



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Frank M. Zuccarelli,
Chairman

John A. Daly,
Vice-Chair

Anthony P. DeFilippo

Jacqueline Martin

Janet M. Rogers

Terry R. Wells

Joseph Whittington Jr.

Don Manning,
College President

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

REQUEST FOR BID Print of College Publications

July 12, 2018

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
July 25, 2018, 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 after the bid is awarded. We estimate, but do not guarantee, the bid(s) will be awarded at the August 9, 2018 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 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: October 9, 2018
Delivered to Post Office: October 23, 2018
Deliver Extras to Main Campus: October 23, 2018

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: 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 30lb. newsprint or heavier

Pages: 24 Interior Pages

Binding: Saddle Stitch Booklet

Delivered to successful bidder: November 27, 2018
Delivered to Post Office: December 20, 2018
Deliver Extras to Main Campus: December 20, 2018

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.

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 Viewbook

\$ _____

Bid Price Publication A Option: Spring Viewbook

Trucking \$ _____

Postage \$ _____

Anticipated saving realized by utilizing mail sort/drop

\$ _____

Bid Price Publication B: Spring Continuing Ed Schedule

\$ _____

Bid Price Publication B Option: Spring Continuing Ed Schedule

Trucking \$ _____

Postage \$ _____

Anticipated saving realized by utilizing mail sort/drop

\$ _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

SIGNATURE: _____

NAME: _____
(please print)

PHONE: _____

FAX: _____ EMAIL: _____