



JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
DESIGN, LAYOUT AND PRINTING JJC MAGAZINE – SPRING 2012

You are invited to submit a quote for **DESIGN, LAYOUT AND PRINTING JJC MAGAZINE – SPRING 2012**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by 2:00PM on January 4, 2012.

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 Room A3103
Joliet IL 60431

Email to: Purchasing@jjc.edu

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

**Joliet Junior College
JJC MAGAZINE – SPRING 2012
DESIGN/LAYOUT SPECIFICATIONS**

DESIGN BIDDER:

Design quotes will be reviewed and awarded separately from the printer quotes (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 quote.

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, or CS5 required

DESIGN CALENDAR:

- Quote Due: January 4, 2012
Approximate Date for Content to Designer January 31, 2012
Approximate Delivery Date to Printer March 30, 2012

Joliet Junior College
JJC MAGAZINE – SPRING 2012
DESIGN/LAYOUT 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.

**Joliet Junior College
JJC MAGAZINE – SPRING 2012
PRINTING SPECIFICATIONS**

PRINT VENDOR:

Print quotes will be reviewed and awarded separate from design quotes. Printer must be able to demonstrate experience producing quality glossy magazines by providing samples of previous work and references. Absent this information, quote 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 24,700 to be mailed, and 300 to be delivered
to Joliet Junior College Marketing and Creative Services

PRINT CALENDAR:

Vendor Bid Due:	January 4, 2012
Approximate Date for Files to Printer	March 30, 2012
Due Date for Delivery of Magazines	April 19, 2012

**Joliet Junior College
JJC MAGAZINE – SPRING 2012
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 total are to be printed. Approximately 24,700 copies are to be mailed according to zip code list supplied by JJC, with the remainder of approximately 300 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. Copies not delivered to post office are to have postal indicia removed or masked. A separate magazine cover file will be made available if necessary. Bidder is responsible for following proper postal procedures and should contact the Joliet Post Office with any questions (815-773-1066).

Bidder to supply post office with bag count for delivery, per postal regulations, duplicate and complete any necessary U.S. Postal Service forms required for mailing. Completed mailing statements to be sent (via email or fax) to the JJC Marketing department and/or the JJC Mail Center approximately ten days prior to delivery to post office.

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 addresses will be posted to the website with the bid document by JJC for estimated 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 approximately ten days before delivery to post office. 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.

**Joliet Junior College
JJC MAGAZINE – SPRING 2012
DESIGN/LAYOUT PRICING SHEET**

DESIGN/LAYOUT COSTS

Design quotes will be reviewed and awarded separate from printing quotes. A lump sum 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) _____ \$ _____

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

