

Oakton College
Community College District 535
Purchasing Department, Room 1240,
1600 E. Golf Road, Des Plaines, IL 60016
847-635-1635

Invitation to Bid #0905-23-03
Addendum #1
Issue Date: September 5, 2023

**Bids Submissions will be in the Purchasing Department at the above address until
11:00 am Wednesday, September 27, 2023**

Late bids will not be accepted.

Printing and Mailing of the Oakton District-Wide Mailer

The College is requesting bids to provide printing and mailing services for our District-Wide Mailer.

In order to comply with the Illinois Compiled Statute Chapter 720, Section 5/33E-2, no information regarding specifications of this bid will be addressed outside an addendum. Final bid questions must be submitted by 11:00 AM on September 13, 2023. Questions will be answered through an addendum.

Questions should be submitted to both of the following people:

Trinh Than, Purchasing Manager, tthan@oakton.edu

John O'Doherty, Manager of Design and Creative Services, jodoherty@oakton.edu

Please see the following sheets for complete specifications.

Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name _____ Date _____

Address _____ City/State/Zip _____

Name _____ Title _____

Phone # _____ Fax # _____

Signature _____ E-mail _____

Please find below the list of submitted questions from Vendors and our response:

1. Regarding the final folded size of the mailer.
The spec indicates two types of folding.
(Page 6) Number of Pages: Front and Back with three folds
(Page 6) Bindery: Two Folds.
Can you please clarify what the final finished size is?

Answer: Two Folds.

2. Regarding the mailing.
Can you please clarify if this is an EDDM mailing?
(Page 3, #4) “Ink jet Name and Address Non Profit Oakton College Indicia”
(Page 7) Mailing note: “Vendor will be responsible for maintaining and updating postal routes.”

Answer: This is EDDM Mailing.