



REQUEST FOR QUOTE
Quotes Due in the Purchasing Office on/before
March 18, 2019 @ 2:00 p.m.

PROJECT: 03-19-004 Student Handbook 2019-2020

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
Purchasing Office
Dickson Center, DKN 259
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 Quotes may be withdrawn by written request from Vendor prior to the due date and time.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. Waubonsee does 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

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

Authorized Signature and Typed or Printed Name

Address

City State Zip Code

Telephone Number Fax Number Date

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.

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

2019-2020 Student Handbook

Quantity: 8,300

Cover: One front, one back: 100 gloss cover white, recycled,
5-5/8" wide x 8-1/2" tall finished size
Must be recycled and must supply sample printed in four-color process.

Pages: 75, 2-sided informational pages and 26, 2-sided weekly planner pages = 202 total
60# text vellum white, recycled (*Note: 60# text smooth offset may be substituted if approved by the college. Provide a sample and note it as alternate with quote.*)

5-1/2" wide x 8-1/2" tall finished size
Must be recycled and must supply sample printed in two-color with photos.

Printing: Cover: four-color process on outside front and back covers, plus aqueous coating;
black ink and PMS 187 on inside front and back covers; full bleeds on both sides

Collate: Pages: black ink and PMS 187 color on both sides throughout

Binding: Two covers, 101 sheets

Photos: Black metal double spiral binding (16 to 24 count)

Artwork: Halftones already placed as part of artwork.

Deadline for delivery: Artwork and text for covers and inside pages (Adobe InDesign CC).

Delivery: 15 working days from receipt of artwork, estimate April 2019
Blueline proof required for approval to print.

Identity of Third Party: Delivery in marked cartons to the Sugar Grove Campus by May 31, 2019

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 Student Handbook.