

# South Carolina Government Printing Services Manual

State Budget and Control Board  
Office of General Services  
Columbia, South Carolina

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## INTRODUCTION

The Budget and Control Board, Office of Information Technology Management Offices, South Carolina Government Printing Services Manual was developed to assist state of South Carolina employees with the task of buying printed material. The manual contains helpful information related to printing, procurement, where to find assistance, and other helpful tips and strategies. The staff at the Information Technology Management Office (ITMO) hopes you find this manual helpful with your printing procurement endeavors.

The purpose of this manual is to act as a reference tool helping users procure printed material. The Table of Contents provides an overview of the entire manual.

This manual is also available via Internet at ITMO home page located at [www.state.sc.us/itmo/forms.htm](http://www.state.sc.us/itmo/forms.htm)

## PROCUREMENT GUIDELINES

**The word solicitation shall mean invitation for bids, request for quotation or request for proposals.**

**The word offeror shall mean bidders or offerors.**

**The word response shall mean bids, quotes, or proposals.**

When procuring printing services, compliance with the following is required for all State Agencies:

1. All printing services must be procured in accordance with the South Carolina Consolidated Procurement Code, the State Procurement Regulations, and the South Carolina Government Printing Services Manual.
2. Regardless of whether the procurement is to be done by the agency or the Information Technology Management Office, all solicitations for printing services must include either a Printing Specification Sheet or Form Specification Sheet (included in this manual), whichever is applicable. Additional detailed specifications may be attached to better explain the requirements.
3. Procurements of printing services which are valued at \$10,000.01 or more must be advertised in the South Carolina Business Opportunities (SCBO), published by the Information Technology Management Office to include electronic advertising as approved by the Office of General Services.
4. When determining the value of a contract the agency must consider the potential or total value of the contract, using the base response of the contract (including freight, but not sales tax or overruns) over the entire length of the contract period including all renewal option periods. When the contract period is for more than one year or has a renewal option, the annual value of the contract will not be used to determine the value of the contract.
5. If advertising is used to offset the cost of printing, the value of the contract will be based as if no advertising is used.
6. All alterations must be approved prior to an alteration being made as follows:
  - A. For contracts established by the Information Technology Management Office, the procurement offices of the purchasing agencies are authorized to approve alterations up to \$1,500.00 per contract.
  - B. For certified agencies the Procurement Officer of Record is authorized to approve alterations provided the total contract does not exceed the agency's certification level by more than \$1,500.00. Alterations above the agency's certification limit must be sent to the Information Technology Management Office for approval.

## PRINTING TERMS AND CONDITIONS

The following printing terms and conditions shall apply to all printing services procurements. The Information Technology Management Office will do all interpretations of this manual.

**The word solicitation shall mean invitation for bids, request for quotation or request for proposals.**

**The word offeror shall mean bidders or offerors.**

**The word response shall mean bids, quotes, or proposals.**

1. **Printing Manual:** The South Carolina Government Printing Services Manual, dated September 28, 2005 shall be made a part of all printing services, solicitations, and contracts by reference regardless of dollar value.
2. **Contract Administration:** Contractor shall comply with any or all of the terms and conditions of any solicitation or contract. Should an agency reject any job because of error attributable to the contractor, the contractor shall promptly reprint the job at the contractor's expense, including the cost of shipping and handling (postage if mailing) if any is required. Should the contractor fail to comply with the terms and conditions and/or fail to reprint the job, the contractor will be subject to the following:

A. Contractor **Default:** In case of contractor default, the Purchasing Agency reserves the right to purchase any or all items in default on the open market and charge the contractor with any additional cost associated with the contractor's default. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT SOLICITATIONS FROM THAT CONTRACTOR WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

B. The contractor shall also be subject to other contractual remedies as stated in sections 11-35-4220 and 11-35-4230 of the South Carolina Consolidated Procurement Code.

All disputes or problems between the agency and contractor, which cannot be settled at the agency level, shall be referred to the Information Technology Management Office for resolution pursuant to the South Carolina Consolidated Procurement Code.

3. **Specifications:** It shall be considered that items offered are in strict compliance with the solicitation's specifications, terms and conditions, and amendments and that the successful offeror shall be held responsible for strict compliance with the requirements of the solicitation. If samples are available they will be at the procurement office for viewing, but the state will not mail samples to offerors and response to solicitations cannot be based on samples.
4. **Delivery:** All solicitations must be based on the delivery date stated in the specifications. This date shall include 2 days for proofing each proof. Any response that does not meet the delivery specified will be considered nonresponsive and rejected. Solicitations that state delivery after OK proofs may also be rejected.

For the purposes of this section, a day means calendar days.

For any solicitation that does not list a delivery date/period on the specification sheet, the delivery will be based on 3 weeks (21 days) for books, brochures, newsletters single sheets or forms, etc., and 5 weeks (35 days) for business forms, continuous and snap-sets.

All completed work must be delivered in good order to the designated location(s) and at the contractor's expense. Delivery terms shall be FOB destination, freight prepaid. Delivery by the contractor to the common carrier does not constitute delivery to the State. Any claim for loss or damage shall be between the contractor and the carrier(s).

The delivery time starts on the working day immediately following the date the agency notifies the contractor that the copy is ready at the agency. The agency is responsible for notifying the contractor when copy is ready for pick-up.

5. **Paper/stock:** Solicitations must be based on the paper stock(s) stated in the specifications. Failure to use the paper stock(s) stated in the solicitation will result in the response being considered non-responsive and rejected.

If a job is delivered and the specified paper has not been used the State reserves the right to do one of the following:

A. Refuse the job and have it printed by another contractor charging the excess cost plus any cost incurred by the agency to the contractor. If the job is mailed the agency will also charge the mailing cost to the contractor.

B. Allow the contractor to reprint on the correct paper and allow the agency a 10% credit from the invoice plus any cost incurred by the agency as damages. If the job is mailed, the agency will also charge the mailing cost to the contractor. The new delivery must be agreed upon by both the agency and the contractor but in no case will delivery be longer than the original delivery period in days.

C. If time will not allow for a reprint, the agency and contractor can negotiate a settlement as consideration for the default. The minimum consideration will be 25% of the total invoice.

6. **Press O.K.:** When a solicitation or contract specify that a press OK is required, the agency can specify in the solicitation that the contractor must pay all expenses, including but not limited to appropriate transportation, lodging, and meals for the number of people specified.
7. **Copy and Proofs:** When specified in a solicitation or contract, the contractor must come to the agency's location to pick-up and deliver all copy, proofs, etc. Pick-up must be made by a contractor's representative who is knowledgeable and capable of discussing the contract and has been delegated the authority by the contractor to make decisions related to the contract. A production schedule must be set up by the contractor and the agency. Any changes to the schedule must be approved by both the contractor and the agency's procurement officer.

The contractor shall be responsible for the cost of and the transportation of all copy and proofs.

If agencies are late providing completed copy, artwork, etc., or hold proofs longer than 2 days the contractor's delivery will be extended 1 day for each day the copy or proofs are late unless otherwise specified in the specifications.

The date copy will be ready for pick-up will be three (3) days following the opening date of the solicitation unless a different date is listed.

The contractor must pick-up copy or proofs on the first working day after the agency notifies the contractor that it is available and will be responsible for any days lost due to failure to pick-up proofs or copy when the agency notifies the contractor that it is ready.

All proofs must be carefully proofread by the contractor, who shall be responsible for the correct duplication of copy furnished as the printer's copy. It is the agency's responsibility to thoroughly proof all proofs.

8. **Amendments:** All amendments to and interpretations of a solicitation shall be in writing by the Procurement Officer of Record. The Procurement Officer of Record shall not be legally bound by any amendment or

interpretation that is not in writing.

9. **Discussions/Negotiations:** By submission of a response, the offeror agrees that their response is based on the written specifications, terms and conditions and any written amendments issued by the Procurement Officer of Record and agrees that only written amendments and interpretations will be honored by the State of South Carolina. An offeror may have their response rejected if they violate this condition.
10. **Volume:** For solicitations involving agency term contracts that cover a time period, the quantity and the number of times printed are estimates and may change (increase or decrease) throughout the contract period. These contracts are for a time period and not the number of issues/times or quantities.
11. **Overruns/Underruns:** Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more.
12. **Offerors Responsibility:** Offerors must upon request of the State, furnish satisfactory evidence of their ability to provide printing services in accordance with the terms and conditions of the specifications. The State reserves the right to request printed samples of equal quality specifications. The Procurement Officer of Record reserves the right to make the final determination as to the offerors ability to provide the printing services requested in the solicitation.
13. **Forms and Equipment:** When equipment is listed on the form specification sheet under forms handling equipment, by submission of a response, the offeror is guaranteeing that the items proposed will run on the equipment listed.  
  
The State reserves the right to request samples of forms to test on equipment prior to award.
14. **Ink Colors:** If ink colors are not specified in the solicitation, it will be understood that of the colors to be used 1 is black.
15. **Lowest Offeror:** In the determination of the lowest responsive and responsible offeror, only the base cost will be considered for bids and quotes. For RFP's only the base cost will be used to determine offeror cost for evaluation. Optional costs may be requested in the solicitation, but cannot be used to determine the lowest responsive and responsible offeror. Responses with optional prices that are inconsistent or unrealistic when compared to other prices in the same responses may be rejected.
16. **Packaging:** All printed matter must be securely wrapped in paper or other material of adequate strength to protect the contents from damage, and the packages shall be sufficiently tight to keep out dust. Packages or containers shall be uniform in size and convenient for handling and shall contain equal numbers of copies, when applicable. Each package must be marked on the outside with a description of the printed materials, quantity, name of the department ordering the work, and printing order number. The quantities stated on the labels must coincide with the quantities in the packages.
17. **Contractor's Plant Visits:** The Purchasing Agency shall be permitted, by appointment, to visit the contractor's plant at the agency's cost during the time the agency's job is being printed.
18. **Quality Control:** All work shall be performed by the contractor in accordance with the specifications and contract in a thoroughly first-class manner and must be satisfactory to the agency.

All workmanship on printing furnished under the contract must meet commercially accepted quality standards for the type of work ordered, as determined by the agency. The use of inadequate or deficient equipment or

materials, poor presswork, poor bindery work, or failure to meet all specifications for each order will be cause for rejection of the work and refusal of payment.

Press sheet inspection may be required at the option of the agency and will be specified in the specifications.

Random samples will be taken from delivered orders and evaluated. Such evaluation will consider quality deficiencies in printing, including hickies and spots, extraneous marks, patterns in screens or halftones, register from one sheet to another, register of one color to another, position of text and illustration images, type quality and uniformity, halftone match to copy, dot structure and ink density, solid or screen tint color match, process color match, and any other quality deficiency that may make an order unacceptable.

Such evaluation will consider quality deficiencies in finishing processes, including trim size, misplacement and misalignment of cover image, cover position, folding register, perfect-bound book durability, loose covers, loose pages, excess glue, damaged pages, damaged edges, damaged covers, missing pages, wrong pagination, loss of information, and any other deficiency, patent or latent that may render the products unacceptable.

All disputes or problems between the agency and contractor, which cannot be settled at the agency level, shall be referred to the Information Technology Management Office for resolution pursuant to the South Carolina Consolidated Procurement Code.

If referred to the Information Technology Management Office, the CPO for ITMO will make the final determination of quality acceptance or rejection. Failure to meet specification requirements and/or failure to correct or replace unacceptable work, at the contractor's expense, will be cause for finding the contractor in default, and will be reason for immediate cancellation of the contract. Any additional costs incurred by the State shall be collected from the contractor.

