



JOLIET JUNIOR COLLEGE

1901

JOLIET JUNIOR COLLEGE DISTRICT #525

(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **PRINTING FALL 2010 CLASS SCHEDULE** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District #525
Director of Business & Auxiliary Services, H1019
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **JANUARY 25, 2010**

FAXES ARE NOT ACCEPTABLE

TIME: **1:00P.M.**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, H1019, plainly marked, with the Bidder's Name and Address and the notation:

BID: **PRINTING FALL 2010 CLASS SCHEDULE**

PRE-BID MEETING: NOT REQUIRED

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

TAX EXEMPTION:

Joliet Junior College District #525 is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College District #525 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all

items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: NOT REQUIRED

PAYMENTS:

Certified Payroll: NOT REQUIRED
Partial Lien Waivers: NOT REQUIRED
Final Lien Waivers: NOT REQUIRED

INSURANCE: NOT REQUIRED

PERFORMANCE BONDS: NOT REQUIRED

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED

SUBCONTRACTORS:

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: NOT REQUIRED

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

OTHER:

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

BID QUANTITIES:

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

CHANGES TO CONTRACT AFTER BID AWARD:

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College District #525, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.



Judy L. Mitchell
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.jjc.edu/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@jjc.edu

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431

Joliet Junior College
REQUEST FOR BID

SPECIFICATIONS FOR PRINTING FALL 2010 CLASS SCHEDULE

VENDOR

Please Note: Vendor must be able to demonstrate ability to produce similar publications by providing samples of previous work and references. Absent this information, bid will not be assigned.

NUMBER OF PAGES:

Publication size varies in number of pages. Please give price for: 80 pages AND add/deduct cost for increments of 4 pages Plus Cover.

SIZE: Approximately 8 ½” W x 11” L tab format. (Please state exact size.)

QUANTITY:

Approximately 235,000 copies. (Exact quantity to be determined by Joliet Junior College.)
Bid for quantities of 235,000, 240,000 and 245,000.

Approximately 5,000 copies of the publication, taken from the above total, are to have postal indicia masked or removed and delivered directly to the Joliet Junior College Main Campus.

Joliet Junior College reserves the right to refuse payment on any over-runs.

CALENDAR:

Bid Due:	January 25, 2009	1:00 p.m.
Bid Awarded:	February 2, 2010 Board Meeting	
Approximate Date for Disk to Printer:	April 09, 2010	
Delivery by Printer:	April 23, 2010	

BINDING:

Saddle-stitched in traditional magazine format.

PAPER:

Cover: 80 lb. text. Gloss; recycled.
Inside: 30 lb. Recycled newsprint. FSC certified preferred. Please indicate certification and/or paper used.
Proof of purchase of recycled paper must be presented with invoice requesting payment.

INK:

Environmental ink preferred.
Cover: 4 color - 2 sided
Inside: 1 color - 2 sided (black)

Joliet Junior College
REQUEST FOR BID
PRINTING OF FALL 2010 CLASS SCHEDULE

SPECIFICATIONS FOR PRINTING OF FALL 2010 CLASS SCHEDULE

FOLD:

Fold pursuant to U.S. Post Office regulations if required for copies delivered by mail.

PICK-UP:

Bidder to pick-up materials on CD Rom or via FTP Site if available (Macintosh, InDesign CS4) from the Marketing & Publications Office, Joliet Junior College, Main Campus, 1215 Houbolt Road, Joliet, IL Room J-2036. Bidders unable to pick up materials must arrange overnight delivery service (i.e. Express Mail, Federal Express, etc.) to pick up materials from Joliet Junior College and deliver to bidder at the expense of the bidder.

TURN-AROUND TIME:

Proof required before printing, blue line (blue line must represent the actual size and quality of the document) should be delivered to the Marketing & Publications Office and must allow for a 24 hour turn-around time while still maintaining delivery deadlines. Publication to be printed and delivered no more than 14 days after receipt by bidder. (The Director of Marketing & Publications should be immediately notified of any problems or issues with the project; including the inability to meet deadlines. Phone 815.280.2672.)

BUNDLED:

Schedules to be bundled for delivery in accordance with U.S. Post Office regulations.

Copies must be dry upon delivery to the Post Office to avoid excessive postal fees.

DELIVERY:

The following costs must be stated separately:

Bidder to bundle, sort by ZIP code and carrier route, and deliver class schedules following simplified mailing guidelines for non-profit organizations and Residential Customers. Deliver all skids to Joliet, verify and deliver all zip codes to their respective DDU and take remainder to Bedford SCF.

Please include cost for delivery per drop to other area post offices per specifications above.

