Sealed bids are invited for **PRINTING OF COLLEGE TWO-YEAR CATALOG – 2009/2011** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a “no bid” will be removed from our vendor list for this item.

**BIDS:**

Bids will be received and publicly read aloud in Room C-342 by the Illinois Valley Community College, District #513, Oglesby, LaSalle County, Illinois, **on or before 2:00 P.M. on November 13, 2008.** You are invited to be present if you so desire. **Bids received after this time will not be accepted.**

**FAXED BIDS ARE NOT ACCEPTABLE**

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 and the notation:

**PRINTING OF COLLEGE TWO-YEAR CATALOG – 2009/2011**

**DELIVERY:**

All prices must be bid F.O.B., Illinois Valley Community College, 815 N. Orlando Smith Ave., Oglesby, Illinois unless otherwise noted. 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 No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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. After bids are received, no allowance will be made for oversight by bidder.
SUBSTITUTIONS:
No substitutions will be accepted

REJECTION OF BIDS:
The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any bid received. In addition, the Bidder recognizes the right of the College Board of Trustees to reject an offer if the offer is in any way incomplete or irregular. The College Board also reserves the right to reject a bid from a vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a vendor when investigation shows that vendor is not in a position to perform the contract.

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.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

SAMPLES:
Bidders may be required to furnish samples upon request and without charge to the College.

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 proposal 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: None Required

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.

GENERAL:
1. 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. Inquires should be addressed to the Director of Human Resources.
2. The vendor shall agree to save and hold harmless the Illinois Valley Community College, District 513, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

____________________
Pat Reed
Director of Purchasing

ILLINOIS VALLEY COMMUNITY COLLEGE #513
Purchasing Department
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE
www.ivcc.edu/purchasing
CERTIFICATION FORM

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

Pertaining to the bid titled: Printing of College Two-Year Catalog

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
Illinois Valley Community College  
Request for Bid – PR09.07  
Printing of College Catalog

**SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>November 13, 2008 @ 2:00 p.m. in Room C-342</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>18,000</td>
</tr>
<tr>
<td>Page count</td>
<td>316 Pages + Cover</td>
</tr>
<tr>
<td>Finished size</td>
<td>5-1/4” X 8-1/4”</td>
</tr>
<tr>
<td>Prepress information</td>
<td>Text: Camera Ready</td>
</tr>
<tr>
<td></td>
<td>Photos: Copy provided on disk/input/output</td>
</tr>
<tr>
<td></td>
<td>Cover: Copy provided on disk/to output</td>
</tr>
<tr>
<td>Text stock</td>
<td>40# Opaque (No substitutions will be accepted)</td>
</tr>
<tr>
<td>Cover stock</td>
<td>.010 C1S</td>
</tr>
<tr>
<td>Text ink</td>
<td>Black</td>
</tr>
<tr>
<td>Cover ink</td>
<td>4/C process + varnish/black</td>
</tr>
<tr>
<td>Proofs</td>
<td>Dylux &amp; Matchprint</td>
</tr>
<tr>
<td>Bindery</td>
<td>Perfect bind</td>
</tr>
<tr>
<td>Due Dates</td>
<td>Board of Trustees award bid: December 17, 2008</td>
</tr>
<tr>
<td></td>
<td>Material delivered to printer: February 27, 2009</td>
</tr>
<tr>
<td></td>
<td>Blue line proof from printer: March 20, 2009</td>
</tr>
<tr>
<td></td>
<td>Delivery to IVCC: April 8, 2009</td>
</tr>
<tr>
<td>Delivery</td>
<td>Publisher will pay cost of delivery of catalogs to the college at 815 N. Orlando Smith Ave., Oglesby, IL 61348.</td>
</tr>
</tbody>
</table>

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

  **OFFER:**

  $__________________

  Additional (8) pages $__________________

  Additional (16) pages $__________________

  Less (8) pages $__________________

  Less (16) pages $__________________

  Unit Price for Halftones $__________________

  Addendum # _______ dated _______________

  Addendum # _______ dated _______________

  Representative Name (please print)___________________________________________

  Representative Signature___________________________________________________

  Company Name_____________________________________________________________

  Address____________________________________________________________________

  Date ______________ Phone # __________________ Fax # __________________

  Email Address_________________________
COURTESY “NO BID” RESPONSE

Two-Year College Catalog

Vendors who do not submit a bid or who do not return the “NO BID” form will be removed from our vendor list for this item.

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois  61348
Phone:  815.224.0417
Fax:   815.224.0294
Pat_reed@ivcc.edu

_______ Previous commitments

_______ Unable to supply item(s) requested

Other ______________________________________________________________

____________________________________________________________

___________________________
Company Name

___________________________
Date

___________________________
Signature