



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

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Don Manning,  
College President

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

### REQUEST FOR BID Print of College Publications

June 4, 2015

Please quote us your net cost on the following: printing of College publications. Sealed bids will be received up to the hour of 9:00 AM on June 17, 2015, 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.

Don Manning  
President

### 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](http://www.ssc.edu/purchasing) after the bid is awarded. We estimate, but do not guarantee, the bid(s) will be awarded at the July 9, 2015 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 Pat Rush, (708) 596-2000 ext. 2697.

## **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: Fall Viewbook**

Quantity: 245,000 Printed and Delivered to Post Office  
5,000 Additional Copies Printed and Delivered  
to SSC

Size: 7x9 inch Finished Size

Ink: Full Color, Full Bleed (4/4)

Pages: 12 Pages

Paper Stock: 60lb gloss text stock or heavier

Binding: Saddle Stitch Booklet

Delivered to successful bidder: July 10, 2015

Delivered to mailer: July 20, 2015

Deliver Extras to Main Campus: July 21, 2015

**Publication B: Fall Continuing Ed Schedule**

Quantity: 107,000 Printed and Delivered to Post Office  
1,000 Additional Copies Printed and Delivered  
to SSC

Size: 8.5x11 inch Finished Size

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

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

Pages: \*Option I: 24 Interior Pages

\*Option II: 20 Interior Pages

Binding: Saddle Stitch Booklet

Delivered to successful bidder: July 13, 2015

Delivered to mailer: July 27, 2015

Deliver Extras to Main Campus: July 28, 2015

**Publication C: Spring Viewbook**

Quantity: 245,000 Printed and Delivered to Post Office  
5,000 Additional Copies Printed and Delivered  
to SSC

Size: 7x9 inch Finished Size

Ink: Full Color, Full Bleed (4/4)

Pages: 12 Pages

Paper stock: 60lb. gloss text stock or heavier

Binding: Saddle Stitch Booklet

Delivered to successful bidder: November 2, 2015

Delivered to mailer: November 16, 2015

Deliver Extras to Main Campus: November 17, 2015

**Publication D: Spring Continuing Ed Schedule**

Quantity: 107,000 Printed and Delivered to Post Office  
1,000 Additional Copies Printed and Delivered  
to SSC

Size: 8.5x11 inch Finished Size

Ink: Full Color Full Bleed Exterior/Interior Cover  
(4/4; inside Black (1/1))

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

Pages: \*Option I: 24 Interior Pages

\*Option II: 20 Interior Pages

Binding: Saddle Stitch Booklet

Delivered to successful bidder: December 14, 2015

Delivered to mailer: December 28, 2015

Deliver Extras to Main Campus: January 4, 2016

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 Package A \_\_\_\_\_

Bid Price Package B  
Option I (24 pages) \_\_\_\_\_

Bid Price Package B  
Option II (20 pages) \_\_\_\_\_

Bid Price Package C \_\_\_\_\_

Bid Price Package D  
Option I (24 pages) \_\_\_\_\_

Bid Price Package D  
Option II (20 pages) \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(please print)

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_