

8600 University Blvd

USI Illinois State

OUR ONLY INSTRUCTIONS TO PROPOSERS

USI RFQ form must be returned to:

IEEF SEBORN, Director of Procurement

Email: isebora@usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

www.usi.edu

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana*

2. Freight to destination, including insurance, to be paid by purchaser.

3. Payment to be made by check or money order payable to the order of the manufacturer, or by cash in advance, and to be received by the manufacturer before shipment.

4. All orders are subject to acceptance by the manufacturer, and to its right to substitute or discontinue any model or design without notice.

5. The manufacturer's liability is limited to the purchase price of the goods.

6. The manufacturer's liability is limited to the purchase price of the goods.

7. The manufacturer's liability is limited to the purchase price of the goods.

8. The manufacturer's liability is limited to the purchase price of the goods.

9. The manufacturer's liability is limited to the purchase price of the goods.

10. The manufacturer's liability is limited to the purchase price of the goods.

11. The manufacturer's liability is limited to the purchase price of the goods.

12. The manufacturer's liability is limited to the purchase price of the goods.

13. The manufacturer's liability is limited to the purchase price of the goods.

14. The manufacturer's liability is limited to the purchase price of the goods.

15. The manufacturer's liability is limited to the purchase price of the goods.

16. The manufacturer's liability is limited to the purchase price of the goods.

17. The manufacturer's liability is limited to the purchase price of the goods.

18. The manufacturer's liability is limited to the purchase price of the goods.

19. The manufacturer's liability is limited to the purchase price of the goods.

20. The manufacturer's liability is limited to the purchase price of the goods.

21. The manufacturer's liability is limited to the purchase price of the goods.

22. The manufacturer's liability is limited to the purchase price of the goods.

23. The manufacturer's liability is limited to the purchase price of the goods.

24. The manufacturer's liability is limited to the purchase price of the goods.

25. The manufacturer's liability is limited to the purchase price of the goods.

26. The manufacturer's liability is limited to the purchase price of the goods.

27. The manufacturer's liability is limited to the purchase price of the goods.

28. The manufacturer's liability is limited to the purchase price of the goods.

29. The manufacturer's liability is limited to the purchase price of the goods.

30. The manufacturer's liability is limited to the purchase price of the goods.

31. The manufacturer's liability is limited to the purchase price of the goods.

32. The manufacturer's liability is limited to the purchase price of the goods.

33. The manufacturer's liability is limited to the purchase price of the goods.

34. The manufacturer's liability is limited to the purchase price of the goods.

35. The manufacturer's liability is limited to the purchase price of the goods.

36. The manufacturer's liability is limited to the purchase price of the goods.

37. The manufacturer's liability is limited to the purchase price of the goods.

38. The manufacturer's liability is limited to the purchase price of the goods.

39. The manufacturer's liability is limited to the purchase price of the goods.

40. The manufacturer's liability is limited to the purchase price of the goods.

Printing and Mailing Specs for RFQ

USI *illum*e magazine

This is an RFQ for a 3-year contract for magazine printing production, mail preparation and fulfillment of the Spring and Fall issues of *illum*e magazine. The magazine mails at the end of April and end of October.

Vendor is requested to hold pricing for 2-year contract based on a per/thousand cost as quantities will increase per issue over the 3-year time frame.

**During the Initial Term and any extended term, either party may terminate this Agreement in the event the other party breaches any material provision of the Agreement, and such breach is not cured within thirty (30) days of receipt of written notice thereof.

Printing Specs

2024 Fall & 2025 Spring, 2025 Fall & 2026 Spring and 2026 Fall & 2027 Spring *illum*e issues

Qty: 49,000 & 51,000

Finished Size: 8. 3/8" x 10. 7/8"

Pages: 48 + cover

Perfect Bound

Stock: Cover—7pt Dull or Satin Cover web press

Inside pages—80# Matte text

Inks: 4cp/4cp with bleed

Prints Cover on web press and inside pages printing on in-house web press will not accept

Note: Postage will be paid separately from printing and mail prep Purchase Order via USI' CAPS debit account. All mailing transaction & documentation must be handled via USPS PostalOne systems.

Based on USI's supplied list and specified weight, vendor will provide a distribution postal analysis, listing of total postage costs (include co-mailing options) and freight to dropship locations before actual mailing.

*Provide bundled pricing for mail list processing (inclusive of merge, purge, duplicate eliminations address standardization and NCOA).

Estimated Shipping cost for extra copies:

Before sending press ready files, USI will include in final quantity an approximate number of extra

(Attention: Amy Ubelhor). Extra copies are approximately 600. Please include in your quote an estimated shipping cost for extra copies to USI.