

Miami Valley Career Technology Center



Request for Proposal (RFP) Enrollment Materials 2011-2012

Due April 5, 2010 – 3:00 p.m. EST

To: Miami Valley Career Technology Center
Kelly Herzog, Public Information Coordinator
6800 Hoke Road
Clayton, OH 45315

REQUEST FOR PROPOSAL
Enrollment Materials 2010-2011
DUE: April 5, 2010 3 P.M. EST

TABLE OF CONTENTS

A.	BIDDER'S PLEDGE AND AGREEMENT.....	1
B.	EXAMINATION OF CONTRACT DOCUMENTS AND RELIANCE UPON TECHNICAL DATA	1
C.	OWNER	1
D.	PROJECT	2
E.	WORK	2
F.	CONTRACT DOCUMENTS	2
G.	METHOD OF AWARD	2
H.	EXECUTION OF CONTRACT	4
I.	ADDENDA.....	4
J.	INTERPRETATION.....	5
K.	OWNER'S RIGHT TO WAIVE DEFECTS AND IRREGULARITIES	5
L.	MODIFICATION/WITHDRAWAL OF PROPOSALS	5
M.	COMPLIANCE WITH APPLICABLE LAWS	6
N.	FINDINGS FOR RECOVERY	6

A. BIDDER'S PLEDGE AND AGREEMENT

1. Each Bidder acknowledges that this is a public project involving public funds, and that the Owner expects and requires that each successful Bidder adhere to the highest ethical and performance standards. Each Bidder by submitting a proposal pledges and agrees that (a) it will act at all times with absolute integrity and truthfulness in its dealings with the Owner, (b) it will use its best efforts to cooperate with the Owner at all times will act with professionalism and dignity in its dealings with the Owner, (c) it will assign only competent supervisors and workers to the Project, each of whom is fully qualified to perform the tasks that are assigned to him/her, and (d) it has read, understands and will comply with the terms of the Contract Documents.
2. This is a Request for Proposals (RFP) only. Proposals will be treated as offers to enter into a Contract with the District . The written acceptance of the Contractor's Proposal by the District shall constitute a Contract, pending execution of a formal written Contract satisfactory to both the District and the Contractor.

B. EXAMINATION OF CONTRACT DOCUMENTS AND RELIANCE UPON TECHNICAL DATA

1. Each Bidder shall have a competent person carefully and diligently review each part of the Contract Documents. By submitting its proposal, each Bidder represents and agrees, based upon its careful and diligent review of the Contract Documents, that it is not aware of any conflicts, inconsistencies, errors or omissions in the Contract Documents for which it has not notified the Owner in writing at least seven (7) days prior to the RFP deadline. If there are any such conflicts, inconsistencies, errors or omissions in the Contract Documents, the Bidder (i) will provide the labor, equipment or materials of the better quality or greater quantity of Work; and/or (ii) will comply with the more stringent requirements. The Bidder will not be entitled to any additional compensation for any conflicts, inconsistencies, errors or omissions that would have been discovered by such careful and diligent review, unless it has given prior written notice to the Owner.
2. The Bidder may rely upon the general accuracy of any documents provided by the Owner in preparing its proposal, but these documents are not part of the Contract Documents. Except for the limited reliance described in the preceding sentence, Bidder may not, if awarded a contract for the Work, rely upon or make any claim against the Owner, or any of their agents or employees, with respect to any of the following:
 - (a) the completeness of such reports for Bidder's purposes, including, but not limited to, any aspects of the means, methods, techniques, and sequences to be employed by the successful Bidder;
 - (b) other data, interpretations, opinions, and information contained in such reports; or
 - (c) any interpretation by the successful Bidder of or conclusion drawn from any reports, interpretations, opinions, or information.

C. OWNER

1. The Owner is

Miami Valley Career Technology Center School District
6800 Hoke Road
Clayton, Ohio 45315
Telephone: (937) 854-6056
Fax: (937) 837-5318

The Owner's Representative is Kelly Herzog, Public Information Coordinator.

D. PROJECT

1. The Project and Work for the Project consists of all labor, materials, equipment, and services necessary for furnishing all materials and performing all work necessary for **Enrollment Materials 2011-2012** (the "Project"), in accordance with specifications prepared for the same by the Office of the Superintendent for the Miami Valley Career Technology Center School District.

