



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

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College President

Our Mission
Is to Serve our
Students and
the Community
Through Lifelong
Learning.

REQUEST FOR BID Print of College Publications

May 13, 2019

Please quote us your net cost on the following: printing of College publications. Sealed bids will be received up to the hour of 10:00 AM on May 29, 2019, in room 2115. Bids will be opened at that time in the President's Conference Room, 15800 South State Street, South Holland, Illinois. This is a public bid opening.

Martin Lareau
Vice President
Administration

BID CONDITIONS

- a. Only sealed bids will be accepted. **The envelope must be clearly marked to indicate it contains a bid, as well as the bid title and opening date and sent to the attention of Purchasing.** Facsimiles will not be accepted. The results of the bid will be posted on line at www.ssc.edu/purchasing after the bid is awarded. We estimate, but do not guarantee, the bid(s) will be awarded at the June 13, 2019 Board of Trustees meeting.
- b. Bids must be good for 60 calendar days.
- c. The College reserves the right to reject any and all bids and retains the right to waive any and all bid formalities.
- d. The responsibility of the Bidders will be considered in making awards.

- e. Bids must include delivery and/or freight charges.

VENDOR CONDITIONS

- a. All deliveries must be made as specified.
- b. The contract may be terminated by the College in its sole discretion in the event the contractor fails to provide appropriate materials, or for any other material breach of these bid terms and specifications.

VENDOR CERTIFICATIONS

- a. Vendor is not barred from bidding on this project as a result of a violation of either 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/34E-4 (bid rotating).
- b. Vendor agrees to comply with all related applicable state and federal laws in the performance of this contract.
- c. Vendor agrees to comply with all related laws and regulations including S 6.1 of Public Contracts Section of Rules and Regulation of the Illinois Department of Human Rights.

COMPANY HISTORY AND REFERENCES

- a. How many years has your company been in business under your current name? _____
- b. Has your company done any previous work for the College within the last five years? _____ If so, when? _____
- c. List three references for whom you have provided similar materials:
 - 1. _____
 company contact person phone
 - 2. _____
 company contact person phone

3. _____
company contact person phone

PAYMENT PROCEDURES

- a. Invoices should be mailed to Business and Accounting Services, SOUTH SUBURBAN COLLEGE, 15800 S. State Street, South Holland, Illinois 60473 and must be approved by the Board of Trustees.
- b. Payment will be approved upon satisfactory delivery of goods, as determined by the college.
- c. Payments are generally transmitted within four to six weeks after the College receives an invoice.

QUESTIONS

- a. Questions regarding the bid process should be directed to Laurie Czulno, (708) 210-5757.
- b. Questions regarding the specifications for the printing of College publications should be directed to Alysia Robinette, (708) 596-2000 ext. 2228.

SPECIAL CONDITIONS

Bidders must provide a sample of a similar publication. The successful bidder has the responsibility of determining that proofs correspond with the original copy received by the College. Unless otherwise specified, it shall be assumed that there are no additional charges for corrections. Files will be electronically submitted to the bidder. The college reserves the right to approve a sample copy of the publication in hard copy form prior to the full press run, and to refuse to accept any significant quantity of copies not in conformance with standards established for the approved sample publication.

SPECIFICATIONS

Publication A: Spring Schedule

Quantity: 245,000 Printed and Delivered to Post Office
1,000 Additional Copies Printed and Delivered
to SSC

Size: 8.5 x11 inch Finished Size

Ink: Full Color, Full Bleed Exterior/Interior
cover (4/4); inside black (1/1)

Pages: 24 Interior Pages

Paper Stock: Cover, 70lb. gloss text stock or heavier;
Inside 30 lb. newsprint or heavier

Binding: Saddle Stitch Booklet

Delivered to successful bidder: October 18, 2019
Delivered to Post Office: November 1, 2019
Deliver Extras to Main Campus: November 1, 2019

Publication A Option: Mail Sort/Drop

Additional Mail Sort/Drop to reduce postage costs:

Mail must verify at South Holland Post Office and then be dropped at the additional locations. (NDC and SCF to qualify for all postal discounts.)

Include all trucking costs in quote.

Provide a postage estimate with the quote.

Publication B: Fall Schedule

Quantity: 245,000 Printed and Delivered to Post Office
1,000 Additional Copies Printed and Delivered to SSC

Size: 8.5 x11 inch Finished Size

Ink: Full Color, Full Bleed Exterior/Interior cover (4/4); inside black (1/1)

Pages: 24 Interior Pages

Paper Stock: Cover, 70lb. gloss text stock or heavier;
Inside 30 lb. newsprint or heavier

Binding: Saddle Stitch Booklet

Delivered to successful bidder: June 14, 2019
Delivered to Post Office: July 8, 2019
Deliver Extras to Main Campus: July 8, 2019

Publication B Option: Mail Sort/Drop

Additional Mail Sort/Drop to reduce postage costs:

Mail must verify at South Holland Post Office and then be dropped at the additional locations. (NDC and SCF to qualify for all postal discounts.)

Include all trucking costs in quote.

Provide a postage estimate with the quote.

Publication C: Student Handbook

Quantity: 7,200 Printed and Delivered to SSC
Size: 5.5 x 8.5 inch Finished Size
Ink: Interior black (1/1); Cover (4/1)
Pages: 184 pages + cover
Paper Stock: Interior: Pgs. 1 - 72 50 lb. white offset,
Pgs. 73 - 184 either 50 lb. light blue offset
or screen tint light blue.
Cover: 10pt. C2S or equivalent, glass or
lamine
Binding: Plastic coil

Delivered to successful bidder: June 24, 2019
Deliver to Main Campus: July 15, 2019

Bidders are advised to review all conditions, requirements, quantities and descriptions set forth in the bid specifications prior to submitting their bids to ensure that all bids have been verified for completeness and accuracy.

The College will strictly enforce compliance with the terms of all bids accepted by the College.

Bid Price Publication A: Spring Schedule

\$ _____

Bid Price Publication A Option: Spring Schedule

Trucking \$ _____

Postage \$ _____

Anticipated saving realized by utilizing
mail sort/drop
\$ _____

Bid Price Publication B: Fall Schedule

\$ _____

Bid Price Publication B Option: Spring Schedule

Trucking \$ _____

Postage \$ _____

Anticipated saving realized by utilizing
mail sort/drop
\$ _____

Bid Price Publication C: Student Handbook

\$ _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

SIGNATURE: _____

NAME: _____
(please print)

PHONE: _____

FAX: _____ EMAIL: _____