



REQUEST FOR QUOTE
Quotes Due in the Purchasing Office on/before
July 9, 2018 @ 2:00 p.m.

PROJECT: 07-18-002 Community Education Fall 2018 Season Mailer

Waubonsee Community College is accepting quotes for the printing of the Community Education Fall 2018 Season Mailer.

GENERAL INFORMATION

Instructions

1. Responses to this Request for Quote may be mailed, emailed or faxed. Email quotes to purchasing@waubonsee.edu. Quotes may be faxed to 630-466-7228. Mailed quotes should be sent to:
Waubonsee Community College
Theresa Larson, Purchasing Manager
Dickson Center, DKN 264
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554
2. Any correspondence or questions concerning the RFQ should be addressed to purchasing@waubonsee.edu. All questions must be in writing and will be answered by addendum. The provision of information to one bidder, which is not disseminated to all bidders is considered a felony by law. All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
3. All prices must be good for a period of 60 days from the date of the quote.
4. The price quoted is the full purchase price including shipping/handling, delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
5. Quotes may be withdrawn by written request from Vendor prior to the due date and time.
6. The college reserves the right to reject any and all responses, to waive any irregularities, to accept any quote or portion thereof, and to take all quotes under advisement for a period of 60 days.
7. The college will issue a purchase order to the awarded Vendor. Purchase orders are required before any work is to commence.
8. The college's payment terms are net 30 days.
9. The college will not pay for overruns, nor do we accept underruns.

Sugar Grove

Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown

18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley

2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano

100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900

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07-18-001 Community Education Fall 2018 Season Mailer
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AUTHORIZATION OF QUOTE

I HEREBY AUTHORIZE THIS QUOTE, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE QUOTE INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED QUOTE IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT. I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name of Company

Typed or Printed Name *Authorized Signature* Date

Address

City State Zip Code

Telephone Number Fax Number

Email Address

Quotes must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

QUOTE AMOUNT

TOTAL DELIVERED PRICE FOR MAILERS AS SPECIFIED, AS FOLLOWS:

Printing 52,497 (approximate) Community Education Fall 2018 Season Mailer	\$
Cost for Mail Services including - CASS, NCOA, inkjet address, wafer seal and deliver to Post Office	\$
TOTAL QUOTE	\$

ADDITIONAL INFORMATION

With quote, identify any subcontractors to be used on this project. Include name of company, contact name, address and phone, and purpose.

SPECIFICATIONS

Community Education Season Mailer

Quantity:	52,497 (50,497 – 3 lists provided; plus 2,000 campus copies)
Paper:	80# text Starbright Opaque Ultra
Size:	Trimmed to 10.5” x 6”
Printing:	4/4; bleeds throughout Offset Printer No indicia on campus copies – <i>if no extra charge</i>
Construction:	Stitch twice; inkjet mailing Clear sticky tabs if needed for mailing pieces
Pages	20 pages including self cover
Photos:	Placed as part of artwork
Artwork:	Artwork available on July 24, 2018 via upload to FTP site (Adobe InDesign Version 13.1)
Deadline for delivery:	August 7, 2018 (firm)
Proof	Color match proof required; Dylux ad Epson Color Proof. Press check may be required
Mailing/Packing and Delivery:	Working from a college-provided list of approximately 50,497 names, the printer will inkjet mailing addresses Merge, purge, dedupe Provide college with estimated postage costs Prepare according to U.S. Postal Service regulations including tabbing if necessary Drop at appropriate post office. Two thousand (2,000) mailers to be delivered to the college’s Sugar Grove Campus
Identity of Third Party:	If it is the intention of the successful vendor that a third party perform any part of this contract, the college reserves the right to know the identity of the third party before the contract is awarded and to work directly with the third party during the performance of the contract. The vendor receiving this contract, however, is responsible for meeting deadlines, fulfilling specifications and for the quality of the finished product.

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WAUBONSEE COMMUNITY COLLEGE - TERMS AND CONDITIONS

1. The College reserves the right to reject any and all bids and to waive informalities and irregularities in the bidding. The bidder will be held responsible for the material, storage and installation. The Board of Trustees will make final judgement to accept bids which are considered to be in the best interest of the College.
2. The awarded firm agrees to hold harmless and indemnify Waubonsee Community College, its officers, agents, trustees and employees against any losses, damages, judgements, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against WCC, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the awarded firm, its officers, agents or employees, under this agreement, contract/order.
3. WCC is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Exemption certificates will be furnished on request.
4. All bids will become the property of the College and will not be returned.
5. All materials received or created by the College are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
6. All information obtained and work performed for Waubonsee Community College is considered sensitive, may require use of sensitive and personal data and information and falls under one or more categories of information that is subject to protection from disclosure and misuse, including but not limited to: personal information and highly restricted personal information in connection with law enforcement sensitive data and information, the Privacy Act of 1974, 4 U.S.C. 552a *et. seq.*, the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 *et. seq.*, (FERPA), and personal information as defined under and governed by the Personal Information Protection Act, 815 ILCS 530 *et. seq.*
7. All source materials/data/information and resultant work products compiled or created and any information or portion of information derived therefrom are the property of the Waubonsee Community College and must not be used by the awarded firm for any purpose other than the purpose outlined in this Bid and subsequent contract/order.
8. Neither the awarded firm, nor its officers, directors, agents or employees shall divulge, sell or distribute any information obtain from Waubonsee Community College or derived therefrom at any point in time to a third party, even after termination or expiration of a contract/order, except as may otherwise be required by law.
9. The awarded firm shall notify each of its officers, directors, agents and employees having access to the Waubonsee Community College information that such information may be used only for the purpose and to the extent authorized in this awarded contract/order.
10. This contract, or any renewal thereof, may be canceled by either of the parties. A thirty (30) day prior written notice to the other party concerned is required. Such notice shall be sent by certified mail. All materials created up to the point of cancellation will become the property of Waubonsee Community College.
11. This agreement constitutes the entire understanding between the parties with respect to the subject matter of this agreement either oral or written. Any amendments must be made in writing and signed by both parties.
12. This agreement shall be binding upon and inure to the benefit of all heirs, personal representative, successors and assigns of the bidder.
13. The policy of the Board of Trustees is to have a smoke free college environment. Smoking on college grounds and inside college facilities and college vehicles is prohibited. Smoking is only permitted inside private vehicles.
14. Vendor agrees to comply with all state laws and regulations governing community college, including traffic and parking regulations and the prohibition of weapons on campus.
15. Awarded firm certifies that it is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service or any other factor as prohibited by law..
16. Awarded firm certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
17. Awarded firm certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 *et. seq.*

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