E. WORK

The Project consists of the contract for the work on the Project consisting of a contract for creating **Enrollment Materials 2011-2012** (the "Project") to include, but not limited to designing, and printing materials for the Miami Valley Career Technology Center, Clayton, Ohio

F. CONTRACT DOCUMENTS

The Contract Documents consist of the Contract Documents contained in this document.

1. All proposals must be submitted on the Proposal Form furnished with the Contract Documents.
2. All blank spaces shall be filled in, in ink or typewritten, in words and figures, and in figures only where no space is provided for words, and signed by the Bidder. The wording on the Proposal Form shall be used without change, alteration, or addition. Any change in the wording or omission of specified accompanying documents may cause the proposal to be rejected. If both numbers and words are requested for any proposal item, the amount in words shall prevail if there is an inconsistency between the numbers and words written.
3. Bidders shall note receipt of any Addenda on the Proposal Form. If the Bidder fails to acknowledge receipt of each Addendum, the Proposal shall be deemed non-responsive, unless the Proposal amount clearly and unambiguously reflects receipt of the Addendum or the Addendum involves only a matter of form and does not affect the price, quantity or quality of the Work to be performed in any material manner.
4. Each Bidder shall submit two (2) copies of its Proposal to the Owner. The Proposal Form shall be signed with the name typed or printed below the signature. A Proposal shall not be submitted by facsimile transmission. A Bidder that is a corporation shall sign its proposal with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.
5. Each Proposal shall be submitted with the Bidder's name and the title of the Project printed in the upper left hand corner and addressed as follows: Public Information Office, Miami Valley Career Technology Center, 6800 Hoke Road, Clayton, Ohio 45315. The Bidder shall be responsible for delivering its Proposal to this address before 3:00 p.m., (local time) on April 2, 2010.

G. METHOD OF AWARD

1. All proposals shall remain open for acceptance for sixty (60) days following the day of the proposal deadline.
2. The Owner reserves the right to reject any, part of any or all proposals and to waive any informalities and irregularities. The Bidder expressly acknowledges this right of the Owner to reject any or all proposals, or to reject any incomplete or irregular proposals. The Owner will award a single contract. Bidders must furnish all information requested on or accompanying the Proposal Form. Failure to do so may result in disqualification of the proposal. The owner reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Owner's Representatives. In evaluating proposals, the Owner may consider the qualifications

of the Bidders, whether or not the proposals comply with the prescribed requirements on the Proposal Form. The Owner may also consider the qualifications and experience of the Bidder. The Owner may conduct such investigations as are deemed necessary to establish the responsibility, qualifications and financial ability of the Bidder. The factors the Owner may consider in determining which Bidder submitted a proposal acceptable to the Owner include the factors set forth below. The Owner, in its discretion, may consider and give such weight to these criteria as it deems appropriate.

- a. The Bidder's work history. The Bidder should have a record of consistent customer satisfaction and of consistent completion of projects that are comparable to or larger and more complex than the Owner's Project, in accordance with the applicable Contract Documents. If the Bidder's management operates or has operated another company, the Owner may consider the work history of that company in determining responsibility of the Bidder.

The Owner may consider the Bidder's prior experience on other projects with the Owner, including the Bidder's demonstrated ability to complete its work on these projects in accordance with the Contract Documents and on time, and will also consider its ability to work with the Owner as a willing, cooperative and successful team member.

The Bidder authorizes the Owner and its representatives to contact the owners on projects on which the Bidder has worked, and authorizes and requests such owners to provide the Owner with a candid evaluation of the Bidder's performance. By submitting its proposal the Bidder agrees that if it or any person, directly or indirectly, on its behalf or for its benefit brings an action against any of such owners or the employees of any of them as a result of or related to such candid evaluation, the Bidder will indemnify and hold such owners and the employees of any of them from any claims whether or not proven that are part of or are related to such action and from all legal fees and expenses incurred by any of them arising out of or related to such legal action. This obligation is expressly intended for the benefit of such owners and the employees of each of them.

