



JOLIET JUNIOR COLLEGE

1901

**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 2020 COMMUNITY COLLEGE CATALOG** pursuant to specifications.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **SEPTEMBER 26, 2019**

FAXES ARE NOT ACCEPTABLE

TIME: **10:00 AM**

Proposals received after this time will not be accepted. Proposals must be made in accordance with the instructions contained herein.

BID: **PRINTING SPRING & SUMMER 2020 COMMUNITY COLLEGE CATALOG**

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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/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

Joliet Junior College
Request for Bid
PRINTING NON CREDIT COMMUNITY COLLEGE CATALOG

SPECIFICATIONS:

SPRING 2019 NON CREDIT COMMUNITY CATALOG

SIZE: 8" x 10.5" approx. finished (16x10.5 flat)

STOCK: Cover – 80 lb. Gloss text
Inside – 35 lb. Newsprint high grade, high brightness

COLORS: Cover – Full color (inside and out)
Inside – black over black

NUMBER OF PAGES: 44 inside pages plus cover

NUMBER OF COPIES: 213,000
Joliet Junior College reserves the right to refuse payment on any over-runs.

BINDERY: Collate, fold and saddle stitched
Must conform to USPS Postal Regulations for mailing.

DUE DATES: Spring 2019 Board of Trustees award bid: **October 9, 2019**
Material sent to printer: **December 10, 2019**
Delivery to post office: **January 2, 2020**
Delivery to college (office copies): **January 2, 2020**

DELIVERY TO JJC: Publisher will pay cost of delivery of catalogs to the College.

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.

SUMMER 2018 NON CREDIT COMMUNITY CATALOG

SIZE: 8" x 10.5" approx. finished (16x10.5 flat)

STOCK: Cover – 80 lb. Gloss text
Inside – 35 lb. Newsprint high grade, high brightness

COLORS: Cover – Full color (inside and out)
Inside – black over black

NUMBER OF PAGES: 40 inside pages plus cover

NUMBER OF COPIES: 213,000
Joliet Junior College reserves the right to refuse payment on any over-runs.

BINDERY: Collate, fold and saddle stitched
Must conform to USPS Postal Regulations for mailing.

DUE DATES: Summer 2019 Board of Trustees award bid: **October 9, 2019**
Material sent to printer: **April 10, 2020**
Delivery to post office: **April 29, 2020**
Delivery to college (office copies): **April 29, 2020**

DELIVERY TO JJC: Publisher will pay cost of delivery of catalogs to the College.

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 & Summer 2018

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 211,000 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 2, 2020 for the Spring 2020 and April 29, 2020 for the Summer 2020) 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.

Carrier Routes within Postal Codes for the Catalog:

Carrier Route	60416R002	60431R032	60435C076	60440C015
60403C017	60416R003	60432C021	60435C077	60440C016
60403C047	60420C001	60432C024	60435C079	60440C017
60403C048	60420C003	60432C025	60435C080	60440C018
60403C058	60420R001	60432C026	60435C081	60440C019
60403C078	60421B004	60432C031	60435C083	60440C020
60403C087	60421B006	60432C046	60435C085	60440C022
60403C093	60421R001	60432C051	60435C088	60440C023
60403C094	60421R002	60432C070	60435C089	60440C024
60403C104	60421R003	60432C073	60435C090	60440C026
60403R015	60423B002	60432C077	60435C096	60440C027
60403R021	60423B012	60432R002	60435C099	60440C029
60403R024	60423C001	60432R030	60435R020	60440C030
60404R001	60423C003	60433C022	60435R028	60440C033
60404R003	60423C004	60433C039	60436C009	60440C770
60404R005	60423C005	60433C042	60436C010	60440R004
60404R006	60423C006	60433C056	60436C011	60440R005
60404R007	60423R001	60433C061	60436C034	60440R007
60404R011	60423R002	60433C062	60436C043	60440R009
60404R014	60423R003	60433C063	60436C050	60440R012
60404R016	60423R005	60433C086	60436C054	60440R016
60404R022	60423R006	60433C092	60436C066	60441B001
60404R025	60423R007	60433C093	60436C082	60441C001
60404R027	60423R008	60433R004	60436C084	60441C002
60408B001	60423R009	60433R010	60436R012	60441C003
60408C001	60423R010	60435C002	60439C001	60441C004
60408C002	60423R011	60435C004	60439C002	60441C005
60408R001	60423R012	60435C006	60439C003	60441C009
60408R002	60423R013	60435C007	60439C005	60441C016
60410R001	60423R015	60435C018	60439C006	60441C017
60410R002	60423R016	60435C037	60439C007	60441C018
60410R003	60424R001	60435C040	60439C041	60441C021
60410R005	60431C030	60435C041	60439C042	60441C022
60410R006	60431C033	60435C044	60439R001	60441C023
60410R007	60431C055	60435C052	60439R002	60441C025
60410R008	60431C057	60435C053	60439R008	60441C029
60410R009	60431C091	60435C059	60439R010	60441C051
60416B002	60431C097	60435C065	60439R013	60441C055
60416C001	60431C098	60435C067	60439R018	60441R003
60416C002	60431R008	60435C068	60440B012	60441R004
60416C003	60431R009	60435C069	60440C008	60441R014
60416C004	60431R013	60435C071	60440C010	60441R018
60416R001	60431R018	60435C074	60440C012	60441R031
	60431R026	60435C075	60440C014	60441R034

60441R039
60441R040
60442B002
60442B004
60442B006
60442R001
60442R002
60442R003
60442R004
60442R005
60442R006
60444B003
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60446C008
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60446C013
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60446C015
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60491R020
60491R021
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60491R041
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60544R052
60544R054
60548R002

60585R002
60585R005
60585R009
60585R029
60585R030
60585R034
60585R038
60585R045
60585R046
60585R051
60585R055
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60586R003
60586R006
60586R010
60586R011
60586R016
60586R020
60586R021
60586R024
60586R025
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60586R031
60586R032
60586R037
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60586R049
60586R053
61360R001
61360R002
Total CRs: 607