ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT #513  
815 North Orlando Smith Road  
Oglesby, Illinois 61348  

February 26, 2008  

Sealed proposals are invited for the **Layout, Design, and Printing of its Spring and Summer/Fall 2009 Class Schedules**. 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.  

**PROPOSALS:**  
Proposals will be received and publicly read aloud at the place, date and time hereinafter designated. You are invited to be present if you so desire.  

**PLACE:**  
Illinois Valley Community College, District #513  
Director of Purchasing, C-344  
815 North Orlando Smith Ave.  
Oglesby, Illinois 61348  

**DATE:**  
March 25, 2008  

**TIME:**  
2:00 p.m.  

FAXED BIDS WILL NOT BE CONSIDERED FOR AWARD  

Bids received after this time will not be accepted and will be returned to bidder unopened.  

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, preferably using the enclosed label, or with the Bidder’s Name and Address and the notation:  

**BID:**  
CLASS SCHEDULES 2009  

**DELIVERY:**  
All prices must be bid F.O.B., Illinois Valley Community College. 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 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.  

**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.  

**BIDDING PROCEDURES:**  
No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.
BIDDING PROCEDURES Continued:
Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addenda shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addenda will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

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 any 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.

SUBSTITUTIONS:
Each bidder represents that their bid is based upon the materials and equipment described in the bidding documents.

Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.

A bidder’s failure to meet the minimum specifications as listed may result in disqualification of their bid.

REJECTION OF BIDS:
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity in any bid and to award each item to different bidders or all items to a single bidder. In addition, the Bidder recognizes the right of the College Board to reject a bid if the bid is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items bid. The College Board also reserves the right to reject the bid of Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder 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 your bid.

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

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

BID SECURITY:
None required

INSURANCE:
None required

PERFORMANCE BONDS:
None required

DAMAGE AND NEGLIGENCE:
The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney’s fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or
**DAMAGE AND NEGLIGENCE Continued:**

persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

The College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. (Force majeure” means any (a) act of God, landslide, lighting, earthquake, hurricane, tornado, blizzard, floods, and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of the College.

**PREVAILING WAGE RATE:**

None Required

**BID AWARDS:**

The successful Bidder shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of the Bidder. Bid will be awarded at the April 23, 2008 Board Meeting.

**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**GENERAL:**

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.

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.

Pat Reed, Director of Purchasing
Telephone: (815) 224.0417
pat_reed@ivcc.edu
www.ivcc.edu/purchasing
Spring 2009 and Summer/Fall 2009 Class Schedules
Bid No. PR-09-01

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 eight (8) additional pages as noted on Bid Form. 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:
7,500 copies for Spring 2009 and 10,000 for Summer/Fall 2009. Exact quantity to be determined by Illinois Valley Community College (IVCC). IVCC reserves the right to refuse payment on any over-runs exceeding ten percent (10%).

Approximate date to printer:
• Spring 2009 Schedule – August 1, 2008
• Summer/Fall 2009 Schedule – January 28, 2009

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 2009 Schedule – October 10, 2008
• Summer/Fall 2009 Schedule – March 12, 2009

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 stock:
40 lb, 96 Brite White or comparable quality paper.

Ink:
Cover – 4 color with cover print 4 over 4
Inside – black/black with purple (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 (4) 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 publication) 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.

Successful Bidder will deliver schedules to the IVCC dock on or before the specified dates.

End of Specifications
### BID REQUEST

<table>
<thead>
<tr>
<th></th>
<th><strong>Spring</strong></th>
<th></th>
<th><strong>Summer/Fall</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>80 pages</td>
<td>$_________</td>
<td></td>
<td>$_________</td>
</tr>
<tr>
<td>88 pages</td>
<td>$_________</td>
<td></td>
<td>$_________</td>
</tr>
<tr>
<td>96 pages</td>
<td>$_________</td>
<td></td>
<td>$_________</td>
</tr>
<tr>
<td>104 pages</td>
<td>$_________</td>
<td></td>
<td>$_________</td>
</tr>
</tbody>
</table>

**DATE:** ______________, 2008

**Signature:**

Representative Name (please print)___________________________________________

Representative Signature___________________________________________________

Company Name________________________________________________

_______________________________________________________________________

**Phone #**      **Fax #**

Email Address_______________________________

**BID RESULTS CAN BE VIEWED ON THE ILLINOIS VALLEY COMMUNITY COLLEGE WEBSITE:** [www.ivcc.edu/purchasing](http://www.ivcc.edu/purchasing)
CERTIFICATION FORM

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

Pertaining to the bid titled: Spring 2009 and Summer/Fall 2009 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 Section2-105 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

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