



Addendum No. 1

DATE: October 10, 2025

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Large Format Graphics & Display Media
JJC PROJECT NO.: R26002

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. The scope of work doesn't specifically mention graphic design and content development for the signage being produced. Are design and content development part of the project scope or only printing/production/installation?
Only printing, production, and installation are in scope. Graphic design and content development are not included unless explicitly requested; if needed, we'll quote those services separately and add them to the scope before work begins.
2. Will JJC provide photography assets for use on these executions, or will the agency need to shoot original photography or utilize stock photography?
JJC will provide all photography assets for these executions. The agency is not expected to shoot original photography or source stock. If JJC later requests graphic design support, we may ask the agency to propose stock options as part of that design quote; any stock licensing would be pre-approved and billed only if authorized. The primary scope remains printing, production, and installation.
3. The RFP states that JJC's overall goal is 30% BEP utilization. Given the nature of this work, is there a specific BEP goal for this project?
There is not a specific goal for this project; the 30% mentioned in the RFP document refers to the state's aspirational goal. Please see page 7 of the original bid document for commitment to diversity considerations.

4. The RFP says a vendor will be selected in November 2025. Do you have a start date for this project?

There is no single start date. Vendor selection is targeted for November 2025, and this RFP establishes an on-call agreement for a range of projects. Work will commence on a project-by-project basis after contract execution and issuance of task orders. Specific schedules and lead times will be set with each individual scope.

5. What is your annual budget for this project?

The college does not typically share budget information during the solicitation process.

6. Can you please provide more detail on how we should estimate production? The template on page 15 provides some detail on the possible number of each item needed (i.e., 25 double-sided light pole banners), but some items only show a format and not quantity (like window graphics). In addition to quantity, material selection and production specs (like the type of vehicles requiring vehicle wrap) will affect final prices. How do you recommend we price things with unknown quantities or specs?

a. Please provide sample pricing using the template/specs in the RFP (pg. 15). For items with unknown quantities or variable specs, price as follows:

i. Quantities: Treat listed quantities as illustrative. Quote unit pricing (qty 1) for all items (including light-pole banners, window graphics, and vehicle wraps).

ii. Materials Tiers: For each item, show two options with your recommended materials: Mid-range and High-range. Note the substrate/laminate/hardware assumptions for each.

iii. By-Area Items: For window/wall/large graphics, include a per-square-foot rate alongside the unit price. Window graphics may be priced for qty 1 (with per-sq-ft noted).

iv. Vehicle Wraps: Provide qty 1 pricing using the sample spec in the RFP; if your price varies by vehicle class, include a representative price and note the typical range.

v. Installation: List installation as a separate line (per unit or per sq ft) with assumptions (standard site conditions, height limits/lift needs, union/non-union, etc.).

b. Optional Adders: Identify optional costs separately (site survey, color proofs, hardware/brackets, rush).

c. Volume Breaks: If applicable, include a simple volume discount table (e.g., 5, 10, 25 units).

d. Evaluation Note: This pricing is for evaluation purposes only to illustrate cost ranges. Final quantities, materials, and schedules will be confirmed and quoted per project/task order. Vendors awarded a contract shall, when quoting individual jobs during the contract period, offer pricing consistent with the pricing submitted in their proposal. Pricing should remain within a reasonable range unless material costs have significantly changed, in which case justification must be provided.

7. What are the quantities to quote for each of the items that do not have them specified? One? (Rigid Signage, Wall Wrap, and Multi-Panel Window Graphics).
- a. Quote quantity one (1) for items without specified quantities — Rigid Signage, Wall Wrap, and Multi-Panel Window Graphics — and include:**
- i. Per-square-foot rate alongside the unit price.**
 - ii. Two materials tiers: mid-range and high-range, with substrate/laminate/hardware assumptions.**
 - iii. Installation priced separately (per unit or per sq ft) with standard assumptions (height/lift, surface prep).**
 - iv. If pricing varies by panel count/complexity, include a representative example and a per-panel adder.**
- b. Optional: a simple volume break table (e.g., 5/10/25 units).**
- i. This is sample pricing for evaluation; final quantities, specs, and schedules will be confirmed and quoted per task order.**
8. Please breakout sizes to quote for the Multi-Panel Window Graphics. Range is too large (smallest would be 17w" x 24h" up to largest at 146w" x 544h".) Multi-Panel Window Graphics would all be produced at the same time and installed together. Need number and sizes of windows to quote accurately.
- a. For sample pricing only, please quote a single standardized configuration so we can compare apples to apples:**
- i. Multi-Panel Window Graphics — Sample Set to Quote**
 - ii. Number of windows: 8 contiguous windows (installed together)**
 - iii. Size per window (visible): 48" W x 84" H**
 - iv. Total coverage: ~224 sq ft**
 - v. Panelization: 1 panel per window**
 - vi. Production assumptions: 0.25" bleed on all sides; up to 0.5" overlap at mullions if wrapping; printed/cut to bleed**
 - vii. Installation assumptions: Ground level, ≤12' working height, standard glass prep (clean), no lift required; installation priced separately (per panel or per sq ft)**
- b. Materials (price both tiers):**
- i. Mid-range: Removable opaque calendered vinyl + matte laminate**
 - ii. High-range: Perforated window film (e.g., 60/40) + optically clear laminate**
- c. Also include:**
- i. Per-square-foot rate (to normalize for future sizes)**

ii. Optional adders: Site survey, premium color proofs, extended height/lift, after-hours install

d. If your pricing varies materially by panel count or mullion spacing, note a simple per-panel adder. This configuration is solely for evaluation; final sizes/quantities will be defined per project.

9. What is JJC's preferred financial terms?

Section III.H describes JJC's requirement for Net 45 payment terms.

10. For the pole banners, what type of pole, round or square and do you know approx. size of pole? Pole type and size determine hardware. For the wall wrap, what type of wall surface is it? Wall type determines the type of vinyl used.

At this time, we don't have specific details regarding the pole type or wall surface. However, we understand that hardware and vinyl needs will vary depending on the job and the surfaces involved.

Clarifications:

Installation requires signatory union labor to comply with JJC's Project Labor Agreement.

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