

## Baltimore City Community College Winter/Spring 2013 Schedule of Classes

- The files will be electronically submitted on Monday, November 12 by 9 a.m.
- The cover art can be sent earlier.
- Delivery of all schedules is due to the College's Liberty Campus and other delivery points on Wednesday, November 21 or earlier.
- Bid price should cover quantity and ALL delivery locations. Some delivery locations do not have a loading dock, see 2<sup>nd</sup> page.
- These dates are non-negotiable.

### Inside Pages:

- Number of Pages - 128 pages, plus cover pages
- Page Size - 8.25" wide x 10.75" tall (DO NOT ALTER PAGE SIZE)
- Stock - white, uncoated 60lb text weight.
- Art - Black Ink only on all inside pages.  
There will be a screened "tab" which bleeds off (left or right) edge of most pages (sample page attached).
- File has incorporated a 1/2" bleed on all sides to accommodate the tabs.
- All files are produced in InDesign (CS5).
- Finish: Saddle Stitch and bundled in packs of 100
- Printer will receive native files along with supporting fonts/links and high-resolution PDFs.
- Files will be uploaded to printer FTP site.

### Cover:

- Outside Cover is full color - front and back with full bleeds.
- Inside Cover prints black ink only, no bleeds.
- Stock - White, 80lb - 100lb text weight, gloss (can be house stock - similar to Warren Strobe Gloss)

**Quantity:** 16,450

### Proof Required:

Color cover proof  
Inside pages proof

### Delivery:

See 2<sup>nd</sup> page.

### Contact:

Ms. Corelethia Braxton  
Procurement Buyer Specialist  
410-209-6032  
cbraxton@bccc.edu

Delivery Locations	Address	Loading Dock?	Quantity
BCCC-Liberty Campus	2901 Liberty Heights Avenue Baltimore MD 21215 <b>ATTN: Central Delivery/ Deneen Dangerfield 410-462-8311</b>	Yes	9,450
BCCC-BCED	710 E. Lombard Street Baltimore MD 21202 <b>ATTN: Wendy Harris 410-986-3209</b>	No	3,800
BCCC-Reisterstown Plaza Center	6764A Reisterstown Road Baltimore MD 21215 <b>ATTN: Terrence Foster 410-580-2774</b>	No	2,000
Enoch Pratt Library-Central Branch	400 Cathedral Street Baltimore MD 21201 <b>ATTN: Theresa Edmonds 410-396-5494</b>	Yes	1,200
<b>TOTAL</b>			<b>16,450</b>