





















**Joliet Junior College**  
**Request for Bid**  
**Printing of Non Credit College Community Catalog – Spring & Summer 2016**

**DELIVERY TO POST OFFICE:**

The following costs must be stated separately:

Bidder to bundle, sort by ZIP code and carrier route, and deliver class schedules to the Joliet Post Office and other post offices according to simplified mailing guidelines.

Please include cost for delivery per drop to other area post offices (South Suburban, Plainfield, Lemont, Fox Valley, Bolingbrook, and Lockport/Romeoville) per specifications above. Exact zip codes will be given when bid is awarded.

Bidder to supply post office with bag count upon delivery, per postal regulations, duplicate 3602 form and complete any other necessary U.S. Postal Service forms required for mailing. Completed mailing statements to be sent (via mail or fax) to the Joliet Junior College Main Campus and the Joliet Junior College post office.

Approximately 224,000 copies will be delivered to post office(s).

Joliet Junior College will provide number of copies to be delivered to post office(s). Bidder responsible for making delivery appointments and meeting all postal regulations regarding delivery and preparation for mailing. Bidder must notify Director of Community and Corporate Services (815-280-1418) of the intended drop-off date (January 4, 2016 for the Spring 2016 and April 25, 2016 for the Summer 2016) to Post Office.

Copies not delivered (approximately 2,000) to post office will have postal indicia removed or masked and are to be delivered to: Joliet Junior College, Main Campus, 1215 Houbolt Road, Joliet, IL 60431.

**Vendors must be able to provide samples of comparable publications. Failure to do so may result in bid disqualification.**

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

**Joliet Junior College  
Request for Bid  
Printing of Non Credit College Community Catalog - Spring 2016**

**PRICING SHEET**

**\*\*\*SPRING 2016\*\*\***

<u>Quantity</u>	<u>Description</u>	<u>Total Cost</u>	<u>Deliver Costs to Joliet Post Office</u>	<u>Delivery Costs to other Post Offices (include your cost per drop)</u>
226,000	8" x 10.5" approx. finish (16x10.5 flat) 52 inside pages plus cover	\$ _____	\$ _____	\$ _____
<b>Cost to add each additional 1,000 copies 52 pages plus cover</b>		\$ _____		
	44 inside pages plus cover	\$ _____	\$ _____	\$ _____
	48 inside pages plus cover	\$ _____	\$ _____	\$ _____
	56 inside pages plus cover	\$ _____	\$ _____	\$ _____
	60 inside pages plus cover	\$ _____	\$ _____	\$ _____
	<b>44 pages + cover</b>	<b>48 pages *cover</b>	<b>56 pages + cover</b>	<b>60 pages + cover</b>
<b>Cost to add each additional 1,000 copies</b>	\$ _____	\$ _____	\$ _____	\$ _____

**PROVIDE A SAMPLE OF COMPARABLE PRINTED LITERATURE WITH YOUR BID**

**References:**

Name	College	Contact Phone Number
Name	College	Contact Phone Number
Name	College	Contact Phone Number

**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.**

**Joliet Junior College  
Request for Bid  
Printing of Non Credit College Community Catalog - Spring 2016**

I HAVE INCLUDED A SAMPLE OF SIMILAR PRINTED LITERATURE WITH MY BID YES\_\_\_\_\_ NO\_\_\_\_\_

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date ( ) Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
FAX

**Request for Bid  
Printing of Non Credit College Community Catalog - SUMMER 2016**

**PRICING SHEET**

**\*\*\*SUMMER 2016\*\*\***

<u>Quantity</u>	<u>Description</u>	<u>Total Cost</u>	<u>Deliver Costs to Joliet Post Office</u>	<u>Delivery Costs to other Post Offices (include your cost per drop)</u>
226,000	8" x 10.5" approx. finish (16x10.5 flat) 40 inside pages plus cover	\$ _____	\$ _____	\$ _____
<b>Cost to add each additional 1,000 copies 40 pages plus cover</b>		\$ _____		
	32 inside pages plus cover	\$ _____	\$ _____	\$ _____
	36 inside pages plus cover	\$ _____	\$ _____	\$ _____
	44 inside pages plus cover	\$ _____	\$ _____	\$ _____
	48 inside pages plus cover	\$ _____	\$ _____	\$ _____
	<b>32 inside pages + cover</b>	<b>36 inside pages + cover</b>	<b>44 inside pages + cover</b>	<b>48 inside pages +cover</b>
<b>Cost to add each additional 1,000 copies</b>	\$ _____	\$ _____	\$ _____	\$ _____

**PROVIDE A SAMPLE OF COMPARABLE PRINTED LITERATURE WITH YOUR BID**

**References:**

_____	_____	_____
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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**POSTAL CODES FOR THE CATALOG**

<b><u>City</u></b>	<b><u>Zip</u></b>
<b>Joliet Post Office</b>	
Joliet Area	60431
	60432
	60433
	60434
	60435
	60436
	60403
	60404
<b>Plainfield Post Office</b>	
Plainfield	60544
Plainfield	60585
Plainfield	60586
<b>South Suburban Post Office</b>	
Braceville	60407
Braidwood	60408
Channahon	60410
Coal City	60416
Dwight	60420
Elwood	60421
Frankfort	60423
Gardner	60424
Kinsman	60437
Manhattan	60442
Mazon	60444
Minooka	60447
Mokena	60448
Morris	60450
New Lenox	60451
Peotone	60468
South Wilmington	60474
Wilmington	60481
<b>Bolingbrook Post Office</b>	
Bolingbrook	60440
Bolingbrook	60490
Lemont	60439
<b>Lockport/Romeoville Post Office</b>	
Lockport	60441
Romeoville	60446
Homer Township	60491