3 plus bleeds (4/0)

80 pound Gloss Cover, Trim to size, Color Proof

E. Note Card for Door Prize Mailing (1 sided)

Quantity: 500

Flat size 4x3 plus bleeds (4/0)

80 pound Gloss Cover, Trim to size. Color Proof

Deliver in box to DSSD

F. Reply Envelope

Quantity: 2000

Size A2: 4 3/8" x 5 3/4" (4/0), flap on 5 3/4" side

G. Mailing Envelope

Quantity: 2500

Size A7: 5.25" x 7.25" (4/0), flap on 7.25 side

500 Extras deliver to DSSD in box

H. Post Card (1 sided)

Quantity: 500

Flat size 5.5x4.25 plus bleeds (4/0)

80 pound Gloss Cover, Trim to size, Color Proof

Deliver in box to DSSD

I. Parking Card (1 sided)

Quantity: 500

Flat size 4.5x6.5 plus bleeds (4/4)

80 pound Gloss Cover, Trim to size, Color Proof

Parade Materials Request for Printing Estimate

Parade Spectacular/Heights & Lights Flyers

Size Finished: 5 1/2" wide x 8 1/2" high

Quantity: 62,000

Paper: 100# gloss text.

Ink: 4/4, with full bleed, Gloss AQ.

Art: Supplied Digital Files with all fonts and images (high res) on disc

Finishing: Trim, bulk pack.

Delivery: (final numbers to be confirmed upon confirmation of job),

All to be Packed in bunches of fifty (50)

32,000 to Stamford Downtown, 5 Landmark Square, Suite 110

15,000 to Board of Education & Catholic Schools

Must be broken out into separate boxes by school (roughly 25 schools).

7,500 to be broken into bunches of 50 mailed to various business with letter and envelope and delivered to Post Office

7,500 to be picked up by distribution company

Parade Spectacular Poster

Mall Poster

Size Finished: 30" wide x 40" high

Quantity: 4 (same specs as Event Poster below, can be printed digitally)

Stamford Downtown Wall Poster

Size Finished: 22" wide x 28" high

Quantity: 1 (same specs as 11 x 17 Poster below, can be printed digitally)

Metro North Flyers

Size Finished: 8.5 x 11 high

4-color

Quantity: 250 (same specs as Event Poster below, can be printed digitally)

11 x 17 Poster

Size Finished: 11 x 17

Quantity: 750

Paper: 100 # Gloss Cover White

Ink: 4/0 (4 color process), with full bleed + Gloss AQ

Art: Supplied Digital File with all fonts and images (high res) on disc.

Finishing: Trim, bulk pack.

Delivery: To Business and Schools with Flyers above and to Stamford Downtown, 5 Landmark Square, Suite 110

Request for Printing Estimate – Sculpture Party Invitation

Sculpture Exhibit Opening Party Invitation Package

Please quote on 2000 each of five items (1-5):

1) Invitation:
5" x 14", folds to 5" x 7"
100# Gloss Cover
Prints 5/5
Gloss Aqueous Ink
Trim, fold

2) Invitation Envelope:
A7: 5.25" x 7.25" Flap along 7.25" side
White Opaque
Prints 4/0

3) RSVP Card:
Prefer Matte (to prevent smudging on return RSVPs)
4.5" x 6.25"
100# Gloss stock (please also quote on Matte stock)
Prints 4/0
Trim

4) Reply Envelope:
A6: 4.75" x 6.5" Flap along 6.5" side
White Opaque
Prints 1/0 Black

5) Insert
5" x 7"
Natural Translucent velum
Prints 1/0 Black

Please Include cost for Mailing services, stuff, seal, prep,
address & deliver to post office (not including postage)

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Request for Printing Estimate

Sculpture Exhibit **Pamphlet/Map & Posters**

Pamphlet/Map – Quantity –25,000

24 page self cover booklet
9 x 10", Saddle stitch on 9" side
fold to 5" x 9"

Color: 4/4

100# Gloss Text

Break into packs of 25

2,100 for Distribution to Stamford Private & Catholic Schools. Must be broken out into separate boxes by school (roughly 10 schools) and delivered to schools
1,000 to be broken into bunches of 25 and mailed to various business with letter and envelope and delivered to Post Office (PDF and mailing list to be provided, please quote on printing 1000 letters and 9" x 12" envelopes imprinted with return address.)
21,900 to be bundled in packets of 25 and delivered to Stamford Downtown office.

POSTERS

250 Posters - 4/0 – 11"x17" - 100# Gloss Cover

Summer Events Booklet

Quantity: 75,000

16-page self-cover booklet*

16" x 9" flat -fold and stitch to 8"x9", soft fold 4"x9" finished size

4/4 plus Coat

80 # Gloss Text

Please quote with Wafer Seal in 2 spots for 52,000 for Every Door Direct Mailing

52,000: Please quote with cost for Every Door Direct Mailing services including post office drop off for 52,000 (not including postage),

1,000 to be broken into bunches of 25 and mailed to various business with letter and envelope and delivered to Post Office

22,000 to be bundled in packets of 25 and delivered to Stamford Downtown office.

Stamford Downtown Events Printing Needs for 2018			
EVENT	QUANTITY	COST WITH ALL ITEMS	COST A LA CARTE
Summer Concerts Mall Posters	6		
Summer Concerts Posters	750		
Annual Report	2,000		
Arts & Crafts Postcard	17,500		
Arts & Crafts Poster	250		
*Grand Summer Night Invitation	2,000		
Heights & Lights Poster	250		
Summer Events Postcard	28,500		
Parade Posters/Flyers	62,000 Flyers, 750 Posters, 250 Metro North Flyers, 5 Large Posters		
Sculpture Opening Party Invitation	2,000		
Sculpture Pamphlet/Map, Posters	Pamphlet 25,000, Posters 250		
Summer Brochure	75,000		
	TOTAL		
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