



# 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 SUMMER 2011 REGISTRATION GUIDE** 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:** **DECEMBER 20, 2010**

#### **FAXES ARE NOT ACCEPTABLE**

**TIME:** **2:00P.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 SUMMER 2011 REGISTRATION GUIDE**

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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

B11004

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](mailto: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

**SPECIFICATIONS FOR  
PRINTING SUMMER 2011 REGISTRATION GUIDE**

- QUANTITY:** 235,000 printed copies  
Joliet Junior College reserves the right to refuse payment on any over-runs.
- SIZE:** 8.5" W x 11" L - must state exact size if different
- PAGES:** 16 pages - self cover.  
\*Add optional cost for additional 4 pages for total of 20 pages - self cover.
- INK:** Full color process - 4/4  
Full Bleed
- PAPER:** 70# White - Satin or Silk coated  
Environmental paper required: PCW or FSC (must submit sample of quoted paper)  
\* Option for Gloss coated
- BINDERY:** Fold, Collate, Saddle-stitched - magazine format  
\* Option for tabbing, only if necessary for USPS regulations
- DELIVERED:** Approximately 230,000 copies are to be mailed through non-profit USPS simplified mail. Approximately 5,000 copies of the publication are to have postal indicia masked or removed by printer and delivered directly to the Joliet Junior College Main Campus.
- CALENDAR:**
- |  |                   |        |
|--|-------------------|--------|
| Bid Due:                               | December 20, 2011 | 2:00pm |
| Bid Awarded:                           | January 18, 2011  |        |
| Approximate Date to Printer:           | March 1, 2011     |        |
| Approximate Mailing and Delivery date: | March 18, 2011    |        |

\*See Pricing Sheet for listing options

## **SPECIFICATIONS FOR PRINTING OF SUMMER 2011 REGISTRATION GUIDE**

### **PICK-UP:**

Bidder to pick-up materials on CD disk or FTP Site if available (Macintosh, InDesign CS4) from the Marketing & Creative Services 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.

### **PROOF:**

A quality color proof is required before printing. Proof must represent the actual size and quality of the document and delivered to the Marketing & Creative Services Office, and must allow for a minimum 24 hour turn-around time while still maintaining delivery deadlines. Publication is to be printed and delivered by stated due date by bidder. (The Director of Marketing & Creative Services should be immediately notified of any problems or issues with the project; including the inability to meet deadlines. Phone 815.280.2672.)

### **BINDERY/MAILING:**

Flat mailing preferred, if folding and/or tabbing are required by U.S. Post Office regulations for those mailed, costs should be indicated for securing the open side of the publication with most cost effective shipment method. (using wafers or method standard to postal regulations).

### **BUNDLED:**

Publication 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. The remainder of copies is to be bundled in quantities of 50 and delivered to Joliet Junior College.

### **DELIVERY:**

Approximately 230,000 copies, depending on the mailing list, will be delivered to the post office(s). A zip code list will be provided. Copies not delivered to the post office are to have postal indicia removed or masked by the printer. The remainder of approximately 5,000 copies is to be delivered to JJC Main Campus. Bidder is to pay costs to deliver copies to JJC.

### **POSTAL PREPARATION:**

Bidder is to bundle, sort by ZIP code and carrier route, and deliver publication following non-profit and simplified mailing guidelines for 'Residential Customers.' Bidder is responsible for contacting the Joliet Post Office to make delivery appointments and meet all postal regulations regarding delivery and preparation for mailing. Bidder must notify Marketing & Creative Services Office of the intended drop-off date to Joliet Post Office. Phone 815.280.2489.

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

The following costs must be stated separately:

Bidder will deliver all skids to Joliet post office, verify all zip codes and proceed to deliver publications to their respective DDU, taking remainder to Bedford SCF. Bid must include all costs for delivery per drop to other area post offices per specifications. (Post office is not responsible for unloading publications)

**Zip code list has been included for estimating purposes only.**

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

**VENDOR QUALIFICATIONS**

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

Proof of purchase of environmental or recycled paper must be presented with invoice requesting payment. Vendor is to provide sample of paper that is quoted in bid to Joliet Junior College, and vendor must use this paper for printing the publication unless justified and approved by the JJC business office. Immediate notification of other paper than what is bid should be submitted to Marketing and Creative Services for approval.

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.

All materials remain the property of Joliet Junior College. Upon completion of printing and delivery, all artwork and materials submitted are to be returned by the printer to the Director of Marketing & Creative Services office. All cost for return of materials are the responsibility of the printer.

**REFERENCES**

_____ Name	_____ College	_____ Contact Phone Number
_____ Name	_____ College	_____ Contact Phone Number
_____ Name	_____ College	_____ Contact Phone Number

**INCLUDE SAMPLES WITH YOUR BID**

Joliet Junior College  
 REQUEST FOR BID  
 PRINTING OF SUMMER 2011 REGISTRATION GUIDE

**PRICING SHEET**

List costs for printing and delivering approximately 235,000 copies of the Registration Guide as specified. Please be sure to specify and add other costs not addressed elsewhere in this bid. And list additional or deductible costs for alternative options\*

	Total costs for Printing	Delivery costs to Joliet Post Office (USPS)	Delivery costs to other Post Offices (cost for each drop)	Cost required for securing and/or tabbing publication only if required by USPS
Publication	\$ _____	\$ _____	\$ _____	\$ _____

\*OPTIONS for alternative specifications

	<u>ADD</u>	<u>DEDUCT</u>
Option with Gloss paper (vs. Satin or Silk)	\$ _____	\$ _____
Optional cost for additional 4 pages (for a 20 page-self cover publication)	\$ _____	
OTHER costs not listed: _____	\$ _____	
_____	\$ _____	

Paper is FSC or PCW certified:            Yes\_\_\_\_ No \_\_\_\_  
 Sample paper submitted:                    Yes\_\_\_\_ No \_\_\_\_  
 Sample work submitted:                    Yes\_\_\_\_ No \_\_\_\_

**List paper used for quote:** \_\_\_\_\_

**List final size of publication:** \_\_\_\_\_

FIRM	SIGNATURE
ADDRESS	PRINTED SIGNATURE
CITY            STATE            ZIP	PHONE #
E-MAIL ADDRESS	FAX #