



Addendum No. 1

DATE: December 1, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Diploma Printing & Mailing Services
JJC PROJECT NO.: B17031

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this document. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Received:

1. I do not see specifications listed for diploma size, paper stock or number of colors required. Please provide.
 - a. *Diploma size is 9x7.*
 - b. *Diploma paper is card stock or other moderate to heavy weighted paper.*
 - c. *Diploma paper color is called Ivory Parchment.*
 - d. *Our current diploma paper has JJC's name and logo embossed in purple foil centered at the top of the page. The text is printed in black ink in the middle of the document.*
 - e. *Currently diplomas are printed in house on a laser jet printer.*
 - f. *Signatures for the BOT president and JJC president are included on the diploma.*
 - g. *Currently we use 7 templates for our different degrees and certificates.*

2. Are there any special requirements for the type of frame to be used?
 - a. *Diploma paper size is 9x7.*
 - b. *We DO NOT provide frames for our students.*
 - c. *Commencement Ceremony participants receive a diploma cover at the ceremony. The diploma cover has corner pockets that are Eggshell in color and the lining is Winter Beige in color.*
 - d. *We would like the diploma paper to match or nicely complement our current diploma covers.*

3. What is the size of the diploma? (i.e., 8.5" x 11", 8" x 10")?
See question #1.

4. What are the process specifications for production of the diploma document? (type of stock?/ non-variable text is - flat printed? thermography?engraved?/ school seals are printed, foil stamped or engraved?)?
 - a. ***Diploma size is 9x7.***
 - b. ***Diploma paper is card stock or other moderate to heavy weighted paper.***
 - c. ***Diploma paper color is called Ivory Parchment.***
 - d. ***Our current diploma paper has JJC's name and logo embossed in purple foil centered at the top of the page. The text is printed in black ink in the middle of the document.***
 - e. ***Currently diplomas are printed in house on a laser jet printer.***
 - f. ***Signatures for the BOT president and JJC president are included on the diploma.***
 - g. ***Currently we use 7 templates for our different degrees and certificates.***
5. How often do you order your diplomas? monthly, quarterly? twice a year?
 - a. ***We print diplomas at the end of every semester. Diplomas are mailed at the end of July, September, and February.***
6. What are the specifications for your current diploma frames you desire to be provided to the student? For example do you want a black mat with the school name foil stamped at the top of the mat and the school seal foil stamped at the bottom below the diploma.
See question #2.
7. Will you please forward your diploma specifications?
See question #1.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature