



Addendum No. 1
Page 1 of 2

DATE: May 2, 2025

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Promotional Items
JJC PROJECT NO.: R25008

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 in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Received:

1. Please provide clarification regarding samples. Are you wanting samples of every item listed or a small selection of items listed. If a small selection, please advise if we should send the first five items listed or a specific selection chosen by JJC. Thank you.
The first five items listed are fine to send. However, if there are additional items you'd like to highlight, feel free to include those as well.
2. I have a question on the Promotional Item RFP. We are an ASI member (Advertising Specialty Institute #345060). I guess I am not sure what you want pricing on for this or are you just looking for 5-10 vendors that provide promo items. There is a list of potential items but there are no specific specifications of what each product consists of. Can you clarify?
Please provide a catalog/website of product pricing
3. Section V. Proposed pricing requests pricing for quantities of 500, 750, and 1000, but it does not reference any SKUs, images, or product types. Are we expected to select and propose products ourselves? If so, should we focus on the most cost-effective options, eco-friendly items, Made in the USA products, or those with quick turnaround times? Each of these factors significantly impacts our recommendations, and we want to ensure we understand the request correctly to ensure we are bidding apples to apples with other vendors. Additionally, samples are requested—can you confirm whether physical samples are required for every product we propose? If we provide a good, better, and best option, the cost of supplying multiple samples can be significant, especially prior to knowing whether we will be selected as one of the awarded vendors.

Yes, you are expected to select and propose products based on your recommendations. You're welcome to focus on any of the factors mentioned—cost-effectiveness, eco-friendliness, Made in the USA, or quick turnaround—depending on what best aligns with your product offerings. Providing good, better, and best options is encouraged but not required. As for samples, physical samples are not required for every product at this stage. A small selection—ideally 3–5 items that best represent your proposed offerings—is sufficient for initial review.

4. Are the samples required to be decorated or would you just like to see the product itself?
Just the product itself is fine.

5. Can you please provide annualized volumes of pieces by item of what was ordered last year and what you expect to order this year?
Total Items: 48,363 for 23-24 year (FY24) from Marketing only, this does not include other departments.

6. Can you please share your annualized spend for this program, and how many current vendors are part of that annualized spend?
Marketing is unable to predict the annual spend for this program. Additionally, since various departments across the college utilize these vendors, it's difficult to provide a clear estimate of the total annualized spend.

7. In Appendix B, it lists the initial term of the contract as "XX", years from the date of the contract award. Can you please confirm how many years the initial contract would be?
The section labeled "TERM OF CONTRACT" on page 12 of the RFP document should read as follows:

Any contract that results from this RFP shall be for a period of 1 year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional five (5) 1-year terms.

Please keep in mind that awarded vendors are not required by JJC to sign a contract for this RFP award; those suppliers will simply become pre-approved suppliers for promotional products.

8. What are your standard decorations used on the promo items?
We typically use one- or full-color logos, and occasionally customized artwork in one or full color, depending on the item.

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:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature