



JOLIET JUNIOR COLLEGE

1901

JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
PRINTING AND DIRECT MAIL POSTCARDS

You are invited to submit a quote for PRINTING AND DIRECT MAIL POSTCARDS. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by 2:00 on June 22, 2011

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Vendors must submit their quote on the attached pricing sheet.

BLACKOUT PERIOD:

After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. 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.

You may fax your quote to: (815) 280-6631
 Attention: Patti Larranaga

Or mail to: Patti Larranaga
 Purchasing Manager
 Joliet Junior College
 1215 Houbolt Road Campus Center 3103
 Joliet IL 60431

Email to: Purchasing@jjc.edu

Further information may be obtained by contacting Patti Larranaga at (815) 280-6678.

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QUOTE SPECIFICATIONS:

Quantity:** This quote includes printing and mailing of customized postcards on a bi-weekly basis during our registration period – approximately 425 postcards are mailed two times a week over an 8 week period during each of our 3 semesters.

Addressing: Variable data capabilities for addressing postcards – electronic files will be supplied with student name/address. You must be able to provide the capability for Joliet Junior College to upload both our template (postcard design) and student data.

Turnaround Time: Next day turnaround is required.

Printing: Full-color printing (4 over 4) on both sides, coated with a high-gloss laminate on both sides (1.8 mil polyester-base gloss film)

Postage: First Class postage including your indicia, sorting and mailing

Paper: 110 lb cardstock

Size: 4.25" x 6"

Quantity: 20,000**

PLEASE INCLUDE A SAMPLE WITH YOUR QUOTE

<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
20,000	\$ _____	\$ _____

Turnaround Time: _____

FIRM	SIGNATURE
ADDRESS	PRINTED NAME
CITY STATE ZIP	DATE
E-MAIL ADDRESS	FAX NO. PHONE NO.

Results from this quote may be viewed at the following URL: www.jjc.edu/info/purchasing