19. **Adjusting Pages:** Pages shall be added or deleted in signatures as marked in the pricing schedule.
20. **Consultations:** The contractor must be available for consultation on workdays at the agency location and within forty-eight hours of request by the agency.
21. **Copyright:** A contractor must have written authorization to copyright any printed job belonging to an agency.
22. **Alterations:** Prior to proceeding with an alteration (any work performed by the contractor which is not covered by the contract or is a change to the specifications), the contractor shall notify the agency's contact person listed on the specification sheet and the Procurement Officer of Record. The Procurement Officer of Record shall approve or disapprove the request either (a) in writing or (b) verbally with a written confirmation to the agency and contractor. The Agency Procurement Officer can approve alterations as follows:
  - A. For contracts established by the Information Technology Management Office, the procurement offices of the purchasing agencies are authorized to approve alterations up to \$1,500.00 per contract.
  - B. For certified agencies the Procurement Officer of Record is authorized to approve alterations provided the total contract does not exceed the agency's certification level by more than \$1,500.00. Alterations above the agency's certification limit must be sent to the Information Technology Management Office for approval.The Purchasing Agency will not pay for any alterations that are not approved prior to the work being done. When alterations occur, the delivery date may be extended by mutual agreement of the agency and the contractor.
23. **Preparatory Materials:** The contractor shall be responsible for the safekeeping of all materials, such as but not limited to separations and negatives (plate making and assembly film), which are used in a contract and shall be

held as the insurer of the same and save and keep harmless the Purchasing Agency from all damages or loss by fire or otherwise. If any such material is damaged or lost, it shall be replaced by the contractor at no cost to the Purchasing Agency. All of the materials used in a contract are the property of the Purchasing Agency and the contractor must keep these materials on file for a period of 2 years. The Purchasing Agency may request that these materials be returned when the contract is completed and may withhold payment until such time as the materials are returned. Contractor must pay expense for returning materials to the agency.

If copy is provided on disk, printer must return the disk to agency when the job is completed. If an agency requires a disk to be returned, other than the same disk provided to the printer, it shall be included in the specifications or it is a chargeable alteration to the agency. (The charge is for downloading the information on the disk and for the disk.) Contractors are not required to keep disk for a 2 year period like negatives and separations.

24. **Additional Expenses Incurred:** By submission of a solicitation, the offeror agrees to pay to the Purchasing Agency all additional expenses incurred due to the fault of the contractor for example, but not limited to, expenses brought about because of late delivery, forms that will not run on equipment as specified, or postage if printed items must be remailed. No other contracts will be awarded to the contractor until the additional expenses have been paid.
25. **Liquidated Damages:** When applicable, a liquidated damages clause shall be made a part of the solicitation or contract with the amount of the damages being determined by the agency's Procurement Officer.
26. **Insurance:** The contractor will be held accountable for all State owned property in its possession. When the State furnishes material, the contractor will be required to provide the State with a certificate of insurance from an insurance company verifying coverage for fire, extended coverage, vandalism, malicious mischief, sprinkler leakage, or any other damage intentionally or accidentally caused by the contractor.
27. **Postal Regulations:** By submitting a response that requires mailing, the offeror must meet all current postal regulations.

## WRITING SPECIFICATIONS

The importance of good bid specifications cannot be overemphasized. Detailed and accurate specifications are the key to successful printing jobs. Bid specifications are important for at least three reasons:

1. First, they provide printers an idea of your project and what you are trying to accomplish.
2. Second, they are the basis for which all bids are evaluated for competitiveness.
3. Finally, they are used as the basis for resolving problems with vendors.

Every printing job, even the most simple and routine, must include carefully developed and thorough specifications. Well prepared specifications can greatly enhance quality, reduce cost, and improve the timeliness of your project. Poorly developed specifications can cause serious problems such as cost overruns, time delays, interruptions, and receiving a product that does not meet expectations.

Specifications can also be used as a guide to help customers monitor and track changes with printing jobs. Specifications may be used to compare how job changes affect the final bill.

Good specifications are complete, accurate, and written in terms that printers can understand.

The following is a list of requirements that should be considered when developing printing specifications.

For those requirements that apply to your specific job, describe specific characteristics in more detail.

**Important Note:** Most or all bid specifications (or lack of) become part of the contract.

# STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (9-28-05) shall be made a part of all Printing Procurements by reference.

MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE.  SEE ATTACHED SPECIFICATIONS.

**VENDOR** 1 **AUTHORIZED SIGNATURE** \_\_\_\_\_

**DESCRIPTION:** 2 **AGENCY:** 3

**QUANTITY (per issue):** 4 **ISSUES (per year):** 5 **FLAT SIZE:** 6 **FINISHED SIZE:** 7

**PAGES:** 8  PLUS COVER  SELF COVER  OTHER: \_\_\_\_\_

**STOCK: 9** Text: \_\_\_\_\_ Other: \_\_\_\_\_

Cover: \_\_\_\_\_ Other: \_\_\_\_\_

**INK: 10** Text -  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_\_)

**Covers 1 & 4 -**  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

(Front & Back)

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_\_)

**Covers 2 & 3 -**  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

(Inside Front

Inside Back)

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_\_)

**MECHANICAL: 11 Composition and Layout provided by** -  Printer  Agency  Camera Ready  Negatives Furnished

Other: \_\_\_\_\_

**MEDIA: 12 Electronic Transmission -**  FTP  E-mail  Other: \_\_\_\_\_

**Media Format**  IBM Comp.  Macintosh  Other: \_\_\_\_\_

**Media Type -**  3.5" Floppy  5.25" Compact Disk  Iomega ZIP  Iomega Jazz  Other: \_\_\_\_\_

**Layout Program -**  Quark Express (Vers. # \_\_\_\_ )  PageMaker (Vers. # \_\_\_\_ )  In Design (Vers. # \_\_\_\_ )

Other: \_\_\_\_\_

**Graphics Program-**  Illustrator (Vers. # \_\_\_\_ )  Freehand (Vers. # \_\_\_\_ )  PhotoShop (Vers. # \_\_\_\_ )  Other: \_\_\_\_\_

**Typefaces provided by -**  Vendor  Agency Typeface Brand: \_\_\_\_\_ Fonts used: \_\_\_\_\_

**Color Separating by -**  Vendor  Agency **Color Trapping by-**  Vendor  Agency

**PRINTER: 13**  PostScript  Other: \_\_\_\_\_

**Imaging Resolution Required -**  600 dpi  1200 dpi  2400 dpi  Other: \_\_\_\_\_

**B&W SCANS: 14** Line Screen Required: \_\_\_\_\_ Scan Resolution Required: \_\_\_\_\_ Size: \_\_\_\_\_ (No. \_\_\_\_ ) Size: \_\_\_\_\_ (No. \_\_\_\_ )

**FOUR-COLOR SCANS/** Line Screen Required: \_\_\_\_\_ Scan Resolution Required: \_\_\_\_\_

## SEPARATIONS: 15

Provided by:  Printer  Agency  Min. Size (No. \_\_\_\_ )  1/2 Page (No. \_\_\_\_ )  Full Page (No. \_\_\_\_ )

Agency will provide:  Transparency  Print  Art  Other \_\_\_\_\_

Type of Proof:  Match Print  High Resolution Contract Color Proof  Other \_\_\_\_\_

**PROOFS: 16**  Laser (Sets \_\_\_\_ )  Page (Sets \_\_\_\_ )  Blueline (Sets \_\_\_\_ )  Color Imposition (Sets \_\_\_\_ )

**FOLDING: 17**  Yes  No  Type \_\_\_\_\_ **18 SPECIAL APPLICATIONS:**  Die Cut  Scoring  Perforations (No. \_\_\_\_ )

**BINDING: 19**  Saddle Stitch  Perfect Bind  Side Staple  3 Hole Drill  Collated

Plastic Bind (Color \_\_\_\_\_ )  Wire Bind  Other: \_\_\_\_\_

**PACKAGING: 20**  Boxed \_\_\_\_\_ per box  Wrapped \_\_\_\_\_ per pkg.  Shrink Wrapped \_\_\_\_\_ per pkg.

**COPY READY DATE: 21** \_\_\_\_\_ **22 DELIVERY DATE REQUIRED:** \_\_\_\_\_

Inside Delivery \_\_\_\_\_

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

## INSTRUCTIONS FOR PRINTING SPECIFICATION SHEET

Below are descriptions of the various items which must be completed on the Printing Specification Sheet. The numbers on the Specification Sheet correspond with the numbers listed here.

1. **VENDOR/AUTHORIZED SIGNATURE**: Vendor responding to solicitation.
2. **DESCRIPTION**: Name of type of printing.
3. **AGENCY**: Name and city.
4. **QUANTITY** (per issue): If more than one issue, enter only total amount of one issue to be printed during contract period. If only one issue, enter total amount to be printed.
5. **ISSUES PER YEAR**: Refers to more than one printing. Enter number of issues during 12 month period.
6. **FLAT SIZE**: Overall size prior to folding or binding.
7. **FINISHED SIZE**: Trimmed/finished page size after binding.
8. **PAGES**: One side of a sheet of paper. List number of text pages.

Plus Cover: Refers to cover of different stock than that of the inside text pages.

Self-Cover: Refers to cover of the same paper as inside text pages.

9. **STOCK**: Name, weight, and color of paper or other materials to be printed.

Text: Body matter of a page or book.

Cover: Outside surface of a case-bound or soft-cover book.

10. **INK**: Colored liquid material for printing.

Text: Body matter of a page or book.

Cover: Outside surface of a case-bound or soft-cover book. The outside front is cover 1; inside front is cover 2; inside back is cover 3; outside back is cover 4.

1, 2 and 3 Color: Number of ink colors to be used. Specify colors and/or PMS numbers if available. If a color is not specified, it will be understood that 1 color is black.

4 Color Process: Refers to the four process colors: yellow, magenta, cyan, and black. Normally used for the reproduction of color pictures.

5 Color/6 Color: Normally refers to one or two additional specific colors of ink when printing 4 color process.

Bleeds: Printed image extending to the trim edge of the sheet. Indicate under other whether full, one-, two-, or three-sided bleed is required. Specify number anticipated for total text area and/or cover section.

11. **MECHANICAL**: Method in which copy will be provided to printer.

Composition and Layout Provided by Printer: Printer to prepare all typesetting necessary to be used to create a finished layout.

Composition and Layout Provided by Agency: Agency to furnish necessary typeset to be used to create a finished layout. Specify if in galley form or captured on disk.

Camera Ready: Copy ready to go to camera with no typesetting or layout required.

Negatives Furnished: Refers to film containing an image in which the values of the original are reversed so that the dark areas appear light and vice versa. Indicate if stripped in flats.

12. **MEDIA**: How agency's information will be supplied to the vendor.

Media Format: Computer operating system used to create file.

Media type: By what method copy is provided.

Layout program: What software program was used to prepare copy.

Graphics program: What software program was used to prepare graphics.

Typefaces provided by: Who will provide screen and printer fonts.

Typeface brand: Screen and printer font brand name must be known to ensure output compatibility.

Fonts used: Name of typefaces to be used.

Color separating: Selecting & separating colors in a file prior to output.

Color trapping: The overlapping of one color on another color in tight registration jobs.

13. **PRINTER**:

Postscript: a page description language that is used by many printers and typesetters.

Other: Dot matrix, inkjet

Imaging Resolution Required: 600-2400 dots per inch.

Other: Higher than 2400 dots per inch.

14. **B&W SCANS**: An electronic version of a black and white picture from a photograph, printed page or piece of art.

