



JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

**(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938**

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **PRINTING SPRING, SUMMER, AND FALL 2022 REGISTRATION GUIDES** pursuant to specifications.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated.

PLACE: [CLICK HERE TO JOIN THE PUBLIC BID OPENING AT THE SPECIFIED DATE/TIME](#)

DATE: [MAY 7, 2021](#)

FAXES ARE NOT ACCEPTABLE

TIME: [10:00 AM](#)

Proposals received after this time will not be accepted.

Proposals must be submitted 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>

PRE-BID MEETING: NOT REQUIRED

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

TAX EXEMPTION:

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

BUSINESS ENTERPRISE PROGRAM (BEP):**MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:**

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 contains 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).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: NOT REQUIRED

PAYMENTS:

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

INSURANCE: NOT REQUIRED

PERFORMANCE BONDS: NOT REQUIRED

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED**SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: NOT REQUIRED**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

TERMINATION OF FUNDING:

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

CHANGES TO CONTRACT AFTER BID AWARD:

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

The parties to any contract (inclusive of subcontractors) resulting from this bid hereto shall abide by the

requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this bid must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

The Customer reserves the right to request additional information after your proposal has been submitted.

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. 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.



Janice Reedus
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.jjc.edu/community/vendors>

QUESTIONS PERTAINING TO OUR BIDS CAN BE SUBMITTED THROUGH THE ESM ELECTRONIC SOURCING SOLUTION.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE SCANNED AND SUBMITTED WITH YOUR BID

Joliet Junior College
Request for Bid
PRINTING SPRING, SUMMER, AND FALL 2022 REGISTRATION GUIDES

SPECIFICATIONS:

QUANTITY: 250,000 total printed copies of the Registration Guide (quantity varies based on zip code list)
Joliet Junior College reserves the right to refuse payment on any over-runs.

SIZE: 8.375W x 10.75L - must be exact size

PAGES: 12 pages - self cover

INK: Full color process - 4/4
Full Bleed

PAPER: 70# White - Satin or Silk coated
Environmental paper required: PCW or FSC (must submit sample of quoted paper)

BINDERY: Fold, Collate, Saddle-stitched (magazine format), with BRC inserted.

BRC: Business Reply Card printed and inserted into the 250,000 mailed Registration Guides.
One color, 2-sides. No bleeds.
10.5”w x 4”h, perforated and folded to 6” w x 4” h.
Minimum 7 pt stock

DELIVER: Approximately 250,000 copies are to be mailed through non-profit USPS simplified mail.
Approximately 1,000 copies of the un-mailed copies of the publication are to have postal indicia masked or removed by printer and delivered directly to the Joliet Junior College Main Campus.

BID CALENDAR: Bid Due: May 7, 2021 @ 10:00 am
Bid Awarded: June 16, 2021 Board Meeting

SPRING GUIDE: Approximate Date to Printer: early-September, 2021
Approximate Mail and Delivery date: early-October 2021

SUMMER GUIDE: Approximate Date to Printer: mid-February 2022
Approximate Mail and Delivery date: mid-March 2022

FALL GUIDE: Approximate Date to Printer: mid-March 2022
Approximate Mail and Delivery date: mid-April 2022

*See Pricing Sheet for listing options

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

SPECIFICATIONS
PRINTING SPRING, SUMMER and FALL 2022 REGISTRATION GUIDES

PICK-UP:

Bidder to pick-up materials on CD disk or FTP Site if available (Macintosh, Adobe Creative Cloud InDesign) from the Marketing & Creative Services Office, Joliet Junior College, Main Campus, 1215 Houbolt Road, Joliet, IL Campus Center Room A 3036. Bidders unable to pick up materials must arrange overnight delivery service (i.e. Express Mail, Federal Express, etc.) to pick up materials from Joliet Junior College and deliver to bidder at the expense of the bidder.

PROOF:

A quality color proof is required before printing. Proof must represent the actual size and quality of the document and delivered to the Marketing & Creative Services Office, 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 to be bundled for delivery in accordance with U.S. Post Office regulations. Copies must be dry upon delivery to the Post Office.

Non-mailed copies are to be bundled in quantities of 50.

DELIVERY:

Approximately **250,000 copies** are to be mailed according to US postal regulations and zip code list. **Bidder MUST deliver all skids to Joliet Post Office for verification and must then deliver to their respective DDU and DSCF locations.** A zip code list will be provided. Bidder is to deliver publications using nonprofit permit 312 and simplified mailing to Residential Customers. Publication is to be printed and delivered/mailed by stated due date. Marketing & Creative Services should be immediately notified of any problems or issues with the project; including the inability to meet deadlines. Phone (815) 280-2406.

The not-mailed balance of **approximately 1,000 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 for nonprofit mail through the Joliet Post Office. 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 Marketing & Creative Services office and to the Joliet Junior College mail room to prepare for postage fees. Bidder must notify Joliet Junior College and Joliet Post Office of the intended drop-off date to the post office with approximately ten days notice. Please contact Marketing at (815) 280-2406 or email ksievers@jjc.edu.

