

## Solicitation Amendment No. 001

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
To: Prospective Proposers	January 18, 2012
<b>Project Title:</b>	<b>Project No.:</b>
Print Services	# 12-22
<p><b>Description of Solicitation Amendment:</b></p> <p>The Request for Proposals for Print Services (Project # 12-22) is hereby amended as set forth below:</p> <p><b>I. <u>Proposal Due Date/Time:</u></b></p> <p style="padding-left: 40px;">The proposal Due Date/Time is hereby extended to 3:00 p.m. (local time) on Thursday, February 2, 2012.</p> <p><b>II. <u>Attachment No. 1, Scope of Services:</u></b></p> <p style="padding-left: 40px;">The scope of Services (Attachment No. 1) contained in the solicitation document is hereby deleted in its entirety and is being replaced by the revised Scope of Services dated January 18, 2012, attached hereto and made a part hereof.</p>	
<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

**ATTACHMENT NO. 1 – Revision # 1**  
**SCOPE OF SERVICES**  
**FOR**  
**PRINT SERVICES**

**REVISED – JANUARY 18, 2012**

**PROJECT NO. 12-22**

**GENERAL REQUIREMENTS/BACKGROUND INFORMATION**

Houston Community College's Communications Department, specifically the Print and E-Media Department, requires a full service print and document management solution. The department processes 65-plus major print projects in a fiscal year. Major print projects are for example: course catalogs, class schedules, and graduation programs or media campaign kits.

**PRINT PRODUCTS**

Overview:

- Standard black/white printing
- Standard color printing
- Oversize black/white and color printing

Itemized products:

- Folders
- Binders
- Books
- Booklets
- Brochures
- Maps
- Postcards
- Posters
- Banners
- Informational packages
- Other print products as needed

Print and finishing services:

- B&W copies
- Color Copies;
- Large Format Color Printing up to 40 inches
- Lamination
- Stapling
- Cutting
- Folding (tri-fold and z fold)
- Padding
- Laminating
- Comb binding (plastic rings in assorted colors)
- Coil binding
- Velo binding
- Tape binding
- Thermal binding
- Stitch binding
- Post binding
- Collating
- Inserting
- Tabs
- Tab printing
- Booklet making

## **DELIVERY**

Print services must include pick-up, delivery and any rush options, when applicable.

## **SAMPLE PROJECTS**

Turn-key solutions are required using the vendor's in-house technology and equipment for the following:

### **1. OFFSET PRINTING SERVICES** for HCC's major publications.

For example: Graduation program

- 10,000 copies with 5-day turnaround
- Print specs: Cover 4/4 full bleed Varnish coated, text pages 4/4 full bleed, saddle
- Stitched.
- Paper stock: Cover 80lb coated gloss cover, text page 80lb coated gloss text.

### **2. ON DEMAND DIGITAL PRINTING SERVICES** for HCC's brochures, schedules, postcards, mailers, letterhead, business cards and other publications.

Complete array of HCC's major publication projects (hereinafter referred to Appendix 1 (to Attachment No. 1) HCC's Major Publication Projects is searchable and can be downloaded online at:

<http://b3.caspio.com/dp.asp?AppKey=a26a100049733cd0599a4495b4e4>