Line screen required: The quantification of print quality using the number of lines per inch.

Scan resolution required: The quantification of print quality using the number of dots per inch.

15. **FOUR COLOR SCANS/SEPARATIONS**: Process of separating full color originals into a set of negatives using the four primary printing colors.

Line screen required: The quantification of print quality using the number of lines per inch.

Scan resolution required: The quantification of print quality using the number of dots per inch.

Provided by Printer: Printer to provide separation.

Provided by Agency: Agency to provide separation.

Match Print: Proofs that simulate the dot gain, densities and hues of offset printing.

High Resolution Contract Color Proof: Use when printing direct to plate.

16. **PROOFS**: Impression of the type image for approval prior to printing.

Laser Proof: Proof taken of type in page form.

Page Proof: Proof of each page after galley corrections have been made and illustrations, photos and footnotes have been arranged in their proper places.

Blue-line: Photoprint made from stripped-up negatives of positives, used as a proof to check position of image elements. Produced with either blue, brown or gray images.

Color Imposition Proof: Use in place of blue-line to show page layout and placement.

17. **FOLDING**: There are two kinds of folds - parallel and right angle. Using these two types of folds, specialty folds can be created. In designing printing, the different types of folds and the limitations of mechanical folding should be considered at the planning level. Otherwise, one or more folds might end up being a costly hand-folding operation. List yes or no and kind of fold or size folded to.

18. **SPECIAL APPLICATIONS**: Other than normal treatment of various elements of finished printed piece.

Die-cut: Use of sharp steel cutting rules to open an area to the required image or shape.

Scoring: Required on heavier cover weight stocks to produce a clean, accurate fold.

Perforations: Holes cut in stock for the purpose of facilitating separation of individual units. Indicate location of perforation.

No.: Number of perforations, either vertical or horizontal. Indicate if right angle perforation as in a Business Reply Card.

19. **BINDING**: Method in which printed sheets are to be bound together.

Saddle Stitch: Fastening of a booklet by wiring it through the middle fold of the sheets, usually in two positions.

Perfect Bind: Binding process using flexible adhesive. Should be considered when book goes beyond 100 pages.

Side Stapled: Wiring of the sheets or signature of a magazine or booklet on the side near the backbone, usually in two positions.

3-Hole Drill: Drilling for standard 3-hole binders.

Collated: Assembled in page sequence.

Plastic Bind: Books bound with plastic elements in spiral form, inserted through holes punched along the binding side. Comes in selected colors.

Wire Bind: Books bound with wire elements in spiral form, inserted through holes punched along the binding side.

20. **PACKAGING**: Manner in which completed job must be packaged.

Boxed: Amount per box.

Wrapped: Amount per package, if individual packaging is required. Standard packaging material accepted.

Shrink Wrap: Amount per package if individual clear cellophane is required in packaging.

21. **COPY READY DATE**: Exact date that complete copy will be ready for pickup. Complete copy means all furnished material (disk, typewritten manuscript, pictures, artwork, etc.) to be used in the production of the printing.

22. **DELIVERY DATE REQUIRED**: Date completed job must be delivered to agency.

Inside Delivery: Delivery to be made inside of a building to a specified location.

# COST SCHEDULE

## Printing Specifications

Total Cost For Job/Issue

\$ 1

Delivery Date 2

Vendor 3

Authorized Signature \_\_\_\_\_

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

**4**

Cost per \_\_\_\_\_ for additional quantities at pressrun \$ \_\_\_\_\_

**4**

Cost per \_\_\_\_\_ for less quantities at pressrun \$ \_\_\_\_\_

**5**

Cost per reprint in lots of \_\_\_\_\_ within one year of award \$ \_\_\_\_\_

**6**

Cost per signature to:  Add 2 page signature \$ \_\_\_\_\_  Delete 2 page signature \$ \_\_\_\_\_

**6**

Cost per signature to:  Add 4 page signature \$ \_\_\_\_\_  Delete 4 page signature \$ \_\_\_\_\_

**6**

Cost per signature to:  Add 8 page signature \$ \_\_\_\_\_  Delete 8 page signature \$ \_\_\_\_\_

**6**

Cost per signature to:  Add 16 page signature \$ \_\_\_\_\_  Delete 16 page signature \$ \_\_\_\_\_

**7**

Cost per page for negative and re-stripping \$ \_\_\_\_\_

**8**

Cost for customer alteration: Laser Proof \$ \_\_\_\_\_ Page/Blueline (per line) \$ \_\_\_\_\_

**9**

Cost per B&W Scan: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

**9**

Cost per duotone: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

**9**

Cost per color separation: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

**Additional Information:**

**INSTRUCTIONS FOR COST SCHEDULE  
PRINTING SPECIFICATIONS**

Below are descriptions of the various items which must be completed on the Cost Schedule. The numbers on the Cost Schedule correspond with the numbers listed here.

If the agency requires the offeror to quote optional costs, then the agency must mark the applicable boxes and enter the appropriate quantities in the corresponding blanks.

On the Cost Schedule, the offeror is required to write in the total cost, delivery date, and optional costs requested by the agency.

1. **TOTAL COST**: Total solicitation cost based on specifications.
2. **DELIVERY DATE**: Date that delivery will be complete based on specifications.
3. **VENDOR/AUTHORIZED SIGNATURE**: Vendor responding to solicitation.
4. **ADDITIONAL/LESS QUANTITIES**: A change in the total quantity to be printed.
5. **REPRINTS**: A reprinting of the original job within one year of award.
6. **ADD/DELETE SIGNATURE**: A change in the number of pages listed in the specifications.
7. **NEGATIVE AND RESTRIPPING**: A change, which requires a new negative, made by the agency in the blueline proof.
8. **CUSTOMER ALTERATION**: A change in composition by agency after completion of typesetting by contractor.
9. **B&W SCAN, DUOTONE, SEPERATION**: A change in the quantities of B&W Scans, duotones, and/or separations listed in specifications.

# STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (9-28-05) shall be made a part of all Printing Procurements by reference.  
MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE.  SEE ATTACHED SPECIFICATIONS.

**VENDOR** \_\_\_\_\_ **AUTHORIZED SIGNATURE** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_

**QUANTITY (per issue):** \_\_\_\_\_ **ISSUES (per year):** \_\_\_\_\_ **FLAT SIZE:** \_\_\_\_\_ **FOLDED SIZE:** \_\_\_\_\_

**PAGES:** \_\_\_\_\_  **PLUS COVER**  **SELF COVER**  **OTHER:** \_\_\_\_\_

**STOCK:** Text: \_\_\_\_\_ Other: \_\_\_\_\_

Cover: \_\_\_\_\_ Other: \_\_\_\_\_

**INK:** Text -  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_)

**Covers 1 & 4 -**  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

(Front & Back)

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_)

**Covers 2 & 3 -**  1 Color \_\_\_\_\_  2 Color \_\_\_\_\_  3 Color \_\_\_\_\_  4 Color Process

(Inside Front

Inside Back)

5 Color \_\_\_\_\_  6 Color \_\_\_\_\_  Other: \_\_\_\_\_  Bleeds (No. \_\_\_)

**MECHANICAL: Composition and Layout provided by -**  Printer  Agency  Camera Ready  Negatives Furnished  
 Other: \_\_\_\_\_

**MEDIA: Electronic Transmission -**  FTP  E-mail  Other: \_\_\_\_\_

**Media Format -**  IBM Comp.  Macintosh  Other: \_\_\_\_\_  File Copied to Media  File Printed to Media

**Media Type -**  3.5" Floppy  5.25" Compact Disk  Iomega ZIP  Other: \_\_\_\_\_

**Layout Program -**  Quark Express (Vers. # \_\_\_\_\_)  PageMaker (Vers. # \_\_\_\_\_)  In Design (Vers. # \_\_\_\_\_)   
Other: \_\_\_\_\_

**Graphics Program-**  Illustrator (Vers. # \_\_\_\_\_)  Freehand (Vers. # \_\_\_\_\_)  PhotoShop (Vers. # \_\_\_\_\_)  Other: \_\_\_\_\_

**Typefaces provided by -**  Vendor  Agency Typeface Brand: \_\_\_\_\_ Fonts used: \_\_\_\_\_

**Color Separating by -**  Vendor  Agency **Color Trapping by-**  Vendor  Agency

**PRINTER:**  PostScript  Other: \_\_\_\_\_

**Imaging Resolution Required -**  600 dpi  1200 dpi  2400 dpi  Other: \_\_\_\_\_

**B&W SCANS:** Line Screen Required: \_\_\_\_\_ Scan Resolution Required: \_\_\_\_\_ Size: \_\_\_\_\_ (No.\_\_\_\_) Size: \_\_\_\_\_ (No.\_\_\_\_)

**FOUR-COLOR SCANS/** Line Screen Required: \_\_\_\_\_ Scan Resolution Required: \_\_\_\_\_

## SEPARATIONS:

Provided by:  Printer  Agency  Min. Size (No.\_\_\_\_)  1/2 Page (No.\_\_\_\_)  Full Page (No.\_\_\_\_)

Agency will provide:  Transparency  Print  Art  Other \_\_\_\_\_

Type of Proof:  Match Print  High Resolution Contract Color Proof  Other \_\_\_\_\_

**PROOFS:**  Laser (Sets\_\_\_\_)  Page (Sets\_\_\_\_)  Blueline (Sets\_\_\_\_)  Color Imposition (Sets\_\_\_\_)

**FOLDING:**  Yes  No  Type \_\_\_\_\_ **SPECIAL APPLICATIONS:**  Die Cut  Scoring  Perforations (No.\_\_\_\_)

**BINDING:**  Saddle Stitch  Perfect Bind  Side Staple  3 Hole Drill  Collated

Plastic Bind (Color\_\_\_\_)  Wire Bind  Other: \_\_\_\_\_

**PACKAGING:**  Boxed \_\_\_\_\_ per box  Wrapped \_\_\_\_\_ per pkg.  Shrink Wrapped \_\_\_\_\_ per pkg.

**COPY READY DATE:** \_\_\_\_\_ **DELIVERY DATE REQUIRED:** \_\_\_\_\_

Inside Delivery \_\_\_\_\_

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

# COST SCHEDULE

## Printing Specifications

Total Cost For Job/Issue \$ \_\_\_\_\_

Delivery Date \_\_\_\_\_

Vendor \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost per \_\_\_\_\_ for additional quantities at pressrun \$ \_\_\_\_\_

Cost per \_\_\_\_\_ for less quantities at pressrun \$ \_\_\_\_\_

Cost per reprint in lots of \_\_\_\_\_ within one year of award \$ \_\_\_\_\_

Cost per signature to:  Add 2 page signature \$ \_\_\_\_\_  Delete 2 page signature \$ \_\_\_\_\_

Cost per signature to:  Add 4 page signature \$ \_\_\_\_\_  Delete 4 page signature \$ \_\_\_\_\_

Cost per signature to:  Add 8 page signature \$ \_\_\_\_\_  Delete 8 page signature \$ \_\_\_\_\_

Cost per signature to:  Add 16 page signature \$ \_\_\_\_\_  Delete 16 page signature \$ \_\_\_\_\_

\_\_\_\_\_

Cost per page for negative and re-stripping \$ \_\_\_\_\_

Cost for customer alteration: Laser Proof \$ \_\_\_\_\_ Page/Blueline (per line) \$ \_\_\_\_\_

Cost per B&W Scan: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

Cost per duotone: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

Cost per color separation: Minimum \$ \_\_\_\_\_ Half-page \$ \_\_\_\_\_ Full-page \$ \_\_\_\_\_

### Additional Information:



## INSTRUCTIONS FOR FORMS SPECIFICATION SHEET

Below are descriptions of the various items which must be completed on the Forms Specification Sheet. The numbers on the Specification Sheet correspond with the numbers listed here.

