



# JOLIET JUNIOR COLLEGE

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1901

## JOLIET JUNIOR COLLEGE DISTRICT #525

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

### INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **STUDENT HANDBOOKS** 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 20, 2011

### 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:** STUDENT HANDBOOKS

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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



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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

B11006

JOLIET JUNIOR COLLEGE  
REQUEST FOR BID  
STUDENT HANDBOOK

SAMPLES ARE AVAILABLE FOR VIEWING IN J-1052.

**SPECIFICATIONS:**

**SIZE:** 5 1/2" x 8 1/2", spiral bound

**NUMBER OF PAGES:**

Publication size varies in number of pages. Please give price for publication at approximate page number of 172 pages, and increments of 4 pages to 184 pages. (Number of pages does not include cover.)

**COVER:**

Paper Stock: White

Coated cover stock on outside, matte inside. (8 pt. Stock or equivalent) PCW or FSC paper preferred. Must provide sample with bid.

Ink: Four-color process (excludes inside front and inside back cover, those pages will be printed in one color (black))

Bleed: Full bleed

**INSIDE PAGES:**

Paper Stock: 70 lb. White offset. Environmental paper required: PCW or FSC paper.  
Must provide sample with bid

Ink: One color (black)

Bleed: None

**BINDING:** Plastic Coil Bind standard color (black); Indicate surcharge for special colors

**APPLICATION:**

File will be provided to printer via FTP site or on CD. Publication created in InDesign CS3 (Mac)

B11006

JOLIET JUNIOR COLLEGE  
REQUEST FOR BID  
PRINTING OF STUDENT HANDBOOK

PICK-UP:

If necessary, printer is to pick-up materials from the Marketing & Creative Services Office, Joliet Junior College, Main Campus, 1215 Houbolt Road, Joliet, IL, Room J-2036. Bidders unable to pickup 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:

The blue line should be delivered to the Marketing & Creative Services Office, Joliet Junior College, 1215 Houbolt Road, Joliet, IL, Room J-2036 and should 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 should be immediately notified of any problems or issues with the project. Phone 815.280.2672)

PACKAGING: In cartons

TIMELINE: Project to printer: approximate date March 14, 2011

Printer must deliver by April 12, 2011

Awarding of bid will be at the February 8, 2011 Board Meeting

JOLIET JUNIOR COLLEGE  
REQUEST FOR BID  
PRINTING OF STUDENT HANDBOOK

You are invited to submit a bid for the PRINTING OF STUDENT HANDBOOK. Please include delivery charges in your bid. The College is exempt from all sales tax. Your bid must be received in our office by 2:00P.M. on January 20, 2011.

176-188 Pages, 5 1/2" x 8 1/2" (Page count does not include cover, but include cost of cover in price.)

Quantity	13,000	15,000	16,000
172 pages	\$ _____	\$ _____	\$ _____
176 pages	\$ _____	\$ _____	\$ _____
180 pages	\$ _____	\$ _____	\$ _____
184 pages	\$ _____	\$ _____	\$ _____
	Add for each additional 4 pages	Deduct for each fewer 4 pages	
13,000	\$ _____	\$ _____	
15,000	\$ _____	\$ _____	
16,000	\$ _____	\$ _____	

- Option 1: Additional cost per thousand beyond 15,000 copies (172 pages) \$ \_\_\_\_\_
- Option 2: Additional cost per thousand beyond 15,000 copies (176 pages) \$ \_\_\_\_\_
- Option 3: Additional cost per thousand beyond 15,000 copies (180 pages) \$ \_\_\_\_\_
- Option 4: Additional cost per thousand beyond 15,000 copies (184 pages) \$ \_\_\_\_\_

**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.**

Cover Paper is FSC or PCW Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Inside Paper must be FSC or PCW paper.

Sample Handbook Included \_\_\_\_\_ Sample Cover Stock \_\_\_\_\_ Sample Offset \_\_\_\_\_

Firm	Signature
Address	Printed Signature
City                  State                  Zip	Date                  Phone Number

E-mail Address \_\_\_\_\_

Results can be viewed at: [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)