Sealed bids are invited for the **Printing of its Spring 2010 and Summer/Fall 2010 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.

**DUE DATE:** June 9, 2009 @ 2:00 P.M.

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

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

**FAXED BIDS WILL NOT BE CONSIDERED FOR AWARD.**

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 Illinois Valley Community College Purchasing Office, Room C-434, plainly marked, preferably using the enclosed label, or with the Bidder’s Name and Address and the notation:

**BID:** IVCC 2010 CLASS SCHEDULES

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No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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

**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.

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

**BID AWARD:**
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 June 25, 2009 Board Meeting.

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

DAMAGE AND NEGLIGENCE CONTINUED:
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 slowdown, 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

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
SPECIFICATIONS

PRINTING OF SPRING 2010 AND SUMMER/FALL 2010 CLASS SCHEDULES

Vendor must be able to demonstrate ability to produce similar publications by providing samples of comparable work and a minimum of three references. If this information is not provided with your bid, your offer may not be considered for award.

Number of Pages:
See Bid Form (FINAL PAGE COUNT NOT YET DETERMINED).

Finished Size:
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:
Spring 2010 – 60,000 copies
Summer/Fall 61,500
(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, 2009
• Summer/Fall 2009 Schedule – January 28, 2010

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 2010 Schedule – October 10, 2009
• Summer/Fall 2009 Schedule – March 12, 2010

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-Post Consumer recycled preferred.

Ink:
Cover – 4 color process 2-sides.
Inside – black/black with purple (PMS 2597) shading to indicate evening and Saturday classes.

Composition:
Layout of first 16 pages including cover provided by IVCC (4 over 4). Remaining pages to be formatted by printer inclusive of headers and footers with text provided by IVCC.

All tabs and margins will need to be adjusted to accommodate the width of the columns. IVCC photos available upon request.

Turn around time:
Proof of actual size and quality of the publication must be delivered to the Office of Community Relations and Marketing, Illinois Valley Community College before final print. Allow approximately two weeks turnaround time while still maintaining delivery deadlines. Schedules to be printed and delivered approximately two weeks after receipt by successful bidder.
Delivery:
Printer will deliver approximately 54,000 schedules (each publication) to the LaSalle Postal Facility, Airport Road, LaSalle, IL 61301. Printer will deliver remaining schedules to IVCC Dock on or before the specified dates.

End of Specifications
## BID FORM

### Spring Schedule

<table>
<thead>
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<th>Pages</th>
<th>Price</th>
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<tbody>
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<td>104</td>
<td>$</td>
</tr>
<tr>
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### Summer/Fall Schedule

<table>
<thead>
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<th>Pages</th>
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<tr>
<td>124</td>
<td>$</td>
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<tr>
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<td>$</td>
</tr>
</tbody>
</table>

### Addendum

No._________ Date__________________

No._________ Date__________________

No._________ Date__________________
SIGNATURE PAGE

Representative Name (please print) ____________________________________________

Representative Signature ____________________________________________________

Company Name ____________________________________________________________

Address _________________________________________________________________

________________________________________ Phone #
________________________________________ Fax #

Email Address ____________________________________________________________

BID RESULTS CAN BE VIEWED ON THE ILLINOIS VALLEY COMMUNITY COLLEGE WEBSITE:  www.ivcc.edu/purchasing
CERTIFICATION FORM

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

Pertaining to the bid titled: Spring 2010 and Summer/Fall 2010 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
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

2010 Class Schedules

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