



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/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@jjc.edu

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 RETURNED WITH YOUR BID TO:

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet IL 60431

SPECIFICATIONS
PRINTING SPRING, SUMMER AND FALL 2016 REGISTRATION GUIDES

QUANTITY:	234,000 total printed copies of the Registration Guide Joliet Junior College reserves the right to refuse payment on any over-runs.	
SIZE:	8.5” W x 11” L - must state exact size if different	
PAGES:	16 pages - self cover *Add optional cost for an additional 4 pages to be 20 pages - self cover. *Add optional cost for a deduction of 4 pages to 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 230,000 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 230,000 copies are to be mailed through non-profit USPS simplified mail. Approximately 4,000 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:	July 27, 2015 @ 10:00 am
	Bid Awarded:	August 11, 2015 Board Meeting
SPRING GUIDE:	Approximate Date to Printer	September 18, 2015
	Approximate Mail and Delivery date:	October 16, 2015
SUMMER GUIDE:	Approximate Date to Printer:	February 20, 2016
	Approximate Mail and Delivery date:	March 20, 2016
FALL GUIDE:	Approximate Date to Printer:	March 20, 2016
	Approximate Mail and Delivery date:	April 20, 2016

*See Pricing Sheet for listing options

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

SPECIFICATIONS PRINTING SPRING, SUMMER and FALL 2016 REGISTRATION GUIDES

PICK-UP:

Bidder to pick-up materials on CD disk or FTP Site if available (Macintosh, InDesign CS4) 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 **230,000 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) 280-2489.

The not-mailed balance of **approximately 4,000 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) 280-2489 or email ctrezek@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

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.

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

PRICING SHEET PRINTING SPRING 2016 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** complete this pricing sheet. List costs for printing and delivering approximately 230,000 copies of the Registration Guide to respective post office and the balance of approximately 4,000 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**

Optional cost for additional 4 pages (for a 20 page-self cover publication)	\$ _____
Optional cost for deduction of 4 pages (for a 12 page-self cover publication)	\$ _____

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

FIRM	SIGNATURE
ADDRESS	PRINTED SIGNATURE
CITY STATE ZIP	PHONE #
E-MAIL ADDRESS	FAX #

PRICING SHEET PRINTING SUMMER 2016 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** complete this pricing sheet. List costs for printing and delivering approximately 230,000 copies of the Registration Guide to respective post office and the balance of approximately 4,000 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**

Optional cost for additional 4 pages (for a 20 page-self cover publication) \$ _____
 Optional cost for deduction of 4 pages (for a 12 page-self cover publication) \$ _____

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: _____

FIRM

SIGNATURE

ADDRESS

PRINTED SIGNATURE

CITY STATE ZIP

PHONE #

E-MAIL ADDRESS

FAX #

PRICING SHEET PRINTING FALL 2016 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** complete this pricing sheet. List costs for printing and delivering approximately 230,000 copies of the Registration Guide to respective post office and the balance of approximately 4,000 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**

Optional cost for additional 4 pages (for a 20 page-self cover publication) \$ _____

Optional cost for deduction of 4 pages (for a 12 page-self cover publication) \$ _____

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: _____

FIRM

SIGNATURE

ADDRESS

PRINTED SIGNATURE

CITY STATE ZIP

PHONE #

E-MAIL ADDRESS

FAX #