1. **VENDOR/AUTHORIZED SIGNATURE:** Vendor responding to bid/proposal.
2. **AGENCY NAME:** Name and city.
3. **DELIVERY DATE REQUIRED:** Date completed job must be delivered to agency.
4. **INSIDE DELIVERY:** Delivery to be made inside of a building to a specified location.
5. **DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR:** Exact date that complete copy will be ready for pickup. Complete copy means all furnished material (typewritten manuscript, artwork, etc.) to be used in the production of the printing.
6. **QUANTITY ORDERED:** Total amount to be printed.
7. **NUMBER OF PARTS:** Number of papers in form. Do not count carbons as parts.
8. **FORM NUMBER:** Form's designated number.
9. **TITLE/DESCRIPTION:** Name of form to be listed on all cartons and shipping papers.
10. **CONTINUOUS:** Produced in continuous folds to facilitate high-speed processing and printing.
11. **MAILER:** Continuous form of two or more parts which are glued together on all four sides and constructed in such a way that it can go through the U.S. Mail without using an envelope.
12. **SNAP SET:** Multi-part form glued together in a common stub, utilizing its own one-time carbon or carbonless paper for purposes of making copies.
13. **COMPOSITION:** Material consisting of text in typewritten form for photo-offset reproduction, or in typeset form for letterpress and other methods of printing.

**New:** New form will require drawing and complete typesetting.

**Exact:** No changes to existing forms. (Can also be camera ready.)

**Disk:** Form provided on disk, disk specification must be completed on bidding schedule.

**Changed:** Existing form that requires some changes prior to printing.

**Camera Ready Copy:** Existing form or typeset copy that requires no changes and can be photographed to make a printing plate. The image must be sharp and

free of screened areas, broken lines and type.

14. **Specs:** Full description of how the form is to be produced.

**Revised:** Changed from the previous printing

**Exact:** No changes from last printing.

15. **PROOFS:** Impression of the type image for approval prior to printing.  
(Proofs are not necessary if form is camera ready.)

16. **CARBON DUMMY:** Mock-up of exact paper weights and colors with sample of carbon to be used (when applicable). Used for testing legibility.

17. **ARTWORK:** Features on copy other than words or ruled lines.

**Screens:** Shades of a particular color of ink usually printed in graduations from 10% to 90% of the solid color.

**Reverses:** Original images in which reproduction has been reversed by a negative working process.

**Logo:** Identifying emblem, e.g., State seal.

**Other:** Phantoms, pantographs, screened rules, rounded corners, etc.

18. **OVERALL SIZE:** Overall size of form, including stub. List measurement in accordance with the following

**SNAP SETS**

**CONTINUOUS FORMS & MAILERS**

**WIDTH**—Measured parallel to stub Perf (this measurement determines the press size needed to produce this form).

**WIDTH** - Measure from left edge of paper to right edge including line hole margins.

**LENGTH**—Measure from top of stub to edge of opposite side.

**LENGTH**—Measure from top to bottom of form. (This measurement determines the press size needed to produce this form.)

19. **STUB SIZE & POSITION (FOR SNAP SETS ONLY):** Stub size is measured from edge of form to stub perforation. Stub position to be given in terms of its relation to the copy on the form's top, bottom, left, or right. (Standard sizes 5/8 or 3/4.)

20. **PAPER SPECIFICATIONS:** Description of paper(s) to be used.

**Color:** Color(s) of papers.

**Weight:** Weight(s) of papers.

**Kind:** Kind(s) of papers: bond, ledger, tag, carbonless, etc.

21. **INK SPECIFICATIONS:** Color of ink(s) to be used.

**Face Printing:** Printing on front of form.

**Primary:** Base color of ink - represents most of ink coverage.

**Secondary:** Additional color(s) of inks to be used. Ink color of marginal words should not be listed here.

**Back Printing:** Printing on back of form.

22. **COPY:** Refers to the printed composition on the form. (DO NOT consider marginal words or marginal numbers as copy.)

**Front Copy as:** Indicate any composition changes from one paper part to the next on front printing.

**Back Copy as:** Indicate any composition changes from one paper part to the next on back printing.

23. **NO. OF EXTRA PERFS:** Perforation is the partial cutting of paper or carbon to allow for the uniform removal of certain portions without uneven tearing. Indicate number of extras perforations.

**SNAP SETS**

**CONTINUOUS FORMS & MAILERS**

H - (Horizontal) Parallel to stub perforation

H - (Horizontal) Perpendicular to marginal line holes.

V - (Vertical) Perpendicular to stub perforation

V - (Vertical) Parallel with marginal line holes

P - (Partial) Perforation that does not run the full length or width of the form

P - (Partial) Perforation that does not run the full length or width of the form

24. **MARGINAL WORDS OR DESIGNATING NUMBERS:** Refers to the words that show final disposition of each sheet or the title of each sheet (examples would be: vendor copy, or file copy, etc.). This is not considered part of the copy. If ink color is not specified, red or base ink at factory option will be used.

25. **CARBON SIZE:** Size of all carbons in the form. List measurements in accordance with the following:

**Snap Sets:** Measured from stub perforation; usually ends one-half inch from edge of opposite end.

**Continuous:** Measured from left to right.

26. **NCR IMAGE OR CARBON COLOR:** Indicate the color of carbonless paper image or color of carbon to be used in form.
- NCR Image:** Black or Blue image are standard.
- Carbon Color:** Color of all carbons in the form.
- Continuous:** Standard color is black.
- Snap Sets:** Blue is standard for handwritten forms and black is usually used on typewritten forms.
27. **NUMBERING:** Number sequence. List beginning and ending numbers.
- No. of Positions:** Indicate how many consecutive numbering positions are required on the form.
- Color:** Usually red, but can be any color.
- Guaranteed:** Guarantee of no breaks in the numbering sequence.
- List Missing:** Manufacturer to supply customer with a list of any missing numbers destroyed in production.
- Press:** All numbers will appear in red or desired color of ink on all parts.
- Crash:** First part will be red or desired color of ink; on all other parts, the number will be the color of the carbon.
28. **MICR SPECS:** Refers to the magnetic ink used for bank scanning.
- Static:** Transit number and account number information that remains constant from check to check; printed in black magnetic ink.
- Consecutive:** Consecutive numbering system used by a bank to put checks in numerical order as listed on bank statement.
29. **PUNCHING:** Round holes punched in paper or in papers and carbons.
- Position:** Top, bottom, left, or right in respect to copy.
- Number of Holes:** Total number of holes in form. Do not count marginal line holes.
- Diameter:** Size of hole measured across diameter.
- C To C:** Distance from center of one hole to center of the next.
- Edge of Paper to Center of Hole:** Distance from edge of paper to center of hole. Indicate which edge (top, bottom, left, right) used in measuring.
- Punch Parts:** List paper parts to be punched.
- Press:** Punched through paper parts only, carbons not punched.

**Drill:** Punched through papers and carbons.

**Special Punching:** Any punching other than round holes or more than three round holes.

30. **CONTINUOUS FORMS:** Produced in continuous folds to facilitate high speed processing and printing.

**Marginal Punching:** Standard for computer forms; both left and right sides are punched.

**Marginal Perfs:** Refers to the perforations used for removal of pin-feed holes (marginal punching) after form has been printed on computer.

**Crimp:** Standard method of fastening papers or papers and carbons of continuous forms. Specify whether papers only or papers and carbons are to be crimped.

**Glue:** Another means of fastening continuous forms. Specify whether papers or papers and carbons are to be glued. Glued forms cannot be decollated unless glued margins are removed.

31. **FORMS HANDLING EQUIPMENT:** Indicate the name and model number of equipment on which this form will be processed.

32. **CHARACTERS PER INCH (ACROSS):** Indicate the number of print characters per inch that will be used to complete this form. Standard is 10 but some programs use 12 or 15.

**LINES PER INCH (DOWN):** Indicate the number of print lines per inch down the page that will be used to complete this form. Standard is 6 but some programs use 8.

33. **BOOK BINDING OR PADDING:** Forms made into books or pads.

**Stub position:** Refers to the position of the binding stub or glued edge in relation to the copy in the form's top, bottom, left or right.

**Type Cover:** Check type of cover required.

**Triad:** Wraparound tag cover for snap sets that extends around the length of the book (so that you can put the cover between the snap sets and the image will not transfer from form to form); it also has an extra piece of tag cover on the front of the book extending from binding stub to the end of form.

**Flyleaf:** Cover used on papers only and which has a tag cover that extends the length of the form on front and has a full piece of chipboard on back. Used for books in which user will insert carbons between paper parts.

**Wraparound:** Tag cover for snap sets that extend from the top of the binding stub at the back of the book completely around the length of the book to the binding stub at front. Used to place between the snap sets to keep the image from transferring to the other forms in the book.

**Covers Printed:** Indicate whether covers are to be printed.

**Ink Color:** Color of ink to be used on cover.

34. **PACKAGING SPECIFICATIONS:** Refers to the specific requirements for packaging forms.

**Quantity to Book or Pad:** Number of unit sets per book or number of sheets per pad.

**Standard:** Standard packaging used by contractor for this particular size form.

**Special:** Special packaging requirements.

**Qty/PKG:** Number of forms per package.

**Qty/Carton:** Number of forms per shipping carton.

35. **AGENCY CONTACT:** Name of person to contact at the Agency.

36. **PHONE NUMBER:** Phone number of the contact person listed in number 35.

# COST SCHEDULE

## Forms Specifications

Total Cost For Job

\$ \_\_\_\_\_ **1**

Delivery Date \_\_\_\_\_ **2**

Vendor \_\_\_\_\_ **3**

Authorized Signature

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive. **4**

Cost of reprints in lots of \_\_\_\_\_ within one year of award \$ \_\_\_\_\_

## MEDIA SPECIFICATIONS

**5**

**MEDIA: Electronic Transmission -**  Modem  E-mail  Other: \_\_\_\_\_

**Media Format -**  IBM Comp.  Macintosh  Other: \_\_\_\_\_  File Copied to Media  File Printed to Media

**Media Type -**  3.5" Floppy  44/88/200/270 Syquest  EZ 135 Syquest  3.5 " Magneto Optical  
 5.25" Magneto Optical  5.25" Compact Disk  Iomega ZIP  Iomega Jazz  Other: \_\_\_\_\_

**Layout Program -**  Quark Express (Vers. # \_\_\_\_\_)  PageMaker (Vers. # \_\_\_\_\_)  Other: \_\_\_\_\_

**Graphics Program-**  Illustrator (Vers. # \_\_\_\_\_)  Freehand (Vers. # \_\_\_\_\_)  PhotoShop (Vers. # \_\_\_\_\_)  
 Other: \_\_\_\_\_

**Typefaces provided by -**  Vendor  Agency Typeface Brand: \_\_\_\_\_ Fonts used: \_\_\_\_\_

**Color Separating by -**  Vendor  Agency **Color Trapping by-**  Vendor  Agency

**6**

**PRINTER:**  PostScript  PCL  Other: \_\_\_\_\_  
**Imaging Resolution Required -**  600 dpi  1200 dpi  2400 dpi  Other: \_\_\_\_\_

## INSTRUCTIONS FOR COST SCHEDULE

### FORMS SPECIFICATIONS

Below are descriptions of the various items which must be completed on the Cost Schedule. The numbers on the Cost Schedule correspond with the numbers listed here.