- b. The Bidder's financial ability to complete the Contract successfully and on time;
 - c. The Bidder's prior experience with similar work on comparable or more complex projects;
 - d. The Bidder's prior history for the successful and timely completion of projects, including the Bidder's history of filing and having claims filed against it;
 - e. The Bidder's equipment and facilities;
 - f. The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time;
 - g. The Bidder's compliance with federal, state, and local laws, rules, and regulations, including but not limited to Ohio ethics laws;
 - h. Depending upon the type of the work, other essential factors, as the Owner may determine.
 - i. The Bidder's interest in the Project as evidenced by its attendance at the pre-bid meeting for bidders.
4. **Each Bidder will submit with its proposal a completed Contractor's Qualification Statement** and thereafter will provide the Owner with such additional information as the Owner may request regarding the Bidder's responsibility. A Bidder will submit any requested information within three (3) business days of the date of the request.
 5. The failure to submit requested information on a timely basis may result in the determination that the Bidder did not submit a proposal that will be considered.
 6. By submitting its proposal, the Bidder agrees that the Owner's determination of which bidder submitted the most acceptable proposal shall be final and conclusive, and that if the Bidder

or any person on its behalf challenges such determination in any legal proceeding, the Bidder will indemnify and hold the Owner and its employees and agents harmless from any claims included or related to such legal proceeding, whether or not proven, and from legal fees and expenses incurred by the Owner, its employees or agents that arise out of or are related to such challenge.

7. No Bidder may withdraw its proposal within sixty (60) days after the proposal deadline. The Owner reserves the right to waive any formalities or irregularities or to reject any or all proposals.
8. The Owner reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

H. EXECUTION OF CONTRACT

1. Within the time designated by the Owner after award of the Contract, the successful Bidder shall execute and deliver to the Owner a copy of the Owner-Contractor Agreement, in the form included in the Contract Documents, and all accompanying documents requested, including, but not limited to insurance certificates and a valid Workers' Compensation Certificate. The successful Bidder shall have no property interest or rights under the Owner-Contractor Agreement until the Agreement is properly executed by the Owner.

I. ADDENDA

1. The Owner reserves the right to issue Addenda changing, altering, or supplementing the Contract Documents prior to the time set for receiving proposals.
2. Any explanation, interpretation, correction, or modification of the Contract Documents will be issued in writing in the form of an Addendum, which shall be the only means considered binding; explanations, interpretations, etc., made by any other means shall NOT be legally binding. All Addenda shall become a part of the Contract Documents.
3. Bidders shall submit written questions to the Owner in sufficient time in advance of the proposal deadline to allow sufficient time for the Owner to respond. All Addenda will be issued, except as hereafter provided, and e-mailed or otherwise furnished to persons who have obtained Contract Documents for the Project, at least seventy-two (72) hours prior to the proposal deadline, excluding Saturdays, Sundays, and legal holidays. If any Addendum is issued within such seventy-two (72) hour period, then the time for submitting proposals shall be extended one (1) week with no further advertising for proposals required.
4. Copies of each Addendum will be sent only to the Bidders to whom Contract Documents have been issued. Receipt of Addenda shall be indicated by Bidders in the space provided on the Proposal Form. Bidders are responsible for acquiring issued Addenda in time to incorporate them into their proposals. Bidders should contact the Owner prior to the proposal submission deadline to verify the number of Addenda issued.
5. Each Bidder shall carefully read and review the Contract Documents and immediately bring to the attention of the Owner any error, omission, inconsistency, or ambiguity therein.
6. If a Bidder fails to indicate receipt of all Addenda through the last Addendum issued by the Owner on its Proposal Form, the proposal of such Bidder will be deemed to be responsive only if:
 - a. The proposal received clearly indicates that the Bidder received the Addendum, such as where the Addendum added another item to be quoted and the Bidder submitted a proposal on that item; or
 - b. The Addendum involves only a matter of form or is one which has either no effect or has merely a trivial or negligible effect on price, quantity, quality, or delivery of the item quoted.

