



JOLIET JUNIOR COLLEGE

1901

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

You are invited to submit a quote for **PRINTING & MAILING OF THE ANNUAL APPEAL**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **10:00 AM on November 7, 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:

PRINTING AND MAILING OF JOLIET JUNIOR COLLEGE'S ANNUAL 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:
30,000
35,000
40,000

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
Option 1: PRINTS 1/0 BLACK – 6 X 9 OUTER ENVELOPE
Option 2: PRINTS 1/0 BLACK – 6 X 9.5 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	November 7, 2016
	PROOF TO COLLEGE	November 10, 2016 by 10 A.M.
	DELVIERY TO POST OFFICE	November 22, 2016
	DELIVERY TO COLLEGE (OFFICE COPIES)	November 22, 2016

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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 6.5 X 9" 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 6.5 X 9" OUTER ENVELOPE	35,000	\$
		40,000	\$

PLEASE INCLUDE SIMILAR SAMPLES OF PREVIOUS WORK WITH YOUR BID

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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