



**REQUEST FOR QUOTE**  
**Quotes Due in the Purchasing Office on/before**  
**August 3, 2018 @ 2:00 p.m.**

**PROJECT: 07-16-006 Spring 2019 Credit Schedule RFQ**

**GENERAL INFORMATION**

**Instructions**

1. Responses to this Request for Quote may be mailed, emailed or faxed. Email quotes to [purchasing@waubonsee.edu](mailto: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](mailto: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 Quotes may be withdrawn by written request from Vendor prior to the due date and time.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. A press check will be required before printing, therefore vendor must be located within 150 miles of Waubonsee's Sugar Grove Campus.
8. The college will issue a purchase order to the awarded Vendor. Purchase orders are required before any work is to commence.
9. The college's payment terms are net 30 days.
10. 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  
07-18-006 Spring 2019 Credit Course Schedules  
August 3, 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.**

**SPECIFICATIONS**

**2019 Spring Credit Course Schedules**

- Quantity:** 83,000 (approx.) – 2019 Spring Edition
- Paper:** 80# Verso Influence soft gloss cover stock (or comparable) for exterior covers  
40# Norpac Norbrite Book 80 for inside
- Ink:** Body of schedule is black ink only throughout  
Inside and outside covers are four-color, full bleed both sides
- Two versions of the outside cover will be printed—one with return address, periodical statement and indicia, and “Residential Customer” line (cover #1 - mailing); one with return address only (cover #2 - campus).
- Size:** 8.25” x 10.5” overall trimmed
- Construction:** Tabloid-type book, saddle stitched left binding all sheets at fold (per samples); with even trimming
- Length:** Approximately 64 pages, plus cover – Spring 2019 Edition
- Photos:** Photos already dropped into artwork for inside pages
- 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.
- Proofs:** Printer will supply the college with a blueline proof of the body *and color-accurate proof of the cover* for approval prior to printing.
- College anticipates participating in a press check before printing, therefore vendor must be located within 150 miles of Waubensee Community College’s Sugar Grove Campus.
- Artwork Pickup / Production Schedule** Spring 2019 Edition – September 24, 2018 (approx.)
- Deadline for delivery:** 10 working days from receipt of artwork
- Delivery:** Working from a college-provided list of zip codes, the printer must generate a mail route list to determine mailing quantities and then perform 2<sup>nd</sup> class simplified address mailing (periodical rate) as per U.S. Postal Service regulations.

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Approximately 75,000 schedules (Cover #1) must be delivered on skids to the designated post office (Aurora Fox Valley) for residential mailing.

Remaining schedules (Cover #2) are delivered, bound in bundles, on skids to the college's Sugar Grove Campus within 10 working days of receipt of artwork.

**Identity of  
Third Party:**

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 quality of the finished Student Handbook.