If the agency requires the offeror to quote optional costs, then the agency must mark the applicable boxes and enter the appropriate quantities in the corresponding blanks.

On the Cost Schedule, the offeror is required to write in the total cost, delivery date, and optional costs requested by the agency.

1. **TOTAL COST**: Total solicitation cost based on specifications.
2. **DELIVERY DATE**: Date that delivery will be complete based on specifications.
3. **VENDOR/AUTHORIZED SIGNATURE**: Vendor responding to solicitation.
4. **REPRINTS**: A reprinting of the original job within one year of award.
5. **MEDIA**: How agency's information will be supplied to the vendor.

**Media Format**: Computer operating system used to create file.

**File copied to media**: Use operating system commands to copy file to media.

**File printed to media**: Used when agency knows that vendor will not have to go into file. (Not recommended)

**Media type**: By what method copy is provided.

**Layout program**: What software program was used to prepare copy.

**Graphics program**: What software program was used to prepare graphics.

**Typefaces provided by**: Who will provide screen and printer fonts.

**Typeface brand**: Screen and printer font brand name must be known to ensure output compatibility.

**Fonts used**: Name of typefaces to be used.

**Color separating**: Selecting and separating colors in the file prior to output.

**Color trapping**: The overlapping of one color on another color in tight registration jobs.

6. **PRINTER:**

**Postscript:** a page description language that is used by many printers and typesetters.

**PCL:** Hewlett-Packard's Printer Command Language

**Other:** Dot matrix, inkjet

**Imaging Resolution Required:** 600-2400 dots per inch.

**Other:** Higher than 2400 dots per inch.

# STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurements by reference.

Vendor \_\_\_\_\_ Authorized Signature \_\_\_\_\_

SEE ATTACHED SPECIFICATIONS.

AGENCY NAME				DELIVERY DATE REQUIRED				<input type="checkbox"/> INSIDE DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR									
QUANTITY ORDERED			NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS												
<input type="checkbox"/> CONTINUOUS		<input type="checkbox"/> MAILER		COMPOSITION				SPECS		PROOFS		CARBON DUMMY		ARTWORK					
<input type="checkbox"/> SNAP SET		<input type="checkbox"/> OTHER		NEW	EXACT	DISK	CAMERA READY	CHANGED	REV	EXACT	YES	NO	YES	NO	SCREENS	REVERSES	LOGOS	OTHER	
P A R T	OVERALL SIZE INCLUDING STUB		STUB SIZE		PAPER SPECIFICATION			CARBON SIZE OVERALL WIDTH FOR CONTINUOUS FORMS.						LENGTH FROM STUB PERF FOR SNAPOUTS				B E T W E E N  N C R I M A G E O R C A R B O N C O L O R	
			LEFT	RIGHT	COLOR	WT.	KIND	INK SPECIFICATIONS		COPY		NO. OF EXTRA PERFS.		MARGINAL WORDS OR DESIGNATING NUMBERS		BETWEEN			
	TOP	BOTTOM	FACE PRINTING	BACK PRINTING				FRONT COPY AS	BACKER COPY AS	H	V	P							
	WIDTH	LENGTH					PRIM.	SEC											
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
NUMBERING		FROM				TO				NO. OF POSITIONS		COLOR	GUARANTEED	LIST MISSING	<input type="checkbox"/> PRESS	MICR SPECIFICATIONS			
													<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CRASH	<input type="checkbox"/> STATIC ONLY <input type="checkbox"/> STATIC & CONSECUTIVE			
PUNCHING		POSITION	NO. OF HOLES	DIAMETER	C TO C	EDGE OF PAPER TO CENTER OF HOLE		PUNCH PARTS	PRESS	DRILL	SPECIAL PUNCHING								
CONTINUOUS FORMS		MARGINAL PUNCHING		MARGINAL PERFS		CRIMP		GLUE		FORMS HANDLING EQUIPMENT (SPECIFY NAME & MODEL NUMBER)				CHARACTERS PER INCH (ACROSS)	LINES PER INCH (DOWN)				
		LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	PRINTER		DELEAVER	BURSTER						
		PAPER																	
		CARBON																	
BOOK BINDING OR PADDING		STUB		TYPE OF COVER		COVERS PRINTED		INK COLOR	QUANTITY BOOK OR PAD		PACKAGING SPECIFICATIONS								
		<input type="checkbox"/> LEFT	<input type="checkbox"/> RIGHT	<input type="checkbox"/> TRIAD	<input type="checkbox"/> FLYLEAF	<input type="checkbox"/> YES	<input type="checkbox"/> NO				PACKING	QTY/PKG	QTY/CTN						
		<input type="checkbox"/> TOP	<input type="checkbox"/> BOTTOM	<input type="checkbox"/> WRAP AROUND							<input type="checkbox"/> STD	<input type="checkbox"/> SPL							
AGENCY CONTACT						PHONE NUMBER													

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS:

# COST SCHEDULE

## Forms Specifications

Total Cost For Job \$ \_\_\_\_\_

Delivery Date \_\_\_\_\_

Vendor \_\_\_\_\_

Authorized Signature

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost of reprints in lots of \_\_\_\_\_ within one year of award \$ \_\_\_\_\_

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## MEDIA SPECIFICATIONS

**MEDIA: Electronic Transmission -**  Modem  E-mail  Other: \_\_\_\_\_

**Media Format -**  IBM Comp.  Macintosh  Other: \_\_\_\_\_  File Copied to Media  File Printed to Media

**Media Type -**  3.5" Floppy  44/88/200/270 Syquest  EZ 135 Syquest  3.5 " Magneto Optical  
 5.25" Magneto Optical  5.25" Compact Disk  Iomega ZIP  Iomega Jazz  Other: \_\_\_\_\_

**Layout Program -**  Quark Express (Vers. # \_\_\_\_\_)  PageMaker (Vers. # \_\_\_\_\_)  Other: \_\_\_\_\_

**Graphics Program-**  Illustrator (Vers. # \_\_\_\_\_)  Freehand (Vers. # \_\_\_\_\_)  PhotoShop (Vers. # \_\_\_\_\_)  
 Other: \_\_\_\_\_

**Typefaces provided by -**  Vendor  Agency Typeface Brand: \_\_\_\_\_ Fonts used: \_\_\_\_\_

**Color Separating by -**  Vendor  Agency **Color Trapping by-**  Vendor  Agency

**PRINTER:**  PostScript  PCL  Other: \_\_\_\_\_  
**Imaging Resolution Required -**  600 dpi  1200 dpi  2400 dpi  Other: \_\_\_\_\_

## INDUSTRY TERMS

The following information presents printing industry terminology (terms) and customs. The following industry terms and phrases are presented to help users when purchasing printed materials. These terms represent areas of design, material and production.

The printing industry has its own set of generally accepted customs. Being aware of these customs will assist employees with purchasing printed items and when working with printing vendors. **It is important to note that when industry customs are in contradiction with state terms and condition, the state terms and conditions shall supersede and prevail.** Therefore it is important to provide specific written information about these terms and conditions as part of all bid specifications.. These documents determine how specific matters are handled with every job and vendor.

## INDUSTRY TERMS

The following terms may not necessarily pertain to every printing Job. Use this list to define and describe requirements when developing bid specifications. These definitions will assist with readers' understanding of industry concepts.

1. **Accordion Fold:** In binding, a term used for two or more parallel folds which open like an accordion.
2. **Against the Grain:** Folding or feeding paper at right angles to the grain direction of the paper. This can result in cracking or tearing when stock is folded.
3. **Author Alteration:** Changes in copy or specifications made after production has begun. Generally referred to as "AA's" or "AC's".
4. **Artwork:** All illustration copy used in preparing a job for printing.
5. **Back To Back:** In printing, on both sides of a sheet.
6. **Backbone:** The back of a bound book connecting the two covers; also called spine.
7. **Banding:** Method of packaging printing material using paper, rubber, plastic, string, or fiberglass bands.
8. **Baseline:** The imaginary line on which letters in a line of text rest.
9. **Basic Weight:** The weight in pounds of a ream (500 sheets) of paper cut to a given standard size for that grade; e.g., 500 sheets 25" X 38" of 50-lb. Book paper weigh fifty pounds.
10. **Bind:** To fasten sheets or signatures and adhere covers with glue, wire, thread, or by other means.
11. **Bindery:** Print shop area that does trimming, folding, binding, and other finishing tasks.

12. **Binding Stub:** Stub in which staples are placed for binding snap set forms into books.
13. **Black-and-White:** Originals or reproductions in black ink only as distinguished from multicolor.
14. **Bleed:** An extra amount of printed image which extends beyond the trim edge of the sheet or page.
15. **Blowup:** Photographic enlargement.
16. **Blueline:** Prepress, photographic proof where all colors show as blue image on white paper.
17. **Body Type:** Type of smaller sizes (usually 13-point and smaller) used to present the main text (body) of a publication.
18. **Bond Paper:** A grade of writing or printing papers where strength, durability and permanence are essential requirements; used for letterheads, business forms, etc. The basic size is 17" X 22".
19. **Book Paper:** A general term for coated and uncoated papers. The basic size is 25" X 38".
20. **Breaks:** With continuous forms, represents a separation of forms in a case of forms.
21. **Bristol:** Type of board paper used for post cards, business cards and other heavy-use products.
22. **Brochure:** A pamphlet bound in booklet form.
23. **Caliper:** The thickness of paper, usually expressed in thousandths of an inch (mils).
24. **Camera Ready:** Copy which is ready photography.
25. **Carbon Dummy:** Mock-up of exact paper weights and colors with sample of carbon to be used (when applicable). Used for testing legibility.
26. **Clip Art:** Artwork that can be cut out of a catalog and reproduced by printing methods.
27. **Coated Paper:** Paper have a surface coating which produces a smooth finish. Surfaces vary from eggshell to glossy.
28. **Collate:** In binding, the gathering of sheets or signatures.
29. **Color Correction:** Any method such as masking, dot-etching, re-etching, and scanning.
30. **Color Monitor:** Any visual monitoring device that has the capability of producing points of light in any color other than black and white.
31. **Color Process:** Alternate term for four color process printing.

32. **Color Proof:** A proof combining all colors. The proof is checked for proper color determination, size, registration, and the like.
33. **Color Separation:** In photography, the process of separating color originals into the primary printing color components in negative or positive form. A set of four halftone negatives for making plates for 4-color process printing.
34. **Column Width:** The horizontal measure of the column.
35. **Composition:** Material consisting of text in typewritten form for photo-offset reproduction or in typeset form for letterpress and other methods of printing.
36. **Computer Printer:** A device that converts data into near letter quality (NLQ) printed form.
37. **Condensed Type:** A narrow or slender type face.
38. **Continuous Form:** Series of perforated sheets attached in roll form. The sheets are fed into a printing press or other device, such as a computer printout, and are separated into individual sheets by tearing them apart along the lines of the perforations.
39. **Continuous Tone:** A photographic image which contains gradient tones from black to white.
40. **Copy:** Any furnished material (typewritten manuscript, pictures, artwork, etc.) to be used in the production of printing.
41. **Cover:** Outside surface of a case-bound or soft-cover book. The outside front is called first cover, inside front is called second cover, inside back is called third cover, outside back is called fourth cover.
42. **Cover Paper:** A term applied to a variety of papers used for the covers of catalogs, brochures, booklets and similar pieces.
43. **Crash Printing:** Letterpress printing on carbon or carbonless forms so image prints simultaneously on all sheets in the set.
44. **Creep:** Phenomenon of middle pages of a folded signature extending slightly beyond outside pages. This can create margin problems and must be corrected when many pages are involved.
45. **Crimping:** Standard method of fastening papers or papers and carbon on a continuous form by piercing the sheets of paper or paper and carbon in the margins and locking them together by folding back the flaps.
46. **Crop:** To eliminate portions of the copy, usually on a photograph or plate, indicated on the original by cropmarks.
47. **Curl:** In paper, the distortion of a sheet due to difference in structure or coatings from one side to the other, or to absorption of moisture on an offset press.

