



**DATE: April 8, 2021**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Promotional Items  
**JJC PROJECT NO.:** R20015

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

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**Questions Received:**

1. Does the selected vendor have to hold BEP certification. My company is certified as a WBE in my county and by the Midsouth minority business continuum. I will apply for certification but I am doubtful I will receive certification by the bid date. Also, how many colors is the logo?  
***The college encourages BEP vendors to participate in the college's bidding process; however, BEP certification is not required to do business with Joliet Junior College. Typically, the logo is one color but from time to time it may be more than one color.***
2. Could you please provide and advise: 1) Previous Bid Tabulation. 2) After Award, the Items will be ordered as needed? or will there be any minimum order quantity Thank you.  
***This is the first time the college is going out to bid for these items. Items are ordered on an as-needed basis.***
3. Is there an incumbent agency(s) for Promotional Items for JJC? If so what are the agency names?  
***Joliet Junior College does not currently have a contract for promotional items.***
4. We currently hold a contract with the IPHEC to supply promotion items to all Universities and Colleges in Illinois. Are you looking to us to go through a separate RFP process for JJC now?  
***Yes, please submit a proposal to be considered for this award. You are welcome to include the IPHEC contract and pricing model within your response.***
5. Are you looking to work with a BEP certified vendor? Is there a BEP goal on this solicitation?  
***The college encourages BEP vendors to participate in the college's bidding process; however, BEP certification is not required to do business with Joliet Junior College. The college has an overall aspirational BEP goal of 20%.***

6. Section f) Prices Responses - What specific items do you want us to price for you for the requested 100, 250, 500, and 1000 quantities? Also what specific samples do you want? Am I missing a document? We offer 10,000's of products, and do not have a "catalog" we have a website where you can view products and pricing? Will a link to that suffice?  
***We are seeking a range of quality and unique promotional product suggestions at various price points (at quantity levels of 100, 250, 500 and 1000) throughout the year. Some examples of possible items include, t-shirts, pens and water bottles. Please provide samples of these or other promotional items where we could see the quality and placement of a logo (which does not have to be JJC's logo).***
7. Pricing varies depending on many factors, including # of logo / imprint colors, thread count, location, set up etc. How are we to note those pricing differences?  
***Usually we request a 1 color logo imprint, thread counts vary (we are open to suggestions), delivery is always to 1215 Houbolt Road in Joliet, IL and yes, please include any set up fees for items recommended.***
8. What specific samples are you requesting be sent? Do samples need to arrive by 4/15? Are those samples at our expense?  
***Specific samples are - We are seeking a range of quality and unique promotional product suggestions at various price points (at quantity levels of 100, 250, 500 and 1000) throughout the year. Some examples of possible items include, t-shirts, pens and water bottles. Please provide samples of these or other promotional items, at your expense, where we could see the quality and placement of a logo (which does not have to be JJC's logo). Yes, we would need to have these samples to consider by 4/15/2021.***
9. Response is to include: f) Responses to Addendum. Where is the addendum?  
***This document is considered the addendum. See page 3 for the acknowledgement form.***
10. I am new to this EMS system where will the questions be answered?  
***Questions will be answered within the Q&A section through ESM and by addendum, which will be added to ESM and posted to the college's website at [www.jjc.edu/community/vendors/current-solicitations](http://www.jjc.edu/community/vendors/current-solicitations).***
11. Hi JJC Wolves! Do you want both academic and athletic logos included in the mockups?  
***We are open to your interpretations of what items would look good with our academic and/or athletic logos.***
12. Our industry is in a flux state with changing tariffs and volatile cost of freight for manufacturers (backed up cargo ships, etc.). When we quote the live project, we can hold that cost for the time we say on the quote, we are not able to hold pricing for a full year. Will that work?  
***We understand the possibility of world economic policies and tariff fluctuations that may unilaterally affect prices. This would apply to all vendors.***
13. We are a certified small business and do not have our financial statements independently audited. Is an unaudited report acceptable?  
***Yes, an unaudited report is acceptable. However, if chosen as a finalist, we will require some evidence of historical financial sustainability.***

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature