

July 01, 2019

WASHINGTON COUNTY COMMUNITY COLLEGE
ONE COLLEGE DRIVE
CALAIS, MAINE 04619
PHONE: (207) 454-1023, FAX: (207) 454-1026

Washington County Community College is requesting quotations for a three-year agreement for the purchase of diplomas, diploma covers, announcements, and student caps, gowns and stoles. This agreement will cover the graduation requirements for 2020 through 2022.

METHOD OF AWARD: Washington County Community College reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of Washington County Community College. In making an award, intangible factors such as the firm's service capability, integrity, facilities, reputation, and past performance will be weighed along with the quality displayed in the samples submitted. Examination and evaluation will be conducted as quickly as possible and the ultimate award will be made to that firm offering the best overall value consistent with the detailed specifications, conditions, and delivery.

NOTE: Award may be made on an item by item basis. i.e. (diplomas and covers, announcements, and caps and gowns.)

REFERENCES: Please provide a minimum of three current references.

SUBMISSION OF QUOTES: Quotations must be completed in full on the WCCC Product Specification/Bid Submission Form located at the end of this package. If additional space is required, please make an attachment. Quotes must be returned to this office no later than August 9, 2019 at 9 am. Quotes must be made in a sealed envelope clearly marked as follows:

Enclosed: Quotation #WC1410-20 Attention: Ashley Macdonald

ADDENDA AND INTERPRETATION: No interpretation of the meaning of the specifications will be made to any bidder orally. Every request for such interpretation should be in writing addressed to Ashley Macdonald, WCCC, One College Drive, Calais, ME 04619. Any and all such interpretations and any supplement instructions will be in the form of written addenda to the specifications which, if issued, will be mailed to all prospective bidders not later than 10 days prior to the date specified for the opening bids. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his/her part of the bid documents.

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VARIATIONS/ALTERNATIVE SPECIFICATIONS: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative materials will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified. Unless the bidder clearly indicated in his/her bid that he/she is offering an "equal" or "alternate" item, his/her bid shall be considered as offering the items as specified in the Request for Quotation.

BID PROPOSAL AMOUNT: The bid proposal amount shall be the net price per unit, including delivery fully prepaid by the successful bidder to WCCC, One College Drive, Calais, Maine. The successful bidder shall guarantee and hold his/her price firm for the three-year agreement period.

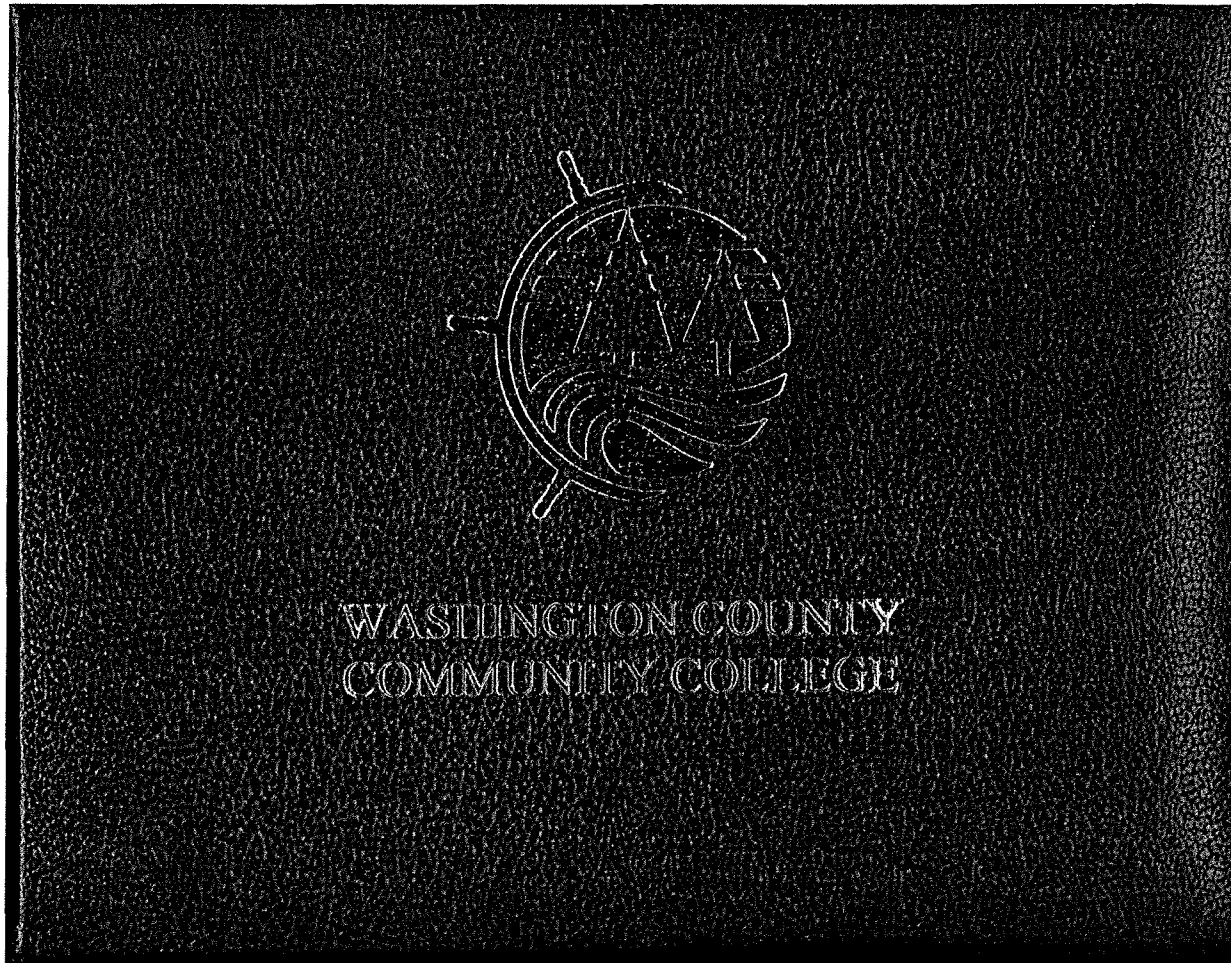
SAMPLES: All bidders submitting proposals must submit a sample of each item. Samples submitted by the successful bidder will be retained by WCCC for comparison with future deliveries. All other samples may be claimed by representatives.

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DIPLOMA COVERS

- SIZE:** To fit a diploma measuring 8" x 6".
- COVER MATERIAL:** The finest quality Morocco grained leatherette in Royal Blue.
- CASE BOARD:** Warp resistant, .060 inch thickness, warp resistant smooth binders board. Red Label Davey Board or equivalent.
- PADDING:** Topad #58 to consist of a lamination of #3 cotton wadding glued to case board and a second lamination of #160 card middling separating the wadding from the cover material. This protective lamination will cover the entire wadding. None of the wadding will be exposed to the cover material.
- STAMPING:** Non-tarnishable silver leaf lettering will be embossed on the front of the case, to read:
- WASHINGTON COUNTY COMMUNITY COLLEGE**
- Along with the above, the logo should also be embossed on the front.
- LINING SPECIFICATIONS:** The lining will consist of 2 pads 8" x 6". One pad will have four corner ribbons to contain the diploma or certificate. The corner pockets, as well as inside cover lining, shall be the color of silver.
- LINING MATERIAL:** 40 bar moiré Celanese acetate. Warp 93.4 (100 dernier 26 filaments-filling 206.3 (200 dernier) 52 filaments.) Moiré lining will have a lamination of gold paper.
- PROTECTOR:** One celluloid diploma protector to be provided with each cover.

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PROOF TO BE PROVIDED TO MELVIN ADAMS

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DIPLOMAS

SIZE:	8" x 6"
WORKMANSHIP:	The diplomas shall be printed from process plate engraved plates of the finest bank note quality.
STOCK:	American Parchment which contains 100% rag content. The color will be bright white engrosser's finish.
PRINTING:	Plates will be printed in rich black, non-fading, raised ink, sharp and clean.
SEAL:	WCCC logo shall be stamped in Silver Foil Embossed and double burnished from hand cut steel dies.
ENGROSSING:	The diplomas and/or certificates shall be mechanically engrossed, using non-fading black ink in a style of type to match or harmonize with the engraved text matter. The graduates name, program, and date of graduation are to be engrossed.
DEGREE PROGRAMS:	Three inserts will be required. Associate Degree, Diploma, and certificate. See attached sample for wording.

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This certifies That

Name

*has successfully completed the program requirements prescribed by this College and
approved by the Maine Community College System Board of Trustees and is entitled to this*

Associate in Applied Science

with a major in

Human Services

Given at Calais, Maine, this month of May, 20XX.



President of the Maine Community College System



President



Chairperson, Board of Trustees

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STUDENT APPAREL

GOWNS:	Econo or Souvenir 100% Acetate – Black unisex
CAPS:	Traditional mortar board style with button on top to attach to tassel.
TASSELS:	Mixture of royal blue and white with a metallic “year symbol” attached.
STOLES:	Light Grey color, with Student Senate written on back
HOODS:	Associate degree- black with blue, white, blue V
CORDS:	(1) Gold (2) Silver (3) Red, White, and Blue intertwined
PACKAGING:	Each cap/gown set will be packed in plastic - with original order slip attached to the package.
EXTRA SETS:	Ten extra sets (cap, gown, and tassel) in various sizes will be sent to the college for emergency purposes: missing tassels, caps, improper fit or original order, etc.
RETURNS:	Unused sets and parts of sets may be returned to vendor for a refund.

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GRADUATION ANNOUNCEMENTS

STOCK: Bright white parchment, bi-fold with matching envelopes or equivalent. Half-inch from outside edge of front to be debossed.

SIZE: 4½" x 6"

INK COLOR (Inside): Silver lettering (matte finish)

INK COLOR (LOGO): 1¼", High quality Silver Foil Embossed, 2" from top edge. Logo to be 1½" in diameter.

INK COLOR (Front): High quality silver raised lettering, 1½" below logo.

TYPE STYLE/SET UP: Please refer to Sample #1 for diploma and Sample #2 for wording.

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SERVICE QUESTIONS TO BE COMPLETED BY BIDDER

1. If we exceed agreed-upon number during the contract period, is the price the same for the excess?

Diploma _____
Diploma Covers _____
Graduation Announcements _____
Student Apparel _____

If we do not need the full number stipulated in the contract is there a penalty?

Diploma _____
Diploma Covers _____
Graduation Announcements _____
Student Apparel _____

2. What is the charge, if any, for back dated diplomas? Is this a one-time charge if several of one date are ordered?
3. What is the average turn-around time to receive?

Diploma _____
Diploma Covers _____
Graduation Announcements _____
Student Apparel _____

In case of an emergency how quickly can we get?

Diploma _____
Diploma Covers _____
Graduation Announcements _____
Student Apparel _____

How should this situation be handled from our end?

4. Can diplomas or apparel be returned in the case of printing errors or if students do not graduate?

If yes: Do we get a full or partial refund? Is there a limited number of refunds during the contract period?

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5. In the spring, in preparation for our May graduation, is it your preference that we get our order in several months in advance, with the certainty of having to return perhaps 100 diplomas out of some 240, or wait until roughly April 1st, with returns reduced to perhaps 30?

6. We need specific information as part of the receiving and accounting process: Are any of these requirements not possible?

Packing slips with every shipment showing: names of those for whom diplomas are enclosed, even if for only one diploma.

Invoice for every order, even if for only one diploma. Not just a statement. The invoice must indicate extra charges for backdated diplomas individually.

Shipments must go to: ATTENTION: Melvin Adams

Invoices must go to: Business Office

7. Do you have a local representative serving the Calais area? How quickly could this representative travel to Washington County Community College should the need arise?

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PRODUCT SPECIFICATIONS/BID SUBMISSION FORM

<u>Quantity</u>	<u>Description</u>	<u>Bid Price</u>
Est 200 Graduates	Diploma Covers	_____
Est 175 Graduates	Diplomas	_____
Est 150 Graduates	Student Apparel	_____
Est 100 Graduates	Associate Degree Hoods	_____
Est 20 Graduates	Stoles	_____
Est 1000	Graduation Announcements	_____
Shipping and Handling (if not included in prices above)		_____
Total Bid Amount		_____

Date: _____

Bid Submitted by: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____

Terms of Sale: _____

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SAMPLE #2

**The Administration, Faculty, Staff, and Trustees
of Washington County Community College**

are pleased to announce

Commencement Exercises

for the

Class of 2020

Monday the 15th day of May

Two Thousand twenty

3:00 p.m.

St. Croix Hall

Reception immediately
following Commencement

Tickets for Commencement Exercises
are available from Graduates.

This is a sample of previous years wording. Upon award of bid, correct dates and times will be submitted.
Physical samples for texture and color are being sent by mail.