Bidder to supply post office with bag count upon delivery, per postal regulations, duplicate 3602 form and complete any other necessary U.S. Postal Service forms required for mailing. Completed mailing statements are to be sent (via mail or fax) to the Joliet Junior College Marketing & Publications Office and the Joliet Junior College post office.

Approximately 230,000 copies, depending on mailing list, will be delivered to the post office(s). 5,000 copies are to be delivered to JJC Main Campus. Copies must be dry upon delivery to the Post Office to avoid excessive postal fees.

Joliet Junior College
REQUEST FOR BID
PRINTING OF FALL 2010 CLASS SCHEDULE

Zip code list has been included for estimating purposes only.

<u>City</u>	<u>Zip</u>	<u>City</u>	<u>Zip</u>
Joliet Post Office		Frankfort	60423
Joliet Area	60431	Gardner	60424
	60432	Kinsman	60437
	60433	Manhattan	60442
	60434	Mazon	60444
	60435	Minooka	60447
	60436	Mokena	60448
	60404	Morris	60450
	60403	New Lenox	60451
		Odell	60460
		Peotone	60468
Plainfield Post Office		South Wilmington	60474
Plainfield	60544	Verona	60479
Plainfield	60586	Wilmington	60481
Fox Valley Post Office		Bolingbrook Post Office	
Newark	60541	Bolingbrook	60440
Plainfield	60585	Bolingbrook	60490
South Suburban Post Office		Lemont Post Office	
Braceville	60407	Lemont	60439
Braidwood	60408	Lockport/Romeoville Post Office	
Channahon	60410	Lockport	60441
Coal City	60416	Romeoville	60446
Dwight	60420	Homer Township	60491
Elwood	60421		

Joliet Junior College will provide number of copies to be delivered to post office(s). Bidder is responsible for making delivery appointments and meeting all postal regulations regarding delivery and preparation for mailing. Bidder must notify Director of Marketing & Publications Office of the intended drop-off date to Joliet Post Office. Phone 815.280.2672.

Copies not delivered to post office will have postal indicia removed or masked and are to be delivered to: Joliet Junior College, Receiving Department, 1215 Houbolt Road, Joliet, IL 60431.

Delivery after specified date will constitute breach of contract and will result in absolutely no payment since late delivery would make registration information unavailable to students and adversely affect the college's enrollment. Bidders who doubt or question their capability of on-time delivery should refrain from submitting a bid.

Joliet Junior College
REQUEST FOR BID
PRINTING OF FALL 2010 CLASS SCHEDULE

All materials remain the property of Joliet Junior College. Upon completion of printing and delivery, disks, photographs, graphs, charts and other artwork submitted are to be returned by the printer to the Director of Marketing & Publications Office. All cost for return of materials are the responsibility of the printer.

JOLIET JUNIOR COLLEGE
 BID PRICING SHEET
 PRINTING OF FALL 2010 CLASS SCHEDULE

Bid for specified 80 pages Plus Cover with quantities and options as listed below:

80-page publication plus gloss cover

1. 235,000 Quantity \$ _____

Cost per additional
 thousand with initial order \$ _____

Add Pages: Cost per 4 pages
 beyond the 80 pages \$ _____

Deduct Pages: Cost per 4 pages
 less than the 80 pages \$ _____

Cost to reprint
 publication per 1000 \$ _____

2. 240,000 Quantity \$ _____

Cost per additional
 thousand with initial order \$ _____

Add Pages: Cost per 4 pages
 beyond the 80 pages \$ _____

Deduct Pages: Cost per 4 pages
 less than the 80 pages \$ _____

Cost to reprint publication
 per 1000 \$ _____

3. 245,000 Quantity \$ _____

Cost per additional
 thousand with initial order \$ _____

Add Pages: Cost per 4 pages
 beyond the 80 pages \$ _____

PRINTING OF FALL 2010 CLASS SCHEDULE

Deduct Pages: Cost per 4 pages
less than the 80 pages \$ _____

Cost to reprint
publication per 1000 \$ _____

Joliet PO Delivery Cost \$ _____

Delivery per drop to other Post Offices \$ _____

Average charge per correction to printer \$ _____

FSC Certified Printer: Yes _____ No _____

State paper bid for Inside: _____ Recycled: Yes _____ No _____

State Paper bid for Cover: _____ Recycled: Yes _____ No _____

NOTE: Must provide a sample of comparative piece printed by your company and a sample of the cover and offset paper used to complete your bid with your bid submittal.

Sample Handbook Included _____ Sample Cover Stock _____ Sample Offset _____

FIRM

SIGNATURE

ADDRESS

PRINTED SIGNATURE

CITY STATE ZIP

PHONE #

E-MAIL ADDRESS

FAX #

Information pertaining to our bids can be found at: www.jjc.edu/info/purchasing