



JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
DESIGN, LAYOUT, COPYEDIT JJC MAGAZINE – SPRING 2017**

You are invited to submit a quote for **DESIGN, LAYOUT, COPYEDIT JJC MAGAZINE – SPRING 2017**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **10:00 AM** on **OCTOBER 20, 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.

Please state in your quote whether or not your equipment is an Energy Star qualified product.

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:

Designer must be able to demonstrate experience producing creative design and layout of high quality gloss magazines for higher education within the specifications listed below and on subsequent page. Designer's location is limited to be within a 25- to 30-mile radius to be available for on-site meetings. Designer is to provide work samples of previous magazines, and references. Absent this information or qualifications, vendor will be disqualified. Any designer not able to meet the deadlines or bid requirements should refrain from submitting bid.

Editing Option: Bidder must demonstrate experience copyediting higher education magazines and meet same requirements as listed above. Editor must be employed through design bidder and be located within 25-30 mile radius to be available for on-site meetings when requested.

MAGAZINE

Publication Size: 8.5" x 11" final size.

Bindery: Folded and saddle-stitched

Page numbers: 32 designed pages (28 inside pages - Plus cover)
With options for 16, 20 and 24 inside pages.

Paper: Environmental paper required: PCW or FSC.
Cover: 80 # cover gloss
Inside: 80 # text gloss

Ink: Full Color and Full Bleeds

Envelope: Remittance envelope
Size: 3 5/8 x 6.5. (6 3/4)
1/1 black. No bleeds.

Software
Application: Adobe InDesign CS3, 4, 5 or CS6 required
Editing option may be completed in Acrobat PDFs

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DESIGN CALENDAR:

Vendor Bid Due:	October 20, 2016
Approximate Date for Content to Designer	February 3, 2017
Approximate Delivery Date to Printer	March 17, 2017

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SCOPE OF PROJECT

Estimated hours for design work are approximately 80 hours in a 6-week timeframe. Design responsibilities as listed below include campus visits design consultations, design headings, spread layouts, advertisements, graphs and charts. It will require correcting image formats, sizes, and enhancement of photos, and correcting layout and text as requested by JJC. Designer may be required to add supplementary graphics or icons not supplied by JJC to enhance layouts.

Editing Option: In this design bid, an option is requested for copy editing the pre-press magazine proof. An estimated timeframe will allow for approximately 3 - 6 hours of proofreading that will include copy editing for typographical errors, spelling, punctuation and AP style. A proof should be provided to JJC with the recommended revisions. Other references in this bid to editing that precedes the final proof edits will pertain to JJC staff editing.

PROJECT PROCESS

Designer must meet on campus with JJC to discuss design concepts, theme direction, and a detailed timeline for proofing, editing and reviews. At this time JJC will supply text, graphics and photos to the designer. Designer is to provide a minimum of three initial cover concepts and an inside spread concept for approval and to begin the magazine. This will be followed with proofs and editing as described below. The designer is responsible for submitting the final files to the print vendor and for any adjustments needed for the printer. A web version is to be sent to the Project Coordinator in Marketing and Creative Services for the JJC web site after printer proof is approved. The Marketing Project Manager should be immediately notified of any problems with the project at (815) 280-2489.

PROOF PROCESS

Proofing process includes on-campus creative meetings with a minimum of three proof stages for approval and editing. Changes include adjustments in layout, text and images as requested by JJC. The final proof must be a quality color print allowing a 2-day turn-around. After final proof is approved; the designer will send all necessary files to the printer. Project questions may be addressed via phone or email to the marketing project coordinator at JJC.

FILE EXCHANGE:

Email and pdf file exchanges are acceptable only with initial proofs and or small file exchanges. FTP sites will be needed for larger files. Designer unable to pick up or deliver proofs or other necessary materials must arrange overnight delivery service (i.e. Express Mail, Federal Express, etc.). All magazine files and materials remain the property of Joliet Junior College. Upon completion of printing and delivery, designer will return all related files and artwork on CD to the project coordinator of Marketing & Creative Services.

DEADLINES:

Designer is to deliver project files by deadlines as specified by Joliet Junior College. Delivery after specified dates will constitute breach of contract and may result in no payment. Designer must contact Marketing Project Manager for any issues regarding deadlines. Any bidder not able to meet deadlines should refrain from submitting a bid.

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DESIGN/LAYOUT COSTS with editing option

Design bids with editing option will be reviewed and awarded separate from printer bids. A flat fee for this project is required, with additions as listed below. Hourly charges will not be accepted.

Magazine design and layout includes a remittance envelope, design consultations, design concepts, proofs and other items as described in the design/layout specifications. Delivery of files and materials as described in specifications are at the expense of the bidder.

Design/layout of magazine (28 inside pages, plus cover) \$ _____

Editing option on final pre-press magazine proof \$ _____

Deduction for reduced number of pages to min. 16 pages
(Deduction amount per 4 page increments) \$ _____

Cost for additional stock art not supplied from JJC \$ _____

Additional costs not included in bid or above options:

(Please describe) _____ \$ _____

INCLUDE SAMPLE OF SIMILAR WORK WITH THIS BID

REFERENCES

Name	College	Contact Phone Number
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FIRM

SIGNATURE

ADDRESS

PRINTED NAME

CITY STATE ZIP

DATE

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

BID INFORMATION CAN BE VIEWED AT WWW.JJC.EDU/INFO/PURCHASING