



INVITATION FOR BID

**Bids Due in the Purchasing Office on/before
Friday, March 22, 2019 @ 1:00 p.m.**

PROJECT: 03-19-005 Credit Schedules and Postcards - Fall 2019

Waubonsee Community College is accepting sealed bids for the printing of **Credit Schedules and Postcards - Fall 2019**.

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AUTHORIZATION OF BID RESPONSE

I HEREBY AUTHORIZE THIS BID, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE BID INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID 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

Bids 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.

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

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BID FORM

TOTAL DELIVERED PRICE FOR SCHEDULES AS SPECIFIED:

90,000 (approximate) Fall 2019 Credit Course Schedules	\$ _____
68,000 (approximate) Postcards	\$ _____

Estimated delivery time from receipt of approved art and approval of proofs:

ACKNOWLEDGEMENT OF ADDENDA: Addenda # _____

SUBCONTRACTORS (Identify any subcontractors to be used on this project. Include name of company, contact name, address and phone, and purpose.)

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REFERENCES OF SIMILAR WORK PERFORMED *(may attach separate sheet)*

Name

Company Name

Address

City State ZIP Code

Name

Company Name

Address

City State ZIP Code

Name

Company Name

Address

City State ZIP Code

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GENERAL REQUIREMENTS

Information

1. Responses to this BID shall be submitted by electronic bid to purchasing@waubonsee.edu or in a sealed envelope to the address below. **Envelopes must be clearly identified with the name of the BID and Due Date/Time.** Bids received after the time and date specified will not be considered.

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 bid 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. Complete and return all pages of this bid document.
4. Bidders must acknowledge all addenda on the bid form.
5. Bid documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/businesses/purchasing/>.
6. All Bid prices must be good for a period of 60 days from the date of opening.
7. The college reserves the right to award this project to one Contractor or split the award based on the best interests of the college.
8. The price bid for each item 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.
9. Erasures or changes in bids must be initialed. White-out is NOT permitted.
10. Bids may be withdrawn by written request from bidder or his agent prior to the date and time established for opening of bids.
11. Before the contract is awarded, the successful Bidder shall furnish to the college for approval a complete list of all subcontractors they intend to use on the work, in any.
12. The college reserves the right to reject any and all responses, to waive any irregularities, to accept any bid or portion thereof, and to take all bids under advisement for a period of 60 days.
13. The college will issue a purchase order upon award by the college's Board of Trustees. Invoices will be paid monthly for work completed. The college's terms are net 30 days.
14. It is the policy of the board of trustees to encourage the participation of businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.

Instructions

1. Provide one (1) original and one (1) copy of your Bid in a sealed envelope.
2. Complete and return all pages included in this bid document.

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3. Erasures or changes in bids must be initialed. White-out is NOT permitted.
4. Bids may be withdrawn by written request from Bidder or his agent prior to the date and time established for opening of Bids.
5. A Bid Bond is NOT required for this project.
6. A Performance and Payment Bond is NOT required for this project.
7. Respondents may not contact any college employee to discuss this IFB. **All correspondence or questions concerning the IFB should be addressed to purchasing@waubonsee.edu.**
8. 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.
9. Respondents are responsible for checking the college's purchasing webpage for updates to the IFB and will be required to acknowledge receipt of the addenda in the IFB response.
10. All late, faxed or emailed Bids will be rejected.

SPECIFICATIONS

Quantity: 90,000 (approx.) – 2019 Fall Credit Course Schedules
68,000 (approx.) – Postcards

Paper: **Schedule:** 80# Verso Influence Soft Gloss cover stock (or comparable) for exterior covers
Inside pages: 40# Norpac Norbrite Book 80

Note, two versions of the cover will be printed – one with return address, periodical statement and indicia, and “Residential Customer” line (Cover #1), and one with return address only (Cover #2)

Postcard: 100# glossy cardstock, bright white

Ink: **Schedule:** Body of schedule is black ink only throughout.
Inside and outside covers are four-color, full-bleed.

Postcard: 4/4, full bleeds

Size: **Schedule:** 8.25” x 10.5” overall trimmed
Postcard: 9” x 13”

Construction: Tabloid-type book, saddle stitched left binding all sheets at fold (per samples); with even trimming.

Length: Approximately 64 pages, plus cover

Photographs: Photos already dropped into artwork for inside pages.

Artwork: Artwork for the schedule cover, all inside pages and postcard 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.

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Proofs:

The printer will supply the college with a hard copy proof of the body and *color-accurate proofs of the cover* for approval prior to printing.

Because a press check is required before printing, vendor must be located within 200 miles of Waubensee's Sugar Grove Campus.

Packing/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 2nd class simplified address mailing (periodical rate) as per U.S. Postal Service regulations for the schedule, and bulk mail permit rate for the postcard.

Approximately 82,000 schedules (cover #1) and 68,000 postcards must be delivered on skids to the designated post office (Aurora Fox Valley) for residential mailing. **Target mailing date is July 8, 2019.**

Remaining schedules (cover #2) are delivered, bound in bundles, to the college's Sugar Grove Campus within 15 working days of receipt of artwork. **Target delivery to campus is May 3, 2019.**

**Artwork Pick-up/
Production
Schedule:**

April 19, 2019 (approx.)

**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 class schedules.