



# JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION  
**DESIGN, PRINTING, & MAILING OF THE SPRING APPEAL**

You are invited to submit a quote for **DESIGN, PRINTING, & MAILING OF THE SPRING APPEAL**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **9:00 AM on April 22, 2016**.

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: Roxanne Venegas

Or mail to: Roxanne Venegas  
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 Roxanne Venegas at (815) 280-6678.

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**QUOTE SPECIFICATIONS:**

DESIGN, PRINTING, AND MAILING OF JOLIET JUNIOR COLLEGE'S SPECIAL 115 YEAR ANNIVERSARY SPRING APPEAL.

PRINT, CUT, FOLD; IMAGE/NAME/ADDRESS ON OUTER ENVELOPE; INSERT CARD AND RETURN ENVELOPE INTO A7 ENVELOPE; INKJET NAME/ADDRESS; CASS CERTIFY AND NCOA MAIL FILE; DELIVER TO JOLIET POST OFFICE

QUANTITY: PLEASE PROVIDE PRICING FOR QUANTITIES OF:  
20,000  
25,000  
30,000

SIZE: 8.5 X 14" FOLDS 5.5 X 8.5"

STOCK: 100# MATTE TEXT  
**OR**  
WHITE 100# GLOSS TEXT WITH O/A WRITABLE AQUEOUS COATING BLEEDS

INK: PRINTS 4/4  
PRINTS 1/0 BLACK – #9 RETURN ENVELOPE  
PRINTS 1/0 BLACK – 6 X 9 OUTER ENVELOPE

ART: SUPPLIED VIA ELECTRONIC ARTWORK

PROOF: EPSON PROOF  
A QUALITY COLOR PROOF IS REQUIRED BEFORE PRINTING. PROOF MUST REPRESENT THE ACTUAL SIZE AND QUALITY OF THE DOCUMENT AND DELIVERED TO THE DIRECTOR OF CORPORATE AND COMMUNITY SERVICES, AND MUST ALLOW FOR A MINIMUM 24-HOUR TURN-AROUND TIME WHILE STILL MAINTAINING DELIVERY DEADLINES.

|            |                                     |                |
|------------|-------------------------------------|----------------|
| DUE DATES: | SPECIFICATIONS PROVIDED TO PRINTER  | APRIL 29, 2016 |
|            | PROOF TO COLLEGE                    | MAY 4, 2016    |
|            | DELVIERY TO POST OFFICE             | MAY 18, 2016   |
|            | DELIVERY TO COLLEGE (OFFICE COPIES) | MAY 18, 2016   |

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| DESCRIPTION   | SIZE/STOCK             | QUANTITY | TOTAL COST<br>INCLUDING DESIGN,<br>PRINTING & MAIL PREP |
|---|------------------------|----------|---|
| DESIGN, PRINTING, AND MAILING OF<br>JOLIET JUNIOR COLLEGE’S SPECIAL<br>115 YEAR ANNIVERSARY SPRING<br>APPEAL PER SPECIFICATIONS | 8.5 X 14”<br>FOLDS     | 20,000   | \$  |
|   | 5.5 X 8.5”             | 25,000   | \$  |
|   | <b>100# MATTE TEXT</b> | 30,000   | \$  |
| DESIGN, PRINTING, AND MAILING OF<br>JOLIET JUNIOR COLLEGE’S SPECIAL<br>115 YEAR ANNIVERSARY SPRING<br>APPEAL PER SPECIFICATIONS | 8.5 X 14”<br>FOLDS     | 20,000   | \$  |
|   | 5.5 X 8.5”             | 25,000   | \$  |
|   | <b>100# GLOSS TEXT</b> | 30,000   | \$  |

PLEASE INCLUDE SIMILAR SAMPLES OF PREVIOUS WORK WITH YOUR BID

**VENDOR QUALIFICATIONS**

Vendor must be able to demonstrate ability to produce this publication by providing similar samples of previous work and references. Absent this information, bid will not be assigned

Vendor is to provide sample of paper that is quoted in bid to Joliet Junior College, and vendor must use this paper for printing the publication unless justified and approved by the JJC Business & Auxiliary Services Office. Immediate notification of other paper than what is bid should be submitted to Director of Corporate and Community Services.

Delivery after specified date will constitute breach of contract and will result in absolutely no payment since late delivery adversely affect the Foundation’s donations. Bidders who doubt or question their capability of on-time delivery should refrain from submitting a bid.

|      |         |                      |
|------|---------|----------------------|
| Name | College | Contact Phone Number |
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FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY            STATE            ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
FAX NO.                    PHONE NO.

Results from this quote may be viewed at [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)