



Addendum No. 1

DATE: November 3, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Printing & Mailing of the Annual Appeal
JJC PROJECT NO.: Q16008

This Addendum forms a part of the Quotation Documents and modifies the original quote document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the bottom of page 2. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Clarification on Specifications:

1. The 8.5 x 14" sheet is folded twice to 5.5 x 8.5 size, and the bottom portion is perforated to make the 3.5 x 8.5" card for the business reply envelope. Electronic samples are attached to this addendum.
2. Specifications on page 2 of the quotation document mentions an A7 envelope. Please disregard, this is meant to reference the outer envelope (option 1: 6 x 9"; option 2: 6 x 9.5").

Questions Received:

1. Is there no variable data contained in the letter this year for the Printing and Mailing of the Annual Appeal. You show only ink jetting the name and address on the outer envelope. Previously you printed the recipient's name into the Salutation area of the letter.
No variable data will be contained with the letter.
2. On the #9 Return Envelope for the Printing and mailing of the Annual Appeal...that is just a standard #9 envelope. Not a large flap Remittance Envelope. I will quote you both of the Outer Envelope sizes, but for mechanical insertion (which would be the way to do them) you would need to use the 6.5 x 9.5 envelope....and it would need to be a Booklet style. Otherwise you are looking at hand insertion which would take much longer and cost much more.
Yes, a standard #9 return envelope has been specified. Please provide pricing per the specifications provided.
3. My question is regarding the letter. It's not specified that the letter gets imaged, just the OE, but the words "image name/address" and "inkjet name/address" are used twice in the instructions which makes me think perhaps the letter is lasered and the OE is inkjet. This would also affect the letter shop portion, changing it to a matched mailing. Please advise how we should quote this as we want to present the best possible pricing for your project.
There is no imaging on the letter, only on the outer envelope of the names and addresses.

4. Page 2 of the specifications mention a card to be inserted into A7 envelope, but there is no mention of this card anywhere else in the specifications. Please clarify.
There is no card, the "card" inserted is the perforated piece from the 8 1/2 x 14 letter. After the perforated "card" is removed you are left with an 8 1/2 x 11 letter. Attached to this addendum is a sample of all pieces to help clarify.

5. Under Quote Specifications, 2nd paragraph, it says A7 envelope. Is this correct?
INK: Option 2 – says 6 x 9.5 outer envelope, but on page 3 of bid, options 3 & 4 it says 6.5 x 9 outer envelope. Which is correct?
The envelope size for this option should be 6 x 9.5". The size listed in the specifications on page 2 is correct. A revised quote form is attached to this addendum.

6. How many mailing lists will be provided?
One mailing list will be provided.

End of Addendum #1



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JJC PROJECT NO.: Q16008

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

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



Joliet Junior College Foundation, A-3025
1215 Houbolt Road
Joliet, Ill. 60431

NON-PROFIT ORG.
U.S. POSTAGE
PAID
JOLIET, ILLINOIS
PERMIT NO. 312



Name
Address
Address

- Please charge my credit card for this donation.
 - I have attached a check payable to: **Joliet Junior College Foundation.**
 - \$500 \$250 \$100 Other \$ _____
 - I will support JJC with a recurring gift of \$ _____ per month via credit card until otherwise notified.
 - Recurring gift**
 - One-time gift**
- Enclosed is my gift to support more JJC students like Sierra.
- YES, I want to make a difference!**

Please use my gift for:* General Scholarship Fund Scholarship of your choice:

*View a complete list of scholarship opportunities at jic.edu/info/givingfunds. *If you do not designate a fund, your gift will go into the Unrestricted Fund to support the area of greatest need.*

Credit Card Information (circle one) VISA MasterCard

Card Number: _____

Expiration Date: _____ Security Code CVV2: _____

Cardholder Name: _____

Signature: _____



Give a one-time or recurring gift online at jic.edu/info/foundation. Our secure site makes giving easy and immediate.

Why does a donor's gift matter?

“It has given me the resources to live up to my full potential and follow my dreams.”

— *Sierra Willis, JJC Student*

Every Gift Has A Story





Sierra Willis is a typical, first generation JJC student – she studies hard, works on campus in between classes and is pursuing her passion in veterinary medical technology. In short, she’s working toward the life she wants.

