



## Addendum No. 2

**DATE: December 5, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**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.

---

### **Revised Due Date:**

The due date for this bid has been pushed back to **10:00am on Tuesday, December 12, 2017.**

### **Questions Received:**

1. The RFQ does not describe the scope of the project. For example the title of the RFQ says "Mailing Service" but there are no instructions or parameters given. Are these to be inserted into the cardboard self-mailers that we have often provided and then mailed individually to students?  
**Yes**
2. How are all the data transmitted to us?  
***The instructions on the RFP indicates that the vendor is to decide how and in which format the file will be sent to them. Due to the nature of the information we will be submitting, the file will need to be sent in a secure manner.***
3. Where is the cost of the self mailers in this RFQ – there are no details regarding that.  
***Vendors will be responsible for printing and mailing diplomas, including providing diploma mailers. Vendors will need to include the cost of the diploma mailers with the cost of printing and mailing the diplomas.***  
  
***Any additional mailing services costs (not including postage), must be include in your unit pricing for diploma printing and mailing services.***
4. RFQ mentions 7 templates – is that 7 different groups of diplomas with different text copy?  
***Yes, we currently have 7 different diploma templates with 7 different text copy. We have one template each for Associate in Arts, Associate in Science, Associate in Applied Science (with various majors), Certificate of Achievement (with various majors), Certificate of Completion (with various majors), Associate in General Studies, Associate***

***of Arts in Teaching. This number may change in the future if JJC decides to add a new type of degree.***

5. Within the 7 templates – is the purple foil positioned in the exact same location on all 7?  
***Yes, the purple foil is located in the same place for each diploma. We use the same diploma paper stock for each type of diploma.***
  
6. Regarding the frames – in one location on the addendum it clearly states that JJC does not provide frames, but there is considerable text in the original RFQ regarding supplying frames and revenue sharing. This needs clarification and an example of the frame would be helpful.  
***JJC does not provide frames for our students but we are interested in possible revenue sharing opportunities with an organization that is willing to sell frames on JJC's behalf. As we do not currently provide our students with frames, we cannot provide an example. We are relying on vendors to supply samples of frames and frame prices.***

**End of Addendum #2**



## Addendum No. 2

**DATE: December 5, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**PROJECT NAME:** Diploma Printing & Mailing Services  
**JJC PROJECT NO.:** B17031

**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 #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature