Sealed bids are invited for the **2011 Spring and Summer/Fall 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.

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.

Bids will be received and publicly read aloud at the place, date and time hereinafter designated.

**DUE DATE:** July 7, 2010 @ 2:00 P.M.  Room C-342

**PLACE:** Illinois Valley Community College, District #513
Purchasing Department Room C-343
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 2011 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.

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**BIDDING PROCEDURES:** No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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

**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 July 22, 2010 Board Meeting.

**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.

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, education 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

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE
www.ivcc.edu/purchasing
2011 Spring and Summer/Fall Class Schedules
Bid No. PR11-B01

SPECIFICATIONS

2011 SPRING AND SUMMER/FALL 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.

**Quantity:**
Spring – 10,000 copies
Summer/Fall – 11,500 copies
Exact quantity to be determined. IVCC reserves the right to refuse payment on any over-runs exceeding 10%.

**Number of Pages:**
See Bid Form – Final Page count not yet determined.

**Finished Size:**
Publication built 8-1/2” 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”.

**Approximate date to printer:**
- Spring Schedule – July 29, 2010
- Summer/Fall Schedule – January 11, 2011

**Proof delivery to IVCC from printer for corrections and revisions:**
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 Schedule – October 13, 2011
- Summer/Fall Schedule – March 15, 2011

**Binding:**
Saddle stitched in traditional magazine format.

**Voluntary Alternate:**
Bidders may propose a voluntary alternate binding method. 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:**
Pages to be formatted by printer inclusive of headers and footers with text and photos provided by IVCC in Word and RTF files. All tabs and margins will need to be adjusted to accommodate the width of the columns.
2011 Spring and Summer/Fall Class Schedules
Bid No. PR11-B01

**Turnaround time:**
Proof required to represent the actual size and quality of the document before printing must be delivered to the office of Community Relations and Development, Illinois Valley Community College and allow for approximately a two week turn around while still maintaining delivery deadlines. Schedules to be printed and delivered approximately two weeks after receipt by bidder. The IVCC Director of Community Relations and Development must be notified immediately if there are any problems or issues with the project. Call 815-224-0466 or email fran_brolley@ivcc.edu.

**Delivery:**
Printer will deliver all schedules to the IVCC Dock on or before the specified dates.

End of Specifications
## Spring Schedule

<table>
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<th>Self Cover Pages</th>
<th>Price</th>
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<tbody>
<tr>
<td>60</td>
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<tr>
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## Summer/Fall Schedule

<table>
<thead>
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<th>Self Cover Pages</th>
<th>Price</th>
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<td>72</td>
<td>$</td>
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<tr>
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</tbody>
</table>

## Addendum

- No. _______ Date ________________
- No. _______ Date ________________
- No. _______ Date ________________
SIGNATURE PAGE

Representative Name (please print)__________________________________________

Representative Signature__________________________________________________

Company Name___________________________________________________________

Address___________________________________________________________________

__________________________________________________________________________

Phone #                                                Fax #

Email Address_____________________________________________________________
CERTIFICATION FORM

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

Pertaining to the bid titled: 2011 Spring and Summer/Fall 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  
Purchasing Department  
815 North Orlando Smith Ave.  
Oglesby, Illinois 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

2011 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