J. INTERPRETATION

1. If a Bidder contemplating submitting a proposal for the proposed Project is in doubt as to the true meaning of any part of the Contract Documents, it may submit a written request for an interpretation thereof to the Owner's representative. Any interpretation of the proposed documents will be made by Addendum only, duly signed by the Owner's representative, and a copy of such Addendum will be e-mailed or delivered to each Bidder receiving a set of Contract Documents. The Owner will not be responsible for any other explanation or interpretation of the proposed documents.
2. In interpreting the Contract Documents, words describing materials that have a well-known technical or trade meaning, unless otherwise specifically defined in the Contract Documents, shall be construed in accordance with the well-known meaning recognized by the trade.
3. Bidders are responsible for notifying the Owner's representative in a timely manner of any ambiguities, inconsistencies, errors, or omissions in the Contract Documents. The Bidder shall not, at any time after the execution of the Contract, be compensated for a claim alleging insufficient data, incomplete Contract Documents, or incorrectly assumed conditions regarding the nature or character of the Work, if no request was made by the Bidder prior to the proposal submission deadline.

K. OWNER'S RIGHT TO WAIVE DEFECTS AND IRREGULARITIES

1. The Owner reserves the right to waive any and all irregularities provided that the defects and irregularities do not affect the amount of the proposal in any material respect or otherwise give the Bidder a competitive advantage.

L. MODIFICATION/WITHDRAWAL OF PROPOSALS

1. Modification. A Bidder may modify its proposal by written communication to the Owner addressed to the Owner's Representative at any time prior to the scheduled closing time for receipt of proposals, provided such written communication is received by Owner's Representative prior to the proposal deadline. The written communication shall not reveal the proposal price, but should provide the addition or subtraction or other modification so that the final prices or terms will not be known until the sealed proposal is opened. If the Bidder's written instructions with the change in its proposal reveal the quoted amount in any way prior to the proposal opening, the proposal may be rejected as non-responsive.
2. Withdrawal Prior to Proposal Deadline. A Bidder may withdraw its proposal at any time for any reason prior to the proposal deadline for the acceptance of proposals established in the Request for Proposals. The request to withdraw shall be made in writing to and received by the Owner's Representative prior to the time of the proposal deadline.
3. Withdrawal after Proposal Deadline.
 - a. All proposals shall remain valid and open for acceptance for a period of at least 60 days after the proposal opening; provided, however, that a Bidder may withdraw its proposal from consideration after the proposal deadline when all of the following apply:
 - (1) the price was substantially lower than the other proposals;
 - (2) the reason for the proposal being substantially lower was a clerical mistake, rather than a mistake in judgment, and was due to an unintentional and substantial error in arithmetic or an unintentional omission of a substantial quantity of work, labor, or material;
 - (3) the proposal was submitted in good faith; and

- (4) the Bidder provides written notice to the Owner, to the attention of the Owner's Representative, within two (2) business days after the proposal deadline for which the right to withdraw is claimed.
- b. No proposal may be withdrawn under this provision if the result would be the awarding of the contract on another proposal for the Work from which the Bidder is withdrawing its proposal to the same Bidder.
- c. If a proposal is withdrawn under this provision, the Owner may award the Contract to another Bidder determined by the Owner based on the criteria found in G(2) above. In the event the Owner advertises for other proposals, the withdrawing Bidder shall pay the costs incurred in connection with the new RFP by the Owner, including the cost of printing new Contract Documents, required advertising, and printing and mailing notices to prospective bidders, if the Owner finds that such costs would not have been incurred but for such withdrawal.

M. COMPLIANCE WITH APPLICABLE LAWS

1. By submitting a proposal for Work on the Project, the Bidder acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:
 - a. Equal Employment Opportunity/Nondiscrimination. The Bidder agrees that if it is awarded a contract that in the hiring of employees for performance of work under the contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Bidder further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.
 - b. Ethics Laws. The Bidder represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

N. FINDINGS FOR RECOVERY

1. By submitting its proposal, each Bidder certifies for reliance of the Owner that it has no unresolved finding for recovery against it issued by the Auditor of the State of Ohio on or after January 1, 2001, except as permitted by Section 9.24 (F) of the Ohio Revised Code.

END OF INSTRUCTIONS TO BIDDERS

PROPOSAL FORM

1.01 PROPOSAL SUBMITTED BY:

(Contractor)

DATED _____, 2010

1.02 DELIVER TO:

Miami Valley Career Technology Center
6800 Hoke Road
Clayton, OH 45315

Attention: Kelly Herzog, Public Information Coordinator

1.03 The Bidder certifies that it has carefully reviewed the Instructions to Bidders and other Contract Documents for the Project entitled, **Enrollment Materials 2011-2012**. The Bidder agrees and proposes to furnish all materials and to perform all labor, as specified and described in the said Specifications or all Work necessary to complete the Project on a timely basis and in accordance with the Contract Documents regardless of whether expressly provided for in such Specifications.

1.04 Before completing the Proposal Form, the undersigned represents that it has carefully reviewed any Instructions to Bidders, this Proposal Form, General Specifications, and other Contract Documents.

1.05 COMPLETION OF WORK: In submitting a proposal, the undersigned agrees to execute the Owner-Contractor Agreement in the form included in the Contract Documents and to Complete its Work as required by the Contract Documents.

NOTE A: The wording of the Proposal Form shall be used throughout, without change, alteration, or addition. Any change may cause it to be rejected.

NOTE B: Bidder is cautioned to make a proposal based on the Specifications or Standards specified.

2.01 PROPOSAL:

Include the cost of all labor and material for the work outlined in the general specifications. Bidder is to fill in all blanks related to the Proposal Package for which a proposal is being submitted. If no quote is submitted for an item, leave the item blank or insert "NO PROPOSAL" in the blank.

ITEM 1. PROPOSAL:

Career Planning Guides 2011-2012 \$ _____

Program Sheets \$ _____

Program Sheet Enlargements \$ _____

Applications for Admission \$ _____

Electronic versions of career planning guides and program sheets \$ _____

3.01 INSTRUCTIONS FOR SIGNING

- A. The person signing for a sole proprietorship must be the sole proprietor or his authorized representative. The name of the sole proprietor must be shown below.
- B. The person signing for a partnership must be a partner or his authorized representative.
- C. The person signing for a corporation must be the president, vice president or other authorized representative; or he must show authority, by affidavit, to bind the corporation.
- D. The person signing for some other legal entity must show his authority, by affidavit, to bind the legal entity.

4.01 BIDDER CERTIFICATIONS. The Bidder hereby acknowledges that the following representations in this proposal are material and not mere recitals:

1. **The Bidder acknowledges that this is a public project involving public funds, and that the Owner expects and requires that each successful Bidder adhere to the highest ethical and performance standards. The Bidder by submitting its proposal pledges and agrees that (a) it will act at all times with absolute integrity and truthfulness in its dealings with the Owner, (b) it will use its best efforts to cooperate with the Owner at all times will act with professionalism and dignity in its dealings with the Owner, (c) it will assign only competent supervisors and workers to the Project, each of whom is fully qualified to perform the tasks that are assigned to him/her, and (d) it has read, understands and will comply with the terms of the Contract Documents.**
2. The Bidder represents that it has had a competent person carefully and diligently review each part of the Contract Documents. By submitting its proposal, each Bidder represents and agrees, based upon its careful and diligent review of the Contract Documents, that it is not aware of any conflicts, inconsistencies, errors or omissions in the Contract Documents for which it has not notified the Owner in writing at least seven (7) days prior to the proposal deadline. If there are any such conflicts, inconsistencies, errors or omissions in the Contract Documents, the Bidder (i) will provide the labor, equipment or materials of the better quality or greater quantity of Work; and/or (ii) will comply with the more stringent requirements. The Bidder will not be entitled to any additional compensation for any conflicts, inconsistencies, errors or omissions that would have been discovered by such careful and diligent review, unless it has given such prior written notice to the Owner as described in the Instructions to Bidders.
3. The Bidder represents that it has had a competent person carefully and diligently inspect and examine the final proof for the Project. The Bidder agrees that its proposal shall include all costs attributable to the completion of the Project and the Bidder shall not be entitled to any Change Order, additional compensation, or additional time on account of conditions that could not have been discovered by such an investigation.
4. The Bidder represents that the proposal contains the name of every person interested therein and is based upon the Standards specified by the Contract Documents.
5. The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a proposal by joint venture, each member thereof certifies as to such member's entity, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Proposals, in the bid have been arrived at independently without collusion, consultation, communication or agreement, or for the purpose of restricting competition as to any matter relating to such Proposals with any other Bidder; (b) unless otherwise required by law, the Proposals have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the opening of the proposals, directly or indirectly, to any other Bidder who would have any interest in the Proposals; (c) no attempt has been made or will be made by the Bidder to induce any other Person to submit or not to submit a proposal for the purpose of restricting competition; and (d) the statements made in this Proposal Form are true and correct.