48. **Decollator:** Machine used on continuous forms to remove the margins and/or carbons and separate the paper parts.
49. **Desktop Publishing:** Designing, laying out, editing and producing a publication electronically, using a personal computer, word-processing and graphics software, a desktop publishing software, and output to a computer printer, laser printer or imagesetter.
50. **Desktop Publishing Software:** Software that can produce professional-looking publications.
51. **Die:** Sharp metal rule used for die-cutting or block of metal used for embossing or foil stamping.
52. **Die-Cutting:** The process of using sharp steel rules to cut special shapes for labels, boxes and containers, from printed sheets. Die-cutting can be done on either flatbed or rotary presses. Rotary die-cutting is usually done in-line with the printing.
53. **Die-Stamping:** An intaglio process for the production of letterheads, business cards, etc., printing from lettering or other designs engraved into copper or steel.
54. **Digital Plates:** Printing plates that can be exposed by lasers or other high energy sources driven by digital data in a platesetter. These plates are used with high-tech processing.
55. **Digital Printing:** Printing by plateless imaging systems that are imaged by digital data from prepress systems.
56. **Diskette:** A thin, flexible magnetic disk and a semirigid or hard protective jacket, in which the disk is permanently enclosed. (Also known as a flexible or floppy disk)
57. **Display Type:** Type of a larger size (usually 14-point and higher) used for Headlines, and Ads.
58. **Dots Per Inch (DPI):** A measure of the resolution of a screen image or printed page. Spots per inch (spi) is a more appropriate term.
59. **Drill:** To bore holes in paper so sheets fit over posts of loose-leaf binders.
60. **Drop-Out:** Portions of originals that do not reproduce, especially colored lines or background areas (often on purpose). Sometimes, this is a result of poor quality originals.
61. **Dry Gum Paper:** Label paper with glue that can be activated by water.
62. **Dummy:** A preliminary layout showing the position of illustrations and text as they are to appear in the final reduction. A set of blank pages up in advance to show the size, shape, form, and general style of a piece of printing.
63. **Duotone:** In photomechanics, a term for a two-color halftone reproduction from a photograph.
64. **Duplex Paper:** Paper with a different color or finish on each side.

65. **Editing:** Preparation of a manuscript for publication. It may include revision, rewriting, and checking for accuracy, as well as what is usually termed “Copy editing”. Unless a copy editor is technically qualified, he or she should not make technical changes. Copy editing includes checking numerical sequence, marking for type, and making the style of the manuscript consistent. Spelling, punctuation, and grammar are corrected. Modified proofreader’s marks are used in editing the manuscript. When possible, however, the corrections are written above the affected word or words rather than in the margin. Colored inks or colored pencils are generally used.
66. **Embossed Finish:** Paper with a raised surface resembling wood, cloth, leather or other pattern.
67. **Embossing:** Impressing and image in relief to achieve a raised surface; either overprinting or on blank paper (called blind embossing).
68. **Engraver:** Person who makes a plate for engraving. Also may refer to trade camera service. Engraving is a method of printing using a plate, also called a die, with an image carved into it.
69. **Felt Side:** The smoother side of the paper for printing. The top side of the sheet in paper manufacturing.
70. **File:** Any collection of information stored on a disk - a document, a folder, a system file or resource, and application.
71. **Flood Varnish:** To cover a sheet with ink or varnish.
72. **Flush Left (or Right):** In composition, type set to line up at the left (or right).
73. **Folding:** There are two kinds of folds - parallel and right angle. Using these two types of folds, specialty folds can be created. In designing printing, the different types of folds and the limitations of mechanical folding should be considered at the planning level. Otherwise, one or more folds might end up being a costly hand-folding operation.
74. **Foil Emboss:** To foil stamp and emboss an image.
75. **Foil Stamping:** Method of printing on a letter press using thin metallic or pigmented film and a die.
76. **Folio:** The page number.
77. **Font:** In composition, a complete assortment of letter, number, punctuation marks, etc. of a printed piece.
78. **Format:** The size, style, type, page, margins, printing requirements, etc. of a printed piece.
79. **Galley Proof:** A proof of text copy before being made into pages.
80. **Gathering:** In binding, the assembling of folded signatures in proper sequence.

81. **Generation:** Each succeeding stage in reproduction from the original copy.
82. **GBC Binding:** General Binding Corporation trade name for plastic comb binding.
83. **Gloss:** Characteristic of paper, ink, or varnish that reflects relatively large amounts of light.
84. **Goldenrod Paper:** In offset lithography, a specially-coated masking paper of yellow or orange color used by strippers to assemble and position negatives for exposure on plates.
85. **Grade:** One of seven major categories of paper: bond, uncoated book, coated book, text, cover, board, and specialty.
86. **Grain:** In paper making, the direction in which most fibers lie which corresponds with the direction the paper is made on a paper machine.
87. **Graphics:** The drawing of circles, boxes, lines, and combining them to produce complex images.
88. **Graphic Software:** An application program that instructs the computer to draw complex shapes.
89. **Gripper Edge:** The leading edge of paper as it passes through a printing press. Also, the front edge of a lithographic or wraparound plate that is secured to front clamp of plate cylinder. Images cannot be printed in this area.
90. **Gripper Margin:** Unprintable blank edge of paper on which grippers bear, usually or less.
91. **Groundwood Pulp:** A mechanically-prepared wood pulp used in the manufacture of newsprint and publication papers.
92. **Halftone:** The reproduction of continuous-tone images, through a screening process, which converts the image into dots of various sizes and equal spacing between centers.
93. **Halftone Screen:** Screen placed in front of the negative material in a process camera to break up a continuous tone image into dot formation.
94. **Hard Copy:** The permanent visual record of the output of a computer or printer. Also, the material sent to a typesetter in typed form, for conversion into typeset material.
95. **Hard Proof:** A proof on paper or other substrate as distinguished from a soft proof which is an image on a VDT screen.
96. **Hardware:** The physical components that make up a personal computer system.
97. **Headline:** Words usually set in large type at the head of a page or passage to introduce or categorize.
98. **Head Margin:** The white space above first line on a page.

99. **Heat Set Web:** Web press equipped with oven to dry ink faster, thus able to print coated paper.
100. **3-Hole Drill:** Drilling for standard 3-hole binders.
101. **Image Area:** Portion of a negative or plate corresponding to inking on paper. Portion of paper on which in appears.
102. **Imagesetter:** In computer imaging, a device that outputs type, line art, and photos in position.
103. **Imposition:** The arranging of pages in a press form to ensure the correct order after the printed sheet is folded and trimmed.
104. **Impression:** In printing, the pressure of type, or blanket as it comes in contact with the paper.
105. **Index Paper:** Light weight board paper for writing and easy erasure.
106. **Ink:** Colored liquid material for printing.
107. **In-Plant Printer:** Department of an agency, business, or associations that does the printing for the parent organization.
108. **Insert:** A printed piece prepared for insertion into a publication, another printed piece, or a mailing.
109. **Keyboard:** An input device that allows information to be entered via a set of keys contained in a single unit.
110. **Kraftwrap:** Heavy brown paper used in packaging.
111. **Laid Paper:** Paper with a pattern of parallel lines at equal distances, giving a ribbed effect.
112. **Lamination:** A plastic film bonded by heat and pressure to a printed sheet for protection or appearance.
113. **LASER:** The acronym for **L**ight **A**mplification by **S**timulated **E**mission of **R**adiation. The laser is an intense light beam with very narrow band width that can produce images by electronic impulses from digital data.
114. **Laser Printer:** A device that converts data into printed form with resolutions ranging from 300 dots per inch (dpi) to 1200 dots per inch (dpi).
115. **Layout:** The drawing or sketch of a proposed printed piece. In plate making, a sheet indicating the settings for a step-and-repeat machine.
116. **Leaders:** In composition, rows of dashes or dots to guide the eye across the page. Used in tabular work, programs, tables of contents, etc.

117. **Leading:** White space between lines of type. Measured in points from baseline to baseline.
118. **Lead Time:** Time allocated for a specific job or series of incremental tasks for the job in order to ensure completion and delivery on schedule.
119. **Letter Press:** Method of printing from raised surfaces. A letter press is the kind of press used primarily for crash printing of numbers or for die cutting.
120. **Lithography:** One of the most common methods of printing which uses a chemically coated plate whose image areas attract ink and non-image areas repel ink.
121. **Logo:** Identifying emblem; e.g., State Seal
122. Abbreviation for a quantity of 1000 sheets of paper.
123. **Mailer:** Continuous form of two or more parts which are glued together on all four sides and constructed in such a way that it can go through the U.S. Mail without using an envelope.
124. **Make-Ready:** In printing, all work done to set up a press for printing.
125. **Manuscript:** Handwritten or typewritten copy of material to be printed.
126. **Matte Finish:** Dull paper finish without gloss or luster.
127. **Mechanical:** Camera ready pasteup of type, photo overlays, line art, and overlays for additional colors on one piece of artboard. Colors should be marked on tissue overlay.
128. **Mechanical Separation:** The old camera ready copy process prepared using a separate overlay for each color to be printed. This process is rapidly being replaced by digital or disk generated technologies.
129. **Memory:** Any hardware or software that has the capability of permanently retaining data.
130. **Micr Ink:** Type of ink containing iron oxide that is used in Magnetic Ink character Recognition equipment such as check sorters used by banks.
131. **Mimeograph:** Method of printing using a plastic stencil mounted on a rotating drum containing ink.
132. **Modem:** An electronic device that can receive information from a computer and transmit it to another computer.
133. **Monochrome Monitor:** A monitoring device that only displays two colors such as black and white.
134. **Mouse:** A small mechanical device whose movement on the desk corresponds to pointer movements on your screen.
135. **Mylar:** In offset preparation, a polyester film specially suited for stripping positives because of its mechanical strength and dimensional stability.

136. **Negative:** In photography, film containing an image in which the values of the original are reversed so that the dark areas appear light and vice versa. Often referred to as “film”.
137. **Newsprint:** Paper made mostly from groundwood pulp and small amounts of chemical pulp. Used for printing newspapers.
138. **Numbering:** Number sequence to be printed.
139. **Non-Impact Printer:** An electric device like a copier, laser or ink-jet printer that created images on a surface without contacting it.
140. **Off-Press Proofs:** Proofs made by photochemical or digital means in less time and at lower cost than press proofs.
141. **Offset:** In printing, the process of using an intermediate blanket cylinder to transfer an image from the image carrier to the substrate. Short for offset lithography. Lithographic printing transfers ink from a plate to a blanket, then from the blanket to paper.
142. **Open Web:** Web press without a drying oven, thus unable to print on coated paper.
143. **Overlay:** In artwork, a transparent covering over the copy where color break, instructions or corrections are marked. Also, transparent or translucent prints which, when placed one on the other, form a composite picture.
144. **Overprinting:** Double printing; printing over an area that already has been printed.
145. **Overrun:** In printing, copies printed in excess of the specified quantity.
146. **Padding:** Binding printed or blank sheets in units. Base stock is used to separate the units. The pads are secured as a batch, and cement is applied to one side. The units are then separated to form individual tablets.
147. **Page:** One side of a sheet of paper.
148. **Page Count:** Total number of pages, including blanks and printed pages without numbers.
149. **Page Makeup:** In stripping, assembly of all elements to make up a page. In computerized typesetting, the electronic assembly of page elements to compose a complete page with all elements in place on a video display terminal and on film or plate.
150. **Page Proof:** Proof taken from each page and proofread as a final check. The galley corrections have been made, and illustrations and footnotes have been arranged in their proper places.
151. **Pagination:** In computerized typesetting, the process of sequencing pages automatically to identify its location.
152. **Pallet:** Wooden platform used as a base for loading and moving paper and printed products.

