



# JOLIET JUNIOR COLLEGE

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Joliet Junior College  
REQUEST FOR QUOTATION  
**PRINTING FALL 2020 COMMUNITY CATALOG**

You are invited to submit a quote for **PRINTING FALL 2020 COMMUNITY CATALOG**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **10:00 AM on June 16, 2020**.

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.

When applicable, please state in your quote whether or not your equipment is an Energy Star qualified product.

Vendors must submit their quote electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. A step-by-step supplier registration guide is posted to the college's website for your reference. General supplier guides are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents):

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

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 may contain 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). 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.

#### 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.

Questions can be submitted through the Q&A section of the event header in the ESM Solutions Sourcing site prior to the published deadline.

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**SPECIFICATIONS:**

**Fall 2020 NON-CREDIT COMMUNITY CATALOG**

**SIZE:** 8" x 10.5" approx. finished (16x10.5 flat)

**STOCK:** Cover – 80 lb. Gloss text  
Inside – 35 lb. Newsprint, 70 brightness or higher

**COLORS:** Cover – Full color (inside and out)  
Inside – black over black

**NUMBER OF PAGES:** 36 inside pages plus cover

**NUMBER OF COPIES:** 10,000  
Joliet Junior College reserves the right to refuse payment on any over-runs.

**BINDERY:** Collate, fold and saddle stitched  
Must conform to USPS Postal Regulations for mailing.

**DUE DATES:** Expected quote award date: **June 18, 2020**  
Material sent to printer: **July 11, 2020**  
Delivery to post office: **August 3, 2020**  
Delivery to college (office copies): **August 3, 2020**

**DELIVERY TO JJC:** Publisher will pay cost of delivery of catalogs to the College.

**SAMPLE OF SIMILAR WORK AND PAPER TO BE INCLUDED WITH YOUR BID**

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**PICK-UP:**

**Material will be provided to vendor on CD-ROM, IBM PageMaker format; can also be supplied as PDF format if needed.**

**PROOF:**

A quality color proof is required before printing. Proof must represent the actual size and quality of the document and delivered to the Dean Applied Arts, Workforce Education and Training, and must allow for a minimum 24-hour turn-around time while still maintaining delivery deadlines.

**BINDERY/MAILING:**

Flat mailing preferred, if folding and/or tabbing are required by U.S. Post Office regulations for mailing, costs should be indicated for securing the open side of the publication with most cost effective shipment method. (eg. wafers or method standard to postal regulations).

Not-mailed copies are to have postal indicia removed or masked by the printer.

**BUNDLED:**

Publication is to be bundled for delivery in accordance with U.S. Post Office regulations. Copies must be dry upon delivery to the Post Office to avoid excessive postal fees.

Not-mailed copies are to be bundled in quantities of 50.

**DELIVERY:**

Approximately 7,500 copies are to be mailed according to US postal regulations and mailing list provided. Bidder will deliver to Joliet Post Office. A mailing list will be provided. Publication is to be printed and delivered/mailed by stated due date. Corporate & Community Services should be immediately notified of any problems or issues with the project; including the inability to meet deadlines. Phone (815) 280-1418.

The not-mailed balance of approximately 2,500 copies is to be delivered to JJC Main Campus. Bid is to include costs to deliver these copies to JJC.

**POSTAL PREPARATION:**

Bidder is responsible for contacting the Joliet Post Office to make delivery appointments and follow all postal regulations regarding delivery and preparation through the Joliet Post Office (phone 815-773-1066). Following postal regulations, bidder is to bundle, sort by ZIP code and carrier route, and supply post office with bag count before delivery, duplicate 3602 form and complete other necessary U.S. Postal Service forms.

Prior to delivery, completed mailing statements are to be sent (via email or fax) to the Joliet Junior College Dean Applied Arts, Workforce Education and Training and to the Joliet Junior College mailroom to prepare for postage fees. Bidder must notify Dean Applied Arts, Workforce Education and Training and Joliet Post Office of the intended drop-off date to the post office with approximately ten days notice. Please contact Amy Murphy at (815) 280-1418 or by email: [amurphy@jjc.edu](mailto:amurphy@jjc.edu)

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**The following costs must be included, and stated separately:**

Bid must include all costs for delivery per drop to other area post offices per specifications, including unloading printed materials. (NOTE: Post office is not responsible for unloading publications)

Bidder **must** complete the pricing sheet in ESM. List costs for printing and delivering approximately 7,500 copies of the College Community Catalog to respective post office and the balance of approximately 2,500 to Joliet Junior College as noted in specifications. Please be sure to specify and add other costs not addressed elsewhere in this bid, and list additional or deductible costs for alternative options\*

**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

Delivery after specified date will constitute breach of contract and will result in absolutely no payment since late delivery would make registration information unavailable to students and adversely affect the college's enrollment. Bidders who doubt or question their capability of on-time delivery should refrain from submitting a bid.

All materials remain the property of Joliet Junior College. Upon completion of printing and delivery, all artwork and materials submitted are to be returned by the printer to the Dean Applied Arts, Workforce Education and Training. All cost for return of materials is the responsibility of the printer.

Bid results can be viewed at [www.jjc.edu/community/vendors](http://www.jjc.edu/community/vendors)