6. The Bidder will execute the form of Owner/Contractor Agreement in the form included with the Contract Documents, if a Contract is awarded on the basis of this proposal, and if the Bidder does not execute the Contract Form for any reason, other than as authorized by law, the Bidder is liable to the Owner.
7. The Bidder agrees to furnish any information requested by the Owner's authorized representative to evaluate that the Bidder is qualified based on the conditions found in the Instructions to Bidders and that the proposal is responsive to the specifications.
8. The Bidder certifies that it has no unresolved findings for recovery issued by the Auditor of State.
9. The Bidder certifies that it is aware of and in compliance with the requirements of Ohio Revised Code Section 3517.13 regarding campaign contributions.

LEGAL NAME OF BIDDER: _____

BIDDER IS: _____
 (sole proprietor, partnership, corporation or other legal entity)

NAME & TITLE OF PERSON LEGALLY AUTHORIZED TO BIND BIDDER TO A CONTRACT:

Name	Title
------	-------

DATE SIGNED: _____ SIGNATURE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

FEDERAL TAX I.D. # _____

When the Bidder is a partnership or a joint venture, state name and address of each partner in the partnership or participant in the joint venture below:

--	--

Name	
	Address

--	--

Name	
	Address

Name

Name

Address

Address

END OF SECTION

ENROLLMENT MATERIALS FOR 2011-2012 SCHOOL YEAR SPECIFICATIONS

GENERAL REQUIREMENTS

These specifications are part of the contract for **Enrollment Materials 2011-2012**. If any part of this specification is declared invalid for any reason that invalidation shall apply only to that specific part declared invalid, it shall not nullify any of the requirements of any other part. In the event of question over applicability of any requirement, the requirement shall be assumed to apply, unless the owner provides a written clarification stating that it does not. All modifications to this specification must be in writing. Please provide paper and printing samples when possible.

CONTRACT TERMINATION

Either party for just cause may terminate the contract by giving written notice by certified mail to the other party within thirty days prior to the date of termination.

CAREER PLANNING GUIDES 2010-2011 SCHOOL YEAR

- Design and layout of a 40-page(including cover) book front and back printing
 - Flat size – 17” x 11”
 - 4cp/4cp
 - Cover stock – no less than 65 lb. cover stock or other as approved by owner
 - Inside stock – no less than 65 lb. or other as approved by owner
 - Coating – open to recommendations, piece will include 4c graphics, text and photographs
 - Saddle stitch or other as approved by owner
 - One page of the 40 is perforated for the application for admission
 - Quantity = 10,000

PROGRAM SHEETS

- Design and layout of a one-page front and back program sheet for each of 55 career tech programs. All would be the same basic template with only photo and text changes. The back would be the same for all 55 designs.
 - Size = 8.5”x11”
 - 4cp/B&W
 - Stock – open to recommendations, no less than 65 lb. cover stock or other as approved by owner
 - Coating - open to recommendations, piece will include 4c graphics, text and photographs
 - Quantity = 55 designs – 500 of each design

PROGRAM SHEET ENLARGEMENTS

- Design and layout of a one-sided poster size program sheet for each of the 55 programs
 - Stock – open to recommendations, needs to be able to stand-up on easel
 - Coating - open to recommendations, piece will include 4c graphics, text and photographs

- Quantity = 60 total (extras for some programs)
- Size 16x20

APPLICATIONS FOR ADMISSION

- Use the same design of the application for admission that is included in the career planning guide, (NO ADDITIONAL DESIGN COSTS SHOULD BE INCLUDED).
 - One-page
 - Two-sided printing front and back
 - 4c/4c
 - Stock – no less than 65 lb. or other as approved by owner
 - Coating - open to recommendations, piece will include 4c graphics, text and photographs
- Quantity = 2,500

ELECTRONIC PIECES FOR THE MVCTC WEB PAGE.

- PDF versions of the career planning guide and program sheets available to upload on the MVCTC web page.