Sealed bids are invited for the **Printing of Spring 2008 and Summer/Fall 2008 Class Schedules**.

**INSTRUCTIONS TO BIDDERS**

Bids will be accepted until 2:00 p.m., Friday, June 28, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, third floor of building C, Illinois Valley Community College. Bids will be publicly opened in Room C342 and read aloud at the time. You are invited to be present if you so desire. Bids received after this time will not be accepted.

Bids must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked with the Bidder’s Name and Address. A mailing label is enclosed for your convenience. **Faxed bids will not be accepted.**

**DELIVERY**

Bids must be F.O.B. Destination. Shipment shall become property of Illinois Valley Community College after delivery and acceptance.

**TAX EXEMPTION**

Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS**

Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company.

Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES**

1. No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the Purchasing Director who will, if necessary, send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.
REJECTION OF BIDS
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity and to accept that bid which is considered to be in the best interests of the College.

ACKNOWLEDGEMENT OF ADDENDA
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. Failure to acknowledge receipt of addenda on bid submitted may result in disqualification of bid.

CLERICAL ERRORS
If applicable, all errors in price extensions will be corrected by Illinois Valley Community College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at “lot”, and award determination made on the basis of total price submitted.

BID SECURITY
None required.

INSURANCE
None required.

PERFORMANCE BONDS
None required.

INVESTIGATION OF BIDDERS
The College will make any necessary investigation to determine the ability of the bidder to fulfill the bid requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PREVAILING WAGE RATE
Does not apply to this bid.

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

EQUAL OPPORTUNITY EMPLOYMENT
1. IVCC is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

2. Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educations programs, and activities it operates.

Pat Reed, Director of Purchasing
Telephone: (815) 224.0417
pat_reed@ivcc.edu
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Ave.
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

____ previous commitments

____ Unable to supply service

Other __________________________________________________________

__________________________________________________________________

__________________________
Company Name

__________________________
Date

__________________________
Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
   DISTRICT 513
   OGLESBY, IL  61348

Pertaining to the bid titled: Printing of Spring 2008 and Summer/Fall 2008 Class Schedules

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Specifications

NUMBER OF PAGES:
Publication size varies in number of pages. 8-1/2”W x 11”L. Include pricing for 88 pages and increments of 4 (additional pages) (i.e. 72-76-80) to 104 publication built 8-1/2”W x 11”. Finished trim size to be no smaller than 8-1/8”W x 10-1/2” and the image area 7-1/2” x 9-3/4”.

QUANTITY:
Approximately 7,500 copies for Spring 2008 and 10,000 for Summer/Fall 2008. Exact quantity to be determined by Illinois Valley Community College (IVCC).

IVCC reserves the right to refuse payment on any over-runs.

Approximate date to printer:
- Spring 2008 Schedule – August 2, 2007
- Summer/Fall 2008 Schedule – January 28, 2008

Proof Delivery to IVCC from printer for corrections and revision. Proof must be approved by IVCC before final run with proof returned to printer at least two weeks prior to final print.

Delivery by Printer to IVCC:
- Spring 2008 Schedule – October 10, 2007
- Summer/Fall 2008 Schedule – March 12, 2008

BINDING:
Saddle stitched in traditional magazine format. Bidders may propose an alternate binding method such as glued. If you propose an alternate binding, indicate in your bid and provide a sample.

PAPER:
40 lb 96 Brite White or comparable quality paper, post consumer recycled preferred.

INK:
Cover - 4 color with cover print 4 over 4
Inside - black/black with purpose (PMS 2597) shading to indicate evening and Saturday classes.

COMPOSITION:
Magazine format with text provided. Cover Art with layout, design, and formatting by graphic designer at the printer of the four page wrap (cover prints 4 over 4). Complete formatting of the schedule is required inclusive of headers and footers. All tabs and margins will need to be adjusted to accommodate the width of the columns. IVCC photos available upon request.

TURN AROUND TIME:
The blue line proof (blue line proof must represent the actual size and quality of the document) before printing should be delivered to the Office of Community Relations and Marketing, Illinois Valley Community College, 815 N. Orlando Smith Ave., Oglesby, Illinois 61348 and should allow for approximately a two week turn around time while still maintaining delivery deadlines. Schedules to be printed and delivery approximated at two weeks after receipt by bidder with the Director of Community Relations and Marketing notified immediately if there are any problems or issues with the project; 815.224.0466 or valeery_calvetti@ivcc.edu

DELIVERY:
Successful Printer will deliver schedules to the IVCC dock on or before the specified dates.

End of Specifications
BID FORM

Having read and understand the bidding requirements, the undersigned proposes to furnish all materials, labor and services called for by them, for the following:

<table>
<thead>
<tr>
<th>Spring 2008 Class Schedule</th>
<th>Summer/Fall 2008 Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 pages</td>
<td>$__________</td>
</tr>
<tr>
<td>84 pages</td>
<td>$__________</td>
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<tr>
<td>88 pages</td>
<td>$__________</td>
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<td>92 pages</td>
<td>$__________</td>
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<tr>
<td>96 pages</td>
<td>$__________</td>
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<tr>
<td>100 pages</td>
<td>$__________</td>
</tr>
<tr>
<td>Proof</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Signature:

Representative Name (please print):___________________________________________

Representative Signature___________________________________________________

Company Name_________________________________________________

________________________________________________________________________

Date   Phone #     Fax #

Email Address_______________________________