



# 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 **PRINTING JJC MAGAZINE – FALL 2018 AND SPRING 2019** 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:** **MAY 22, 2018**

**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:** **PRINTING JJC MAGAZINE – FALL 2018 AND SPRING 2019**

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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

**BUSINESS ENTERPRISE PROGRAM (BEP):****MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:**

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification. State of Illinois CMS Business Enterprise Program certified vendors are encouraged to mark the quote form accordingly and provide supporting documentation along with the bid form.

**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**

**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 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.



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Janice Reedus  
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/community/vendors>**

**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.

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SIGNATURE OF CONTRACTOR/BIDDER

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TITLE

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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  
JJC MAGAZINES – FALL 2018 and SPRING 2019  
PRINTING SPECIFICATIONS**

Printer must be able to demonstrate experience producing quality glossy magazines by providing samples of previous work and references. Absent this information, bid 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 inserted in back of magazine. Size: 3 5/8 x 6.5. (6 3/4) 1/1 black. No bleeds. Will need quotes for standard white envelope and envelope using purple stock
Bindery:	Cut, folded and saddle-stitched
Page numbers:	28 inside pages - Plus cover Include options for 16, 20 and 24 inside pages
Paper:	Recycled paper required Cover: 80 # cover gloss Inside: 80 # text gloss
Ink:	Full Color – 4/4 Full Bleed
Quantity:	25,500 copies to be printed
Delivery:	Approximately 25,000 to be mailed, and 500 to be delivered to Joliet Junior College Marketing and Creative Services department.

**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.**

**PRINT CALENDAR:**

**Vendor Bid Due:** May 22, 2018

**FALL 2015**

Approximate Date for Files to Printer	October 12, 2018
Due Date for Delivery of Magazines	November 12, 2018

**SPRING 2016**

Approximate Date for Files to Printer	April 1, 2019
Due Date for Delivery of Magazines	April 29, 2019

**Joliet Junior College**  
**JJC MAGAZINES – FALL 2018 and SPRING 2019**  
**PRINTER SPECIFICATIONS**

**FILE:**

The magazine will be created InDesign CS3, 4, 5, or CS6. 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) 280-2406.

**BINDERY:**

Publication is to be collated, folded and saddle-stitched in traditional magazine format. The envelope is to be inserted into the magazine inside the back cover.

**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 A-3036, and must allow for turn-around time.

**QUANTITIES:**

25,500 magazines total are to be printed. Approximately 25,000 copies are to be mailed according to zip code list supplied by JJC, with the remainder of approximately 500 to be delivered to the Joliet Junior College, Marketing and Creative Services department.

**MAILING:**

Printer must follow U.S. postal regulations for non-profit mailing. This includes use of JJC's non-profit permit with Joliet Post Office as point of entry. Printer is to bundle magazines, sort by zip code and carrier routes, and deliver to the appropriate post offices for lowest fees to JJC; and use Intelligent Mail barcodes with black ink for inkjet spray addressing according to U.S. postal regulations. An updated clean mailing list (CASS) will be provided by JJC at time of printing, Address Service Requested should be applied. 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.

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

Include cost in bid 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 sample list of zip codes 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 with Joliet Post Office and meet all postal regulations for delivery and preparation for non-profit mail. Bidder must notify production coordinator in Marketing, at (815) 280-2406 or mnagy@jjc.edu, of the intended drop-off date to Joliet Post Office 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 Project Manager should be immediately notified of any problems, including the inability to meet deadlines, (815) 280-2406.

**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  
FALL 2018 - PRINTING PRICING SHEET**

**PRINT & DELIVERY COSTS**

Print costs include quality press proof, printing magazine and remittance envelope, and bindery as described in specifications. Costs for delivery/exchange of proofs are responsibility of bidder. Joliet Junior College reserves the right to refuse payment on over-runs.

<b>MAIN COSTS</b>	<b>COSTS</b>	
Cover Plus 28 inside pages (quantity – 25,500)	\$	
Options:		
Cover Plus 24 inside page (quantity – 25,500)		\$
Cover Plus 20 inside pages (quantity – 25,500)		\$
Cover Plus 16 inside pages (quantity – 25,500)		\$
Envelope (standard white)	\$	
Envelope (using purple stock)	\$	
Joliet Post Office delivery costs (USPS) (Please read mailing specs)	\$	
Delivery costs to other area post offices (cost each location)	\$	
<b>TOTAL</b>	\$	
<b>OTHER COSTS</b>		
Average charge per correction after printers proof		\$
Estimated cost for postal fees for 25,000 magazines (zip code list posted to website is for estimating costs only)		\$
<b>ENVIRONMENTAL SPECIFICATIONS</b>		
<b>Recycled paper is required</b> (Add description below) <b>Must submit sample of paper listed below, listed paper MUST be used in publication.</b>		
List Cover Paper used in bid:		
List Inside Paper used in bid:		
<b>SAMPLE OF SIMILAR WORK IS INCLUDED WITH THIS BID</b>		

**REFERENCES**

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

**JOLIET JUNIOR COLLEGE  
FALL 2018 - PRINTING PRICING SHEET**

FIRM			SIGNATURE		
ADDRESS			PRINTED NAME		
CITY	STATE	ZIP	DATE	PHONE NUMBER	FAX NUMBER
EMAIL ADDRESS					

☐ **Our company is certified by the State of Illinois CMS Business Enterprise Program (BEP).  
Supporting documentation is attached.**

BID INFORMATION CAN BE VIEWED AT [WWW.JJC.EDU/COMMUNITY/VENDORS](http://WWW.JJC.EDU/COMMUNITY/VENDORS)

**JOLIET JUNIOR COLLEGE  
SPRING 2019 - PRINTING PRICING SHEET**

**PRINT & DELIVERY COSTS**

Print costs include quality press proof, printing magazine and remittance envelope, and bindery as described in specifications. Costs for delivery/exchange of proofs are responsibility of bidder. Joliet Junior College reserves the right to refuse payment on over-runs.

<b>MAIN COSTS</b>	<b>COSTS</b>	
Cover Plus 28 inside pages (quantity – 25,500)	\$	
Options:		
Cover Plus 24 inside page (quantity – 25,500)		\$
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Joliet Post Office delivery costs (USPS) (Please read mailing specs)	\$	
Delivery costs to other area post offices (cost each location)	\$	
<b>TOTAL</b>	<b>\$</b>	
<b>OTHER COSTS</b>		
Average charge per correction after printers proof	\$	
Estimated cost for postal fees for 25,000 magazines (zip code list posted to website is for estimating costs only)	\$	
<b>ENVIRONMENTAL SPECIFICATIONS</b>		
<b>Recycled paper is required (Add description below)</b> <b>Must submit sample of paper listed below, listed paper MUST be used in publication.</b>		
List Cover Paper used in bid:		
List Inside Paper used in bid:		
<b>SAMPLE OF SIMILAR WORK IS INCLUDED WITH THIS BID</b>		

**REFERENCES**

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

**JOLIET JUNIOR COLLEGE  
SPRING 2019 - PRINTING PRICING SHEET**

FIRM			SIGNATURE	
ADDRESS			PRINTED NAME	
CITY	STATE	ZIP	DATE	PHONE NUMBERFAX NUMBER
EMAIL ADDRESS				

☐ **Our company is certified by the State of Illinois CMS Business Enterprise Program (BEP).  
Supporting documentation is attached.**

BID INFORMATION CAN BE VIEWED AT [WWW.JJC.EDU/INFO/PURCHASING](http://WWW.JJC.EDU/INFO/PURCHASING)