



MIDDLESEX COMMUNITY COLLEGE

591 SPRINGS ROAD, BEDFORD, MA 01730

33 KEARNEY SQUARE, LOWELL, MA 01851

VENDOR: Herff Jones Inc 4501 W 62nd Street Indianapolis IN 46268

Table with purchase order details: Purchase Order Number: P0066273, Purchase Order Type: Bid/Quote, Issue Date: 01/11/17, Delivery Date: 03/10/17

FY 17

Accounts Payable Address: Middlesex Community College 591 Springs Road Bedford, MA 01730 Attn: Accounts Payable

Ship to Address: Pat Demaras Middlesex Community College Lowell Campus Receiving Dept 33 Kearney Square Lowell MA 01852

Table with Buyer: Maureen Hudson, Phone Number: 781-280-3506, Terms: Net 30 Days

Main table with columns: Description, Item #, Quantity, Unit Cost, Total Cost. Includes items for Commencement Invitations and freight charge.

COPY

Summary row: Vendor Information ID: V00172483, Phone, Fax, TOTAL: 1,695.00

Accounting Information: 201355-3530, \$1,695.00, REQUEST NUMBER:

Packing slip must accompany all shipments. Purchase Order number must appear on all packages, invoices, and correspondence. The college reserves the right to cancel this order if delivery is not made by agreed-upon delivery date.

Middlesex Community College is exempt by statute from payment of all federal, state and municipal excise, sales and other taxes. Federal ID 042720058 and tax exemption number is 999-089-639.

MCC is an affirmative action equal opportunity institution. Signature: Maureen A. Hudson Date: Jan 11, 2017

**Middlesex Community College  
Purchasing Department  
Attn: Maureen Hudson  
591 Springs Road  
Bedford, MA 01730  
(P) 781-280-3506  
(F) 781-280-3533**

*The College reserves the right to reject any proposal and to accept the best proposal that meets the needs and interests of the College based on price, adherence to attached specifications, scheduled date of delivery and/or experience with the selected vendor.*

**Request for Bid: 2017-14  
FOB Destination: Bedford, MA**

**Bid Due By: Jan.10,2017 9:00AM  
DeliveryBy: March 10 No later**

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
2100 each	Commencement Invitations As per attached sample: Each invitation will be individually wrapped Each individual invitation will consist of: The actual invitation plus: One inside envelope		

The invitation shall have embossed border. The shield is done by engraving in blue ink in very high sheen as per supplied sample. (Please call for sample) The text is done by raised printing method. The text is done in blank. Use same type style, font size and paper as past years.

Proof must be provided to college one month Prior to final printing.

***Please see attached for how invitation should read***

RETURN BID TO: Middlesex Community College, Purchasing Dept.  
 Attn: Maureen Hudson  
 591 Springs Road, Bedford, MA 01730  
 Fax: 781-280-3533

BID SUBMITTED BY:  
 COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 FEIN: \_\_\_\_\_  
 SIGNATURE & DATE: \_\_\_\_\_  
 NAME & TITLE: \_\_\_\_\_

## COMMENCEMENT INVITATION

Blue ink in shield is very high sheen – almost metallic.

Bidder shall include with his bid illustrations of type styles available.

Paper: as per sample.

Content:

Raise State Seal  
In Blue and Gold

The Middlesex Community College  
Board of Trustees,  
President, Faculty  
and  
Graduates of the Class of 2017

invite you to attend  
Commencement Exercises  
Thursday morning, May twenty-fifth,  
in the year two thousand seventeen  
at the  
Lowell Memorial Auditorium

9:30 a.m. Processional  
10:00 a.m. Commencement

Light refreshments following ceremony  
Lowell Campus Café

The successful bidder shall be required to provide proof for approval by the College one month prior to final printing.

The College must receive final order no later than **March 10, 2017**. Address all inquiries to Maureen Hudson, (781) 280-3506.

## Maureen Hudson

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**From:** New England College Sales <necollegesales@aol.com>  
**Sent:** Friday, January 06, 2017 1:50 PM  
**To:** Maureen Hudson  
**Subject:** Fwd: Middlesex Community College Generic #46594  
**Attachments:** 20-0075 Middlesex Community College .pdf

p 66273

Hi Maureen,

Here is your proof. Price has been held at .78.

Brooke

New England College Sales  
1245 Hancock St.  
Suite 15  
Quincy, MA 02169  
617.769.9310 (p)  
617.769.9312 (f)  
herffjones.com/college

-----Original Message-----

**From:** Roeder, Ericha K <ekroeder@herffjones.com>  
**To:** Brooke <brookesheerin@gmail.com>; Sheerin, Paul <NECOLLEGESALES@aol.com>  
**Sent:** Fri, Jan 6, 2017 12:47 pm  
**Subject:** FW: Middlesex Community College Generic #46594

Please let me know when approved.

---

**From:** Yates, Rebecca M  
**Sent:** Friday, January 06, 2017 12:47 PM  
**To:** Roeder, Ericha K <ekroeder@herffjones.com>  
**Subject:** RE: Middlesex Community College Generic #46594

Please see attached PDF.

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**Middlesex Community College**  
**Purchasing Department**  
**Attn: Maureen Hudson**  
**591 Springs Road**  
**Bedford, MA 01730**  
**(P) 781-280-3506**  
**(F) 781-280-3533**

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2100 each	Commencement Invitations As per attached sample: Each invitation will be individually wrapped Each individual invitation will consist of: The actual invitation plus: One inside envelope	\$0.90	\$1,890.00

The invitation shall have embossed border. The shield is done by engraving in blue ink in very high sheen as per supplied sample. (Please call for sample) The text is done by raise printing method. The text is done in blank. Use same type style, font size and paper as past years.

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**Attn: Maureen Hudson**  
**591 Springs Road, Bedford, MA 01730**  
**Fax: 781-280-3533**

**BID SUBMITTED BY:**  
**COMPANY NAME:**  
**ADDRESS:**

Jostens, Inc.

148 E. Broadway

Owatonna, MN 55060

**FEIN**

41-0343440

**SIGNATURE & DATE:**

*Sean Lamontagne*

01/04/2017

**NAME & TITLE:**

Sean Lamontagne, Territory Sales Representative