153. **Pattern Carbon:** Type of carbon that has only selected areas of carbon coverage with the balance remaining a clear brown tissue. Used in the selective transfer of certain information from one paper part to another in snap sets or continuous forms and mailers.
154. **Perfect Bind:** To bind sheets by trimming at the spine and gluing them to a wraparound cover.
155. **Perfecting Press:** A printing press that prints both sides of the paper in one pass through the press.
156. **Perforate:** To cut minute holes in stock in order to facilitate separation of individual units.
157. **Personal Computer:** A system that consists of a processing unit, Memory (RAM, ROM), Input devices (keyboard, mouse, scanner, modem), output devices (monitor-color or monochrome, printer, imagesetter).
158. **Pica:** Printer's unit of linear measurement. One pica equals 12 points or 1/6 inch.
159. **Pigment:** In printing inks, the fine solid particles used to give color, transparency or opacity.
160. **Pinfeed Holes:** Marginal punched holes on the sides of continuous forms which are used to feed forms which are used to feed forms evenly through a printer.
161. **PMS:** Abbreviation for Pantone Matching System, a check standard trademark for color reproduction and color reproduction materials owned by Pantone, Inc.
162. **Plastic Bind:** Books bound with plastic elements in spiral form, inserted through holes punched along the binding side. Comes in selected colors.
163. **Point:** Unit of printer's measurement equal to approximately 1/72 of an inch 1/12 of a pica.
164. **PostScript:** A computer description language that allows a programmer to create complex pages using a series of commands.
165. **Press O.K.:** Refers to customer's approval of color printing at the printing plant as the job is printed.
166. **Prepress:** Camera work, stripping, plate making, and other activities by a trade camera service or printer before press work begins. Alternate term for preparation.
167. **Prepress Proofs:** See Off-Press Proofs.
168. **Press Check:** Event at which test sheets are examined at the press before production run begins.
169. **Press Proofs:** In color reproduction, a proof of a color subject made on a printing press, in advance of the production run.
170. **Pressure-Sensitive Paper:** Material with an adhesive coating, protected by a backing sheet until used. This process replaces dry gum material which uses moisture activated adhesive.

171. **Print Quality:** A term describing the visual impression of a printed piece. In paper, the properties of the paper that affect its appearance and the quality of reproduction. Quality is subjective and is the cause for most problems between customers and printers.
172. **Process Carbon:** Refers to any carbon that is perforated, marginally punched or die cut.
173. **Process Colors:** In printing, the subtractive primaries; yellow, magenta and cyan, plus black in 4 color process printing.
174. **Process Printing:** The printing from a series of two or more halftone plates to produce intermediate color and shades. In four-color process; yellow, magenta, cyan and black.
175. **Progressive Proofs (PROGS):** Proofs made from the separate plates in color process work, showing the sequence of printing and the result after each additional color has been applied.
176. **Proof:** Test sheet made to reveal errors or flaws, predict results and record how a printing job is intended to appear.
177. **Proofreading:** Reading copy to detect typographical or other errors.
178. **Publication:** The collection of pages you create by integrating text and graphics.
179. **Punching:** Round holes punched in paper or in papers and carbons.
180. **Ream:** Five hundred sheets of paper.
181. **Register:** In printing, fitting of two or more printing images on the same paper in exact alignment with each other.
182. **Reinforced Punching:** Method of reinforcing punched holes by utilizing paper or mylar patches.
183. **Remoistenable Glue:** Dry gun adhesive applied to a sheet of paper to form a flap on a continuous mailer form.
184. **Reprints:** A reprinting of the original job with no changes.
185. **Reproduction Proof:** Proof of a typed form for purposes of photographic reproduction.
186. **Resolution:** The degree of precision with which an object is represented. A printer's resolution is determined by number of dots per inch (dpi).
187. **Reverses:** Original images in which reproduction has been reversed by a negative working process.
188. **Right-Angle Fold:** In binding, a term used for two or more folds that are a 90 degree angles to each other.

189. **Rough Draft:** Text material that requires editing and possible reworking before it becomes a final draft.
190. **Saddle Stitch:** To bind by stapling sheets together where they fold at the spine.
191. **Scanner:** A hardware device that reads information from a photograph, graphic and converts it into a bitmapped graphic. (There are scanners that will scan text, also).
192. **Score:** To impress or indent a mark with a string or rule in the paper to make folding easier.
193. **Screen:** Piece of film with dots of uniform density, used to make plates that will print screen tints. See *Halftone*.
194. **Self Cover:** A cover of the same paper as inside the text pages.
195. **Self Mailer:** Printed piece designed to be mailed without an envelope.
196. **Serif:** The short cross-lines at the ends of the main strokes of many letters in some type faces.
197. **Sheet Fed Press:** Press that prints from flat sheets.
198. **Shrink Wrap:** Method of tightly wrapping packages or products in plastic film.
199. **Side Stapled:** In binding, to wire the sheets or signatures of a magazine or booklet on the side near the backbone.
200. **Signature:** In printing and binding, the name given to a printed sheet after it has been folded.
201. **Skid:** A platform support for a pile of cut sheets of paper.
202. **Snap Set:** Multipart form glued together in a common stub, utilizing its own one-time carbon or carbonless paper for purposes of making copies.
203. **Software:** Information usually contained on cassette or disk, that make up the instructions for a computer to follow.
204. **Specifications:** Complete and precise descriptions of paper, ink, binding, quantity, and other features of a printing job.
205. **Spine:** See *Backbone*.
206. **Spiral Binding:** A book bound with wires in spiral form inserted through holes punched along the binding side.
207. **Spot Color:** A method of assigning and printing colors in a publication.
208. **Spot Varnish:** Varnish applied to portions of a sheet.
209. **Stencil:** Piece of fabric or film carrying an image for screen printing or mimeograph.

210. **Stock:** Paper or other material to be printed.
211. **Stripping:** The process of arranging negatives, positives, or copy in proper position on a flat before platemaking.
212. **Stub:** Part of a snap set where the papers and/or carbons are glued together.
213. **Subhead:** Heading or subdivision of text copy; a subordinate heading to title.
214. **Tabloid:** Newspaper about half the size of a regular newspaper.
215. **Tag:** Board grade paper used for products such as tags and file folders.
216. **Text:** The body matter of a page or book, as distinguished from the headings.
217. **Toner:** Imaging material used in electrophotography and some off-press proofing systems. In inks, dye used to tone printing inks, especially black.
218. **Tooth:** A characteristic of paper, a slightly rough finish, which permits it to take ink readily.
219. **Trade Customs:** Business terms and policies followed by business in the same field and often codified by a trade association and generally accepted by law.
220. **Trade Shop:** Printer or other service working primarily for other printing professionals. Trade shops will not work directly for the end-user or agency.
221. **Transfer Tape:** Strip of adhesive tape that is applied to paper and used to form adhesive for envelope flaps in continuous mailer forms.
222. **Trim Marks:** In printing, marks placed on the copy to indicate the edge of the page.
223. **Typeface/Font:** A style of type characterized by its shape, size, weight, width and slope, which makes it distinct from other typefaces.
224. **-Up:** In printing, two-up, three-up, etc., refers to imposition of material to be printed on a larger size sheet to take advantage of full press capacity.
225. **Underrun:** Production run of fewer copies than the amount specified.
226. **Varnish:** A thin, protective coating applied to a printed sheet for protection or appearance. Also, in
227. inkmaking, it can be all or part of the ink vehicle.
228. **Vellum Finish:** In paper making, a toothy finish which is relatively absorbent for fast ink penetration.
229. **Watermark:** Distinctive design created in paper during manufacturing.

230. **Web:** A roll of paper used in web or rotary printing in contrast to cut sheets for sheet fed printing.
231. **Web Press:** A press which prints on roll- or web-fed paper.
232. **Wire-O Binding:** A continuous double series of wire loops run through punched slots along the binding side of a booklet.
233. **With the Grain:** Folding or feeding paper into a press parallel to the grain of the paper. This is the preferred method.
234. **Word-Processing:** Processing information by manipulating & formatting for specific needs.
235. **Word-Processing Software:** An application program that instructs the computer to format text.
236. **Wove Paper:** Paper having a uniform unlined surface and a soft smooth finish.
237. **Wrinkles:** Creases in paper occurring during printing. In inks, the uneven surface formed during drying.
238. **Xerography:** An electrophotographic copying process that uses a corona charged selenium photoconductor surface, electrostatic forces and dry or liquid toner to form an image.

## COMPLAINT GUIDELINES

Printed materials that are of poor quality or do not meet contract and specifications' requirements should not be accepted. To ensure compliance with the contract and specifications, printed materials should be inspected immediately upon receipt by the agency.

When a contract controversy arises, it is very important that agencies conform to the following procedures:

1. Agencies must build a detailed file on each contract, documenting specific dates and occurrences. Records of conversations, copies of correspondence, deadline dates versus completion dates and other significant data that may provide the necessary supporting documentation for filing a complaint.
2. The Agency's Procurement Officer must make the initial contact with a contractor and this communication should occur as soon as a problem is realized.
3. In the event that the agency and the contractor are unable to resolve the problem in a timely manner, the agency must register the complaint with the contractor in writing (via letter or State Vendor Complaint Form) a copy of the form is available on the MMO Web Site @ [www.state.sc.us/mmo/mmo/](http://www.state.sc.us/mmo/mmo/). A copy of the complaint must be forwarded to the Material Management Office, Attn.: ITMO. In the complaint, the agency must state the desired corrective action.
4. The contractor is required to respond to the complaint in writing within seven (7) days after receipt of the complaint. The response must be sent to both the agency and the ITMO.
5. If no response is received within the required time frame, the agency is to notify the ITMO. Upon such notification, the ITMO will issue cure letters or show cause letters to the contractor in an effort to resolve the controversy.
6. If a mutually acceptable resolution between all parties cannot be achieved by the ITMO, the aggrieved party can protest to the Chief Procurement Officer as defined in Section 11-35-4210 and Section 11-35-4210-30 of the South Carolina Consolidated Procurement Code.

