



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 **DESIGN AND PRINTING OF JJC SPRING 2011 MAGAZINE** 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: **NOVEMBER 18, 2010**

FAXES ARE NOT ACCEPTABLE

TIME: **2:00PM**

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: DESIGN AND PRINTING OF JJC SPRING 2011 MAGAZINE

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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.

B10049

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

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____, does hereby certify pursuant to the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By Authorized Agent

Date

SUBSCRIBED AND SWORN TO before me
This ____ day of _____, 2009.

NOTARY PUBLIC

EXECUTE AND ATTACH TO PROPOSAL FORM

**Joliet Junior College
SPECIFICATIONS
JJC MAGAZINE – SPRING 2011**

DESIGN/LAYOUT OF SPRING 2011 JJC MAGAZINE

DESIGN BIDDER:

Design bids will be reviewed and awarded separately from the printer bids (see information for Printers). Design firms are preferred bidders for design.

Designer must be able to demonstrate experience producing creative design and layout of high quality gloss magazines for higher education within the specifications listed below and on subsequent page. Designer is to provide work samples of previous magazines, and references. Absent this information or qualifications, bid will not be assigned. Any designer not able to meet the deadlines or bid requirements should refrain from submitting bid.

MAGAZINE

Publication Size: 8.5" x 11" final size.

Bindery: Folded and saddle-stitched

Page numbers: 32 designed pages (28 inside pages - Plus cover)
With options for 16, 20 and 24 inside pages.

Paper: Environmental paper required: PCW or FSC.
Cover: 65 # cover gloss
Inside: 80 # text gloss

Ink: Full Color
Full Bleed

Envelope: Remittance envelope
Size: 3 5/8 x 6.5. (6 3/4)
1/1 black. No bleeds.

Software

Application: Adobe InDesign CS3 or CS4 required

DESIGN CALENDAR:

Vendor Bid Due:	November 18, 2010
Board of Trustee Awards:	December 14, 2010
Creative meeting	December 15, 2010
Approximate Date for Content to Designer	January 25, 2011
Approximate Delivery Date to Printer	March 29, 2011

**Joliet Junior College
SPECIFICATIONS
JJC MAGAZINE – SPRING 2011**

DESIGN SPECIFICATIONS

SCOPE OF PROJECT

Estimated hours for design work are approximately 80 hours in a 9-week timeframe. Design responsibilities as listed below include design consultation, design headings, spread layouts, advertisements, graphs and charts. It will require correcting image formats, sizes, and enhancement of photos, and correcting layout and text as requested by JJC. Designer may be required to add supplementary graphics or icons not supplied by JJC to enhance layouts.

PROJECT PROCESS

Designer will meet with JJC to discuss design, theme direction, and a detailed timeline for proofs, editing and reviews. At this time JJC will supply text, graphics and photos to the designer. Designer is to provide a minimum of three initial cover concepts and an inside spread concept to begin the magazine. This will be followed with proofs and editing as described below. The designer is responsible for submitting the final files to the print vendor and for any adjustments needed for the printer. A web version is to be sent to the Project Coordinator in Marketing and Creative Services for the JJC web site. The Director of Marketing & Creative Services should be immediately notified of any problems with the project at (815) 280-2672.

PROOF PROCESS

A minimum of three proof stages for approval and editing will be required. Editing includes adjustments in layout, text and images as requested by JJC. The final proof must be a quality color print allowing a 2-day turn-around. After final proof is approved; the designer will send all necessary files to the printer. Project questions may be addressed via phone or email to the marketing project coordinator at JJC.

FILE EXCHANGE:

Email and pdf file exchanges are acceptable only for initial proofs and or small file exchanges. FTP sites may be needed for larger files. Final proof will not be accepted in a PDF format. Designer unable to pick up or deliver proofs or needed materials must arrange overnight delivery service (i.e. Express Mail, Federal Express, etc.). All magazine files and materials remain the property of Joliet Junior College. Upon completion of printing and delivery, designer will return all related files and artwork on CD to the project coordinator of Marketing & Creative Services.

DEADLINES:

Designer is to deliver project files by deadlines as specified by Joliet Junior College. Delivery after specified dates will constitute breach of contract and may result in no payment. Designer must contact Director of Marketing for any issues regarding deadlines. Any bidder not able to meet deadlines should refrain from submitting bid.

