

*City of Fort Collins Utilities*  
**2001 Annual Operating Report Specifications**

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Provide all materials and labor to print, collate, bind and inspect the 2001 Utilities Annual Operating Report per the following specifications:

1. Quantity 350 copies
2. Size 130 pages, 8 1/2" x 11" finished size, printed on both sides
3. Paper
  - \* text pages: Balboa velvet, 70# text, recycled
  - \* front/back cover: Balboa velvet, 80# cover, recycled or equivalent, as approved

4. Ink 1 ink color throughout (black) - Soy based ink

**NOTE:** Please provide separate bid for printing the cover, one side only, with 2 colors, black and one PMS color.

5. Binding Perfect Binding
6. Artwork/Photos
  - \* Digital files will be supplied, Adobe InDesign 6, PC
  - \* Files will include approximately 50 scanned b/w photos
  - \* Dummy copy will be supplied for reference
7. Blueline blueline proof must be supplied for inspection prior to printing.
8. Completion Preferred delivery is within two (2) weeks after receipt of document, **no later than Friday, March 29, 2002.**

**Quotes: Due by Wednesday, March 6, 2002**

Note: A copy of last year's report is available for inspection; call Diana Royval or pick up a copy at Fort Collins Utilities, 700 Wood Street, Fort Collins, CO 80521.