

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Office of Communications

PRINTING SPECIFICATIONS: “A Guide To Early Childhood Program Development”

June 14, 2007

- Quantity:** 10,000 (no overrun)
- Finished Size:** 8 ½” x 11” (9,000 copies have spine)
- Pages:** 168 (84, two-sided) plus covers
- Stock:** **Text:** 60# white recycled offset text
Cover: 100# Titan Gloss Cover
- Inks:** **Text:** 1/1 Black only
Cover: 4/1 Process
- Bleeds:** Full Bleeds, outside covers only
- Bindery:** 9,000 copies perfect bound; 1,000 copies three-hole drilled and individually shrinkwrapped
- Proofs:** **Cover:** match print or equivalent
Inside Pages: blueline or digital
- Supplied Materials:** Job provided on CD as press-ready PDF
- Packaging:** Pack in boxes. Each box must contain a consistent number of books and be clearly labeled with the name of the book and printer, and the number of books enclosed.
- Deadlines:** Three weeks from date job is received
- Delivery:**
1. 6,000 perfect bound copies to a still-to-be-determined Connecticut mail house.
 2. 3,000 perfect bound copies and 1,000 shrinkwrapped copies to:
State Department of Education
Attn: Don Goranson
165 Capitol Avenue
Hartford, CT 06106
- Questions:** Please direct all questions to Don Goranson at (860) 713-6713

NOTES

1. Freight charges must be included in bid.
2. Proposals **MUST** provide written explanation on any/all exception(s) taken.
3. Bids are to be **FAXED** on company letterhead to Don Goranson, Connecticut State Department of Education, at (860) 713-7038, by 2 p.m., EDT, on Thursday, June 21, 2007.
4. Job will be available on or about **July 1, 2007**.
5. Press run must be scheduled so that a representative of the Connecticut State Department of Education can be on site for press check/approval.
6. If press equipment is located beyond a 40-mile radius of Hartford, CT, the successful bidder must provide round-trip air transportation, a rental car, and one night of hotel accommodations for the purpose of allowing one agency representative to conduct a press check of the cover.