PRINTING SPRING 2011 JJC MAGAZINE

PRINT VENDOR:

Print bids will be reviewed and awarded separate from design bids. Printer must be able to demonstrate experience producing quality glossy magazines by providing samples of previous work and references. Absent this information, bid will not be assigned.

MAGAZINE

Publication Size: 8.5" x 11" final size. Do not deviate from size for web press.

Envelope: Remittance envelope to be saddle-stitched into magazine.
Size: 3 5/8 x 6.5. (6 3/4)
1/1 black. No bleeds.

Bindery: Cut, folded and saddle-stitched

Page numbers: 28 inside pages - Plus cover
Include options for 16, 20 and 24 inside pages

Paper: Environmental paper required: PCW or FSC
Cover: 65 # cover gloss
Inside: 80 # text gloss

Ink: Full Color – 4/4
Full Bleed

Quantity: 25,000 copies to be printed

Delivery: Approximately 24,500 to be mailed, and 500 to be delivered to Joliet Junior College Marketing and Creative Services

PRINT CALENDAR:

Vendor Bid Due:	November 18, 2010
Board of Trustee Awards:	December 14, 2010
Approximate Date for Files to Printer	March 29, 2011
Due Date for Delivery of Magazines	April 18, 2011

PRINTER SPECIFICATIONS

FILE:

Magazine is to be created InDesign CS3 or CS4. Designer will deliver files via CD, FTP, or overnight delivery as requested by print vendor. Joliet Junior College's (JJC) marketing project coordinator will supply necessary information (815) 280-2489.

BINDERY:

Publication is to be collated, folded and saddle-stitched in traditional magazine format. The envelope is to be saddle-stitched into the magazine.

PRINT PROOF:

Printer is to supply printed quality press proof for approval before printing. Proof should be delivered to the Marketing & Creative Services office at J-2036, and must allow for turn-around time.

QUANTITIES:

25,000 magazines are to be printed. Approximately 24,500 copies are to be mailed according to zip code list supplied by JJC, with the remainder of approximately 500 to be delivered to the Joliet Junior College, Marketing and Creative Services.

MAILING:

Printer to bundle magazines, sort by zip code and carrier routes, and deliver to the appropriate post offices for lowest fees according to U.S. postal regulations for non-profit mailing. If possible, use Intelligent bar-coding and black ink for inkjet spray addressing. An updated clean mailing list will be provided by JJC at time of printing.

Bidder to supply post office with bag count for delivery, per postal regulations, duplicate 3602 form, and complete any other necessary U.S. Postal Service forms required for mailing. Completed mailing statements to be sent (via mail or fax) to the JJC Marketing & Creative Services and the JJC Mail Center.

Include cost for delivery per drop to other area post offices as specified. Copies must be dry upon delivery to the post office to avoid excessive postal fees. A list of zip codes will be posted to the website with the bid document by JJC for estimating mailing costs.

DELIVERY AND DEADLINES

Postal Delivery: Printer is responsible for making delivery appointments and meeting all postal regulations for delivery and preparation for non-profit mail. Bidder must notify production coordinator in Marketing of the intended drop-off date to Joliet Post Office, at (815) 280-2489. Bidders who doubt or question their capability of on-time delivery should refrain from submitting a bid, the Director of Marketing should be immediately notified of any problems, including the inability to meet deadlines, (815) 280-2672.

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

DESIGN/LAYOUT PRICING SHEET

DESIGN/LAYOUT COSTS

Design bids will be reviewed and awarded separate from printer bids. A flat fee for this project is required, with additions as listed below. Hourly charges will not be accepted.

Magazine design and layout includes a remittance envelope, design consultations, design concepts, proofs and other items as described in the design/layout specifications. Delivery of files and materials as described in specifications are at the expense of the bidder.

Design/layout of magazine (28 inside pages, plus cover) \$ _____

Deduction for reduced number of pages to min. 16 pages
(Deduction amount per 4 page increments) \$ _____

Cost for additional stock art not supplied from JJC \$ _____

Additional costs not included in bid or above options:

(Please describe) _____ \$ _____

MUST INCLUDE SAMPLE OF SIMILAR WORK WITH THIS BID

REFERENCES

Name College Contact Phone Number

Name College Contact Phone Number

Name College Contact Phone Number

FIRM SIGNATURE

ADDRESS PRINTED NAME

CITY STATE ZIP DATE

PHONE NUMBER FAX NUMBER

E-MAIL ADDRESS

BID INFORMATION CAN BE VIEWED AT WWW.JJC.EDU/INFO/PURCHASING