## CONTRACT AND PROCUREMENT DEFINITIONS

1. **Alteration:** Any work performed by the contractor which is not covered by the contract.
2. **Bidder/Proposer:** Any vendor responding to a solicitation to provide printing services to a state governmental body.
3. **Bid/Proposal:** A written or verbal solicitation for the procurement of printing services, including all documents whether attached or incorporated by reference, issued by an authorized procurement officer, which will ordinarily result in the award of the contract to the responsive bidder making the lowest responsive bid.
4. **Chief Procurement Officer:** Information Technology Management Officer.
5. **Contract:** Any type of state agreement, regardless of what it may be called, for the procurement of printing services.
6. **Contractor:** Any vendor having a contract with a governmental body.
7. **Debarment:** The disqualification of a vendor to receive invitations for bids, request for proposals, or the award of a contract by the state, for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance.
8. **Designee:** A duly authorized representative of a person with formal responsibilities under the South Carolina Consolidated Procurement Code and State Procurement Regulations.
9. **Governmental Body:** A state government department, commission, council, board, bureau, committee, institution, college, university, technical school, legislative body, agency, government corporation, or other establishment or official of the executive, judicial or legislative branches of this State. Governmental body excludes the General Assembly, Legislative Council, the Office of Legislative Printing and Information Technology Resources, and all local political subdivisions such as counties, municipalities, school districts, or public service or special purpose districts.
10. **Procurement Officer:** Any person duly authorized by the governmental body, in accordance with procedures prescribed by State Procurement Regulations, to enter into and administer contracts and make written determinations and findings with respect thereto. The term also includes an authorized representative of the governmental body within the scope of his authority.
11. **Procurement Officer of Record:** The Procurement Officer who signs a bid or contract and/or issues a purchase order for a contract.
12. **Purchasing Agency:** The governmental body that has requested the service as listed on the specification sheet.
13. **Responsible Bidder/Proposer:** A bidder/proposer whose reputation, past performance and business and financial capabilities are such that he/she would be judged by the appropriate governmental body to be capable of satisfying their needs for a specific contract.
14. **Responsive Bidder/Proposer:** A bidder/proposer whose bid does not vary from the specifications and terms set out by the governmental body in the bid/proposal invitation.
15. **Suspension:** The disqualification of a vendor to receive invitations for bids, request for proposals, or the award of a contract by the state, for a temporary period pending the completion of an investigation and any legal

proceedings that may ensue because a vendor is suspected upon probable cause of engaging in criminal, fraudulent, or seriously improper conduct or failure or inadequacy of performance which may lead to debarment.

## STATE PRINTING GUIDELINES

Sections 11-25-1- through 11-25-40 of the South Carolina Code of Laws, 1976 require the Budget and Control Board to establish state printing guidelines. *These guidelines shall be applicable to all printing (internal and/or external) which is specified within these guidelines and which is funded with any and all appropriated dollars, including state, federal, and other.*

These guidelines do not supersede nor negate any laws and/or regulations which are applicable to state publications, including but not limited to Sections 11-25-110 through 11-25-690 (Public Printing and State Publications) and Sections 44-96-10 et seq. (State Documents Depository). Also, in accordance with the Sections 44-96-10 et seq. (Solid Waste Policy and Management Act), agencies are encouraged to use recycled paper whenever it meets specific printing needs.

It is the intention of these guidelines to encourage agencies to use *most reasonable and cost-effective* printing method available to them for all printing projects. **It shall be the responsibility of the agency director to ensure compliance with these guidelines.**

The State Printing Guidelines as adopted shall be effective statewide *July 1, 1993*.

### *Definitions*

For the purpose of these guidelines, the following definitions shall apply:

Newsletter: Any printed material published and distributed on a regular basis to inform readers about the agency's activities in a particular area of interest during a specific time period.

"Internal" refers to newsletters containing information for use by the agency's own staff.

"External" refers to newsletters designed to create awareness of an agency's activities and enhance public relations for a specific audience relevant to that agency.

Ink Colors: All colors, including black.

### *Letterheads and Envelopes*

Letterheads and envelopes shall be printed according to the following guidelines:

- 1) using no more than two (2) colors of ink
- 2) only constitutional officers may use engraved and embossed printing.

### *Business Cards*

Business Cards shall be printed according to the following guidelines:

- 1) using more than two (2) colors of ink
- 2) only constitutional officers may use engraved and embossed printing

### *Newsletters*

External newsletters shall be printed according to the following guidelines:

- 1) using no more than two "(2) colors of ink

- 2) using uncoated offset paper
- 3) duplex printing, if applicable
- 4) issued no more than *quarterly* for newsletters which provide general information and *bimonthly* for newsletters whose major purpose is to impart regulations/policy
- 5) embossing, foil stamping, and/or die cuts may not be used.

Internal newsletters shall be printed according to the following guidelines:

- 1) using no more than one (1) color of ink
- 2) using uncoated offset paper
- 3) duplex printing, if applicable
- 4) embossing, foil stamping and/or die cuts may not be used

#### *Softbound Books, Manuals, and Catalogs*

Softbound books, manuals, and catalogs shall be printed according to the following guidelines:

- 1) using no more than two (2) colors of ink for text
- 2) Using no more than four (4) colors of ink for cover
- 3) duplex printing, if applicable
- 4) embossing, foil stamping, and/or die cuts may not be used.

#### *Brochures*

Brochures shall be printed according to the following guidelines:

- 1) using no more than two (2) colors of ink
- 2) using uncoated offset paper
- 3) duplex printing, if applicable
- 4) embossing, foil stamping, and/or die cuts may not be used.

#### *Forms*

The following guidelines shall apply to forms:

- 1) forms shall be printed in no more than two (2) colors of ink
- 2) agencies shall use South Carolina state government standardized forms *for purposes common to all agencies*; these forms shall be made available to state agencies for purchase at a central location at a reasonable cost.
- 3) an agency may create custom forms if a standard form is not available for its specific needs.

#### *General Exemption*

- 1) Printed items that are used for *the marketing of agency services/program which generate revenue* for the General Fund of the state or revenue for a state agency.
- 2) **It shall be the responsibility to the agency director to determine which printed materials qualify under this general exemption.**

#### *Specific Exemptions*

- 1) The authority for special exemptions shall be vested in the Division of General Services of the State Budget and Control board.
- 2) Request for a special exemption must be submitted in writing and approval obtained prior to printing and expenditure of any funds. Justification for such an exemption shall be included in the request.
- 3) Approval or denial of an exemption shall be made in writing

## STATE GOVERNMENT STANDARDIZED FORMS

Surplus Property Turn-In Document ---Form #1  
Surplus Property Turn-In Document --- Form #2

Position Description Forms  
Managerial Position Description  
State Application PD-10  
Dual Employment Request Form - CC-CL 020  
Employee Performance Management System - EPMS - 03  
Employee Performance Management System - EPMS - 04

MVM Daily Trip Log 2-78  
MVM Monthly Trip Log 3-78  
MVM Continuation Trip Log 3-78-1

Employee Withholding & Deductions Form P-4  
Payroll Advise Form P-10  
One Pay Period Only Form P-11

Sto - 1 Bank Deposit  
Sto - 2 Agreement for Electronic Deposits  
Sto - 3 Electronic Deposit Change Authorization

Star - 01 Journal Voucher  
Star - 30 Appropriations Transfer  
Star - 40 Interdepartmental Transfer  
Star - 60 Voucher  
Star - 61 Request for Official Travel Cash Advance  
Star - 62 Travel Support Document  
Star - 100 Transmittal Control  
Star - 101 Transmittal Control  
Star - 160 Voucher

State Forms Specification Sheet

State Printing Specification Sheet

## **PROCEDURES FOR PRINTING GUIDELINES**

THE FOLLOWING PROCEDURES APPLY TO THE ATTACHED GUIDELINES APPROVED BY THE BUDGET AND CONTROL BOARD AT ITS 3/23/93 MEETING.

1. General and Specific Exemptions are per item, must be in writing and on file at the agency utilizing the exemption.
2. Requests for Specific Exemptions must be in writing from the Agency Director or the Agency Director's designee and addressed to Bunyan M. Cave, State Printing Officer, Division of General Services, 1201 Main St., Ste. 600, Columbia, SC 29210 (737-0629). The State Printing Officer will approve or deny requests in writing within 10 business days.
4. The Agency Director may delegate the authority to approve General Exemptions and the authority to request specific exemptions. Agency Directors must notify the State Printing Officer of the designee.
4. A request for a specific exemption must include the following:
  1. The necessity for the item.
  2. Reason (s) printing cannot be done in accordance with guidelines;
  3. Advantage (s) of exemption to the agency.
5. Exemption of an item is required only once each fiscal year.

## **GUIDELINE INTERPRETATIONS**

1. Agencies are required to use statewide standardized forms. These forms are available from the Division of General Services, Central Supply Warehouse. You will be notified of changes to the statewide standardized form list.
2. Any item that is under contract and does not comply with these guidelines must be either exempted or a new contract that does not apply must be established for the item.
3. No items will be grandfathered in.

## LAWS AND REGULATIONS

### **Code of Laws of South Carolina 1976 Annotated Title 11, Chapter 25, Article 1, Public Printing and State Publications:**

#### **11-25-10. General Powers.**

The State Budget and Control Board has control and supervision of all the public printing, binding, lithographing, and engraving for the State or any department of the State government except for legislative printing and printing otherwise provided by law.

#### **11-25-20. Additional Powers.**

The State Budget and Control Board may inquire at any time into all matters pertaining to the contracts for the public printing and the distribution of official reports and publications and may prevent unnecessary printing, binding, lithographing, or engraving. It may see that all extraneous matter is omitted from any publication paid for out of the public printing fund or any fund of any state department or state institution and may recommend from time to time to the General Assembly appropriate remedial legislation. The State Budget and Control Board has control of the style and arrangement of all public printing except for legislative printing and printing otherwise provided by law.

#### **11-25-30. Approval of State printing.**

The State Budget and Control Board may pass upon and approve all printing pertaining to state matters in this State except for legislative printing and printing otherwise provided by law.

#### **11-25-40. Board shall carry out laws applicable to printing and the like.**

The provisions of law applicable to public printing, binding, lithographing, and engraving, other than legislative printing and printing otherwise provided by law must be executed by the State Budget and Control Board.

\*This is not an official document. Please see code of Laws of South Carolina 1976.

**Code of Laws of South Carolina 1976 Annotated Title 11, Chapter 25, Article 9, Distribution of Publications :**

**11-25-690. Annual notice requesting written confirmation that recipient wishes to continue to receive agency publications.**

All state and local agencies sending out by mail a nondaily publication shall insert at least annually a notice prominently placed, in at least two consecutive issues, which states that all recipients must be removed from the publication's mailing list unless they request in writing, at least ten days before a cutoff date specified in the notice, that the recipient wishes to continue receiving the publication. If no written request from a recipient is received by the cutoff date, the publication must no longer be mailed to the recipient. This section does not apply to a nondaily publication mailed no more than twice a year to public officials and employees.

\*This is not an official document. Please see code of Laws of South Carolina 1976.

**Code of Laws of South Carolina 1976 Annotated Title 60, Chapter 2, State Documents Depository:**

**60-2-20. State library as official state depository of all state publications.**

Notwithstanding any other provision of law, the South Carolina State Library shall be the official state depository of all state publications, with the responsibility for organizing such publications for providing bibliographic control over them and shall distribute state publications to all libraries participating in a depository system established by it.

The State Library shall also forward such publications to and receive such publications from out-of-state libraries, departments and agencies with whom the State Library has implemented an agreement to exchange such publications. The provisions of this section shall not affect the duties of either the Legislative Council or the Code Commissioner as provided for by Law.

**60-2-30. Duties of state agencies, departments and state-supported colleges and universities.**

All state agencies, departments and state-supported colleges and universities shall forward to the State Library at least fifteen copies of every state publication that such agency, department, college or university prints or causes to be printed within fifteen days after such printing. Provided, that additional state funds be used only in the publication and mailing of state publications, and not in their handling and storage. The State Librarian may waive the deposition of any agency publication if:

- (1) The publication is of ephemeral value;
- (2) Less than ten copies are to be printed; or
- (3) The issuing agency requests a waiver.

Provided, the State Library shall make a report to the General Assembly by January 1, 1983, on the cost of compliance, to include, but not limited to, the cost of storage space, clerical and librarian help, mailing and handling, and new positions and additional space that may be required for the State Library and each of the depository libraries.

\*This is not an official document. Please see code of Laws of South Carolina 1976.

