



REQUEST FOR QUOTE
Quotes Due in the Purchasing Office on/before
February 7, 2018 @ 2:00 p.m.

PROJECT: 02-18-004 Horizons Literary Magazine 2018

GENERAL INFORMATION

Instructions

1. Responses to this Request for Quote may be mailed, emailed or faxed. Email quotes to purchasing@waubonsee.edu. Quotes may be faxed to 630-466-7228. Mailed quotes should be sent to:

**Waubonsee Community College
Purchasing Office
Dickson Center, DKN 259
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554**
2. Any correspondence or questions concerning the RFQ should be addressed to purchasing@waubonsee.edu. All questions must be in writing and will be answered by addendum. The provision of information to one bidder, which is not disseminated to all bidders is considered a felony by law. All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
3. All prices must be good for a period of 60 days from the date of the quote.
4. The price quoted is the full purchase price including shipping/handling, delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
5. Quotes may be withdrawn by written request from Vendor prior to the due date and time.
6. The college reserves the right to reject any and all responses, to waive any irregularities, to accept any quote or portion thereof, and to take all quotes under advisement for a period of 60 days.
7. The college will issue a purchase order to the awarded Vendor. Purchase orders are required before any work is to commence.
8. The college's payment terms are net 30 days.
9. Waubonsee does not pay for overruns, nor do we accept underruns.

Sugar Grove
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900

REQUEST FOR QUOTE
02-18-004 Horizons Literary Magazine
March 1, 2018 @ 2:00 P.M.

AUTHORIZATION OF QUOTE

I HEREBY AUTHORIZE THIS QUOTE, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE QUOTE INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED QUOTE IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name of Company

Authorized Signature and Typed or Printed Name

Address

City

State

Zip Code

Telephone Number

Fax Number

Date

Email Address

Quotes must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

ADDITIONAL INFORMATION

With quote, identify any subcontractors to be used on this project. Include name of company, contact name, address and phone, and purpose.

If it is the intention of the successful vendor that a third party perform any part of this contract, the college reserves the right to know the identity of the third party before the contract is awarded and to work directly with the third party during the performance of the contract. The vendor receiving this contract, however, is responsible for meeting deadlines, fulfilling specifications and for the overall finished quality.

The college reserves the right to reject any subcontractor.

SPECIFICATIONS – HORIZONS LITERARY MAGAZINE

Quantity: 750

- Cover:**
- Black silk or satin cover stock
 - Wrap around from front to back
 - 5-1/2" wide x 8-1/2" tall finished size
 - Must supply sample of stock and identify type and manufacturer
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- Option 1: Die-cut square for polaroid, picture of polaroid on page 1 to appear in die-cut
 - Option 2: Die-cut square for polaroid and emboss polaroid frame around die-cut opening; picture of polaroid on page 1 to appear in die-cut
 - Option 3: Die-cut square for polaroid and soft-touch polaroid frame around die-cut opening; picture of polaroid on page 1 to appear in die-cut

- Pages:**
- 80# text white, recycled
 - Page 1 and last page of book, black ink only on pink paper matched as closely as possible to the pink in the Polaroid image.
 - 112 interior pages (56 sheets), B/W
 - 24 interior pages (12 sheets), 4 color, no bleeds on matte finish paper
 - 5-1/2" wide x 8-1/2" tall finished size
 - Must supply sample of stock and identify type and manufacturer

Binding: Perfect Bound

Photos: To be provided

Artwork: Artwork for the cover and all inside pages will be provided by the college via e-mail or FTP/Dropbox, either as native files (InDesign for inside pages, and covers) or as pdfs.

Deadline for delivery: May 1, 2018

Proof The printer will supply the college with an unbound hardcopy proof of the interior and *color-accurate proof of the cover* for approval prior to printing.

Delivery: Delivery in marked cartons to the Sugar Grove Campus on or before May 1, 2018

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March 1, 2018 @ 2:00 P.M.

SPECIFICATIONS – HORIZONS LITERARY MAGAZINE BOOKMARKS

<u>Quantity:</u>	900
Size:	8” x 2” finished size <i>750 Bookmarks to be inserted in the Horizon books</i>
Paper	White gloss card stock Must supply sample of stock and identify type and manufacturer
Printing:	Four-color process on front and back, soft touch coating; full bleeds on both sides
Artwork:	Artwork for the bookmark will be provided by the college via e-mail or FTP/Dropbox, either as native files (InDesign for inside pages, and covers) or as pdfs.
Deadline for delivery:	May 1, 2018
Proof	The printer will supply the college with hardcopy proof (uncut).
Delivery:	Delivery in marked cartons to the Sugar Grove Campus on or before May 1, 2018

OTHER REQUIREMENTS

1. Working with a student designer(s) who does not have experience working with printers.
2. Final files will be given on Friday, April 13 by EOD.
3. Delivery of completed project to Waubensee no later than May 1, 2018.
4. Quotes are due on or before Thursday, March 1, 2018 at 2:00 p.m.

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