With your support, you can make sure JJC remains accessible and affordable for students like Sierra whose means may be limited, but talent and dedication are unwavering.

“Having been offered a scholarship has given me the opportunity to follow my dreams,” she said. “This scholarship helped pay for my tuition, and now it’s helping me fund a study abroad trip to Petén, Guatemala, where I’ll live in the jungle for a week and work at ARCAS Animal Rescue Center.”



Sierra’s Story

Sierra’s upcoming study abroad trip is especially important to her, because there she’ll get to work with exotic animals – something she hopes to do in her career, after graduating.

“I want to be the voice for the ones that can’t speak,” Sierra said of the animals. “I want to educate clients and help the sick. Animal medicine is an art that challenges the mind. It’s all for the greater good.”

“I chose JJC because it offers one of the best veterinary medical technology programs in the nation,” she said. “I’m offered the highest quality education, and it’s at a more affordable tuition compared to other colleges.”

Your gift to JJC is helping make our community stronger by providing lasting stories of hope and opportunity. Support what matters most to you – agriculture, business, culinary arts, nursing and more – *you* can make a difference.

Name: **Sierra Willis**
 Area of Study: **Veterinary Medical Technology**
 Hometown: **LaSalle, IL**

Use the enclosed donation card and give today!

Phone: (815) 280-2353

Website: jjc.edu/info/foundation



Thank you for supporting Joliet Junior College!

Your gift is important - it offers immediate resources to current JJC students in need.

Name: _____ Maiden name (if applicable): _____

Address: _____

Email address: _____ Phone: _____

JJC Graduation Year: _____ Program/Major: _____

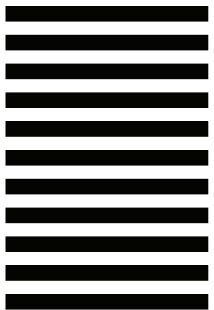
Make a Recurring Gift – Watch Your Impact Add Up Each Month!

Visit jjc.edu/info/foundation and **make a gift by Dec. 31 to gain tax credit** for the 2016 calendar year!

OVER →



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 312 JOLIET, IL

POSTAGE WILL BE PAID BY ADDRESSEE

JOLIET JUNIOR COLLEGE FOUNDATION
1215 HOUBOLT RD
JOLIET IL 60431-9985



JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
PRINTING & MAILING OF THE ANNUAL APPEAL

DESCRIPTION	SIZE/STOCK	QUANTITY	TOTAL COST INCLUDING DESIGN, PRINTING & MAIL PREP
OPTION 1: PRINTING AND MAILING OF JOLIET JUNIOR COLLEGE'S ANNUAL APPEAL PER SPECIFICATIONS	8.5 X 14" FOLDS 5.5 X 8.5"	30,000	\$
	100# MATTE TEXT 6 X 9" OUTER ENVELOPE	35,000	\$
		40,000	\$
OPTION 2: PRINTING AND MAILING OF JOLIET JUNIOR COLLEGE'S ANNUAL APPEAL PER SPECIFICATIONS	8.5 X 14" FOLDS 5.5 X 8.5"	30,000	\$
	100# GLOSS TEXT 6 X 9" OUTER ENVELOPE	35,000	\$
		40,000	\$
OPTION 3: PRINTING AND MAILING OF JOLIET JUNIOR COLLEGE'S ANNUAL APPEAL PER SPECIFICATIONS	8.5 X 14" FOLDS 5.5 X 8.5"	30,000	\$
	100# MATTE TEXT 6 X 9.5" OUTER ENVELOPE	35,000	\$
		40,000	\$
OPTION 4: PRINTING AND MAILING OF JOLIET JUNIOR COLLEGE'S ANNUAL APPEAL PER SPECIFICATIONS	8.5 X 14" FOLDS 5.5 X 8.5"	30,000	\$
	100# GLOSS TEXT 6 X 9.5" OUTER ENVELOPE	35,000	\$
		40,000	\$

PLEASE INCLUDE SIMILAR SAMPLES OF PREVIOUS WORK WITH YOUR BID

JOLIET JUNIOR COLLEGE
 REQUEST FOR QUOTATION
PRINTING & MAILING OF THE ANNUAL APPEAL

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 Marketing & Creative 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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Name	College	Contact Phone Number
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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