Zip code list has been included for estimating postage only, and is separate from bid quote.

CITY	ZIP
Joliet Area	60431
	60432
	60433
	*60434
	60435
	60436
Joliet - Shorewood	60404
Joliet - Crest Hill	60403
Braceville	60407
Braidwood	60408
Channahon	60410
Coal City	60416
Dwight	60420
Elwood	60421
Frankfort	60423
Gardner	60424
Kinsman	60437
Lemont (Cook Cty, Bolingbrook)	60439
Bolingbrook	60440
Lockport	60441
Manhattan	60442
Mazon	60444
Romeoville (Lockport)	60446
Minooka	60447
Mokena	60448
Morris	60450
New Lenox	60451
Odell	60460
Peotone	60468
Ranson	60470
South Wilmington	*60474
Verona	60479
Wilmington	60481
Bolingbrook (Lemont)	60490
Homer Township (Lockport)	60491

CITY	ZIP
Newark	60541
Plainfield	60585
Plainfield	60544
Plainfield	60586
Essex	*60935
Blackstone	61313
Seneca	61360
Tinley and Orland use specified routes only.	
Tinley Park	Rts 1, 13, 17, 18 60487
Orland Park	Rt 1, 3 60467
NOTE: Do not include Businesses. Do not include P.O. addresses EXCEPT for zip codes marked with asterisk. *	

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

Proof of purchase of environmental or recycled paper must be presented with invoice requesting payment. 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 office. Immediate notification of other paper than what is bid should be submitted to Marketing and Creative Services for approval.

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 Director of Marketing & Creative Services office. All cost for return of materials are the responsibility of the printer.

REFERENCES

You will be asked to enter three (3) references in the question and answer section of the bid in the ESM sourcing tool.

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.

SAMPLE OF SIMILAR WORK AND PAPER TO BE SUBMITTED TO JOLIET JUNIOR COLLEGE, PURCHASING DEPARTMENT, 1215 HOUBOLT ROAD, JOLIET, IL 60431.

**PRICING GUIDE
PRINTING SPRING 2022 REGISTRATION GUIDES**

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 enter pricing information outlined below into the ESM electronic sourcing tool. This page can be used as a guide and does not need to be completed nor submitted with your bid. List costs for printing and delivering approximately 250,000 copies of the Registration Guide to respective post office and the balance of approximately 1,000 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*

	Total cost for Printing	Delivery costs to Joliet Post Office	Delivery cost to other Post Office (<u>specify charge per drop</u>)
Publication	\$ _____	\$ _____	\$ _____

***OPTIONS for alternative specifications**

Business Reply Card printed and inserted into Registration Guides. \$ _____

OTHER costs not listed: _____ \$ _____

_____ \$ _____

Paper is FSC or PCW certified: Yes _____ No _____

Sample paper submitted: Yes _____ No _____

Sample work submitted: Yes _____ No _____

List paper used for quote: _____

This paper must be used for printing

List final size of publication: _____

PRICING GUIDE
PRINTING SUMMER 2022 REGISTRATION GUIDES

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 enter pricing information outlined below into the ESM electronic sourcing tool. This page can be used as a guide and does not need to be completed nor submitted with your bid. List costs for printing and delivering approximately 250,000 copies of the Registration Guide to respective post office and the balance of approximately 1,000 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*

	Total cost for Printing	Delivery costs to Joliet Post Office	Delivery cost to other Post Office (<u>specify charge per drop</u>)
Publication	\$ _____	\$ _____	\$ _____

***OPTIONS for alternative specifications**

Business Reply Card printed and inserted into Registration Guides. \$ _____

OTHER costs not listed: _____ \$ _____

_____ \$ _____

Paper is FSC or PCW certified: Yes _____ No _____

Sample paper submitted: Yes _____ No _____

Sample work submitted: Yes _____ No _____

List paper used for quote: _____

This paper must be used for printing

List final size of publication: _____

PRICING GUIDE
PRINTING FALL 2022 REGISTRATION GUIDES

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 enter pricing information outlined below into the ESM electronic sourcing tool. This page can be used as a guide and does not need to be completed nor submitted with your bid. List costs for printing and delivering approximately 250,000 copies of the Registration Guide to respective post office and the balance of approximately 1,000 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*

	Total cost for Printing	Delivery costs to Joliet Post Office	Delivery cost to other Post Office (<u>specify charge per drop</u>)
Publication	\$ _____	\$ _____	\$ _____

*OPTIONS for alternative specifications

Business Reply Card printed and inserted into Registration Guides. \$ _____

OTHER costs not listed: _____ \$ _____

_____ \$ _____

Paper is FSC or PCW certified: Yes _____ No _____

Sample paper submitted: Yes _____ No _____

Sample work submitted: Yes _____ No _____

List paper used for quote: _____

This paper must be used for printing

List final size of publication: _____

Bid results can be viewed at www.jjc.edu/community/vendors