



JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

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

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **DESIGN, WRITE AND PRINT COLLEGE RECRUITMENT PIECE** 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, 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
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **FEBRUARY 28, 2012**

FAXES ARE NOT ACCEPTABLE

TIME: **2:00 PM**

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, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

BID: **DESIGN, WRITE AND PRINT COLLEGE RECRUITMENT PIECE**

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 is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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

SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

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

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.

TERMINATION OF FUNDING:

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

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, 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.

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.

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

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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.



Judy L. Mitchell
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY 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.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

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

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet IL 60431

Joliet Junior College
Specifications for Design, Writing and Printing of College Recruitment Piece

COLLEGE RECRUITMENT PIECE

Full color booklet, 16 pages plus cover; *with options for 20 or 24 inside pages.*

Quantity: Range from 10,000 - 20,000

Option: Booklet Envelopes

DESIGN & WRITING

- Provide review of current brand, develop concepts, graphic design, copy, layout and printing
- Mandatory on-site campus visit – minimum 2 days
- Minimum of 2 creative concepts
- Creative concept testing
- Create appropriate timeline
- *Option:* for on-site photography

PRINTING

- Size: 7.5” X 11” booklet, vertical layout
- Saddle Stitch
- Plus Cover: 100 lb cover, matte finish, PCW or FSC if possible
- Inside Pages: 80 lb text, matte finish, PCW or FSC paper required
- Quantity of pages: 16 pages; *with options for 20 or 24 pages*
- Quantity of copies: Options range from 10,000 - 20,000
- Ink/Color: 4-color process
- Bleeds
- *Option* for die-cut and varnish

Deadline Dates:

Approximate disk to printer date: July 31, 2012

Delivered to JJC Main Campus: September 7, 2012

Release of payment to awarded vendor:

Design: 50% on or before 06/30/12, remaining 50% balance after the project is completed.

Printing: Payment will be released after project completed.

**Joliet Junior College
Request for Bid
Design, Writing and Printing of College Recruitment Piece**

Creative firm must be able to demonstrate experience producing creative design, writing and printing of high quality recruitment material for higher education within the specifications listed below and on subsequent page. Bidder is to provide work samples of previous higher education recruitment materials, and references. Firms that do not have experience working with colleges and universities will be excluded. Absent this information or qualifications, bid will not be assigned.

All publications should be created in InDesign CS4 or later (Mac format). Recruitment booklet materials will be submitted to vendor on CD or FTP. This bid requires a 5 – 10 business day turnaround time on all booklets. We request the printer to provide a proof (proof must represent the actual size and quality of document) before printing with a 24-hour approval time. If this requires a courier or an overnight service the awarded company will incur the cost. We also request that for all quotes the vendor must “Notify the Director of Marketing & Creative Services at 815-280-2672 if the vendor cannot make the agreed deadline” after the bid is awarded. The actual deadline dates will be established by the Marketing and Creative Services department and communicated to the vendor after the bid is awarded. 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.

JJC is not responsible for overruns or underruns. Bidder must enclose paper samples with this bid and a representative printed brochure / booklet.

RECRUITMENT PIECE DESIGN & WRITING

<u>Description</u>	<u>Cost per Hour/Day</u>	<u>Total Cost</u>
Review current brand, provide creative concepts, graphic design, copy and layout	\$ _____	\$ _____
<i>Option for on-site photographer</i>	\$ _____	\$ _____

RECRUITMENT PIECE - PRINTING

Option: Quantity 10,000

7.5” x 11” booklet, vertical format 16 inside pages plus cover	\$ _____	\$ _____
Setup Cost for Additional Order Quantities		\$ _____
Cost for final proof changes	\$ _____	\$ _____
Cost to add each additional 1,000 copies	\$ _____	\$ _____
<i>Option: die cut and varnish</i>	\$ _____	
<i>Option: include envelopes</i>	\$ _____	

**Joliet Junior College
Request for Bid
Design, Writing and Printing of College Recruitment Piece**

Option: inside page quantities:

20 inside pages	\$ _____	\$ _____
24 inside pages	\$ _____	\$ _____

Option: Quantity 15,000

7.5" x 11" booklet, vertical format 16 inside pages plus cover	\$ _____	\$ _____
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Setup Cost for Additional Order Quantities		\$ _____
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Cost for final proof changes	\$ _____	\$ _____
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Cost to add each additional 1,000 copies	\$ _____	\$ _____
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<i>Option: die cut and varnish</i>	\$ _____	
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<i>Option: include envelopes</i>	\$ _____	
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Option: inside page quantities:

20 inside pages	\$ _____	\$ _____
24 inside pages	\$ _____	\$ _____

Option: Quantity 20,000

7.5" x 11" booklet, vertical format 16 inside pages plus cover	\$ _____	\$ _____
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Setup Cost for Additional Order Quantities		\$ _____
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Cost for final proof changes	\$ _____	\$ _____
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Cost to add each additional 1,000 copies	\$ _____	\$ _____
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<i>Option: die cut and varnish</i>	\$ _____	
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<i>Option: include envelopes</i>	\$ _____	
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Option: inside page quantities:

20 inside pages	\$ _____	\$ _____
24 inside pages	\$ _____	\$ _____

