

Oakton College

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

Invitation to Bid #1025-23-06

Issue Date: October 25, 2023

**Bids Submissions will be in the Procurement Office at the above address until
11:00 am November 22, 2023**

Late bids will not be accepted.

Printing of the Oakton Non-Credit Class Schedules

The College is requesting bids to provide printing services for Non-credit class Schedules.

This will be a one-year contract. The contract may be renewed for an additional two (2) one-year terms if the College and Printing Company agree on the terms of the renewal. Complete specifications are included on the following pages.

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 November 6, 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

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 _____

Instructions to Bidders

1. Bid Forms: Bids should be submitted on the form provided. Envelopes marked "Sealed Bid for (commodity being bid)." Bids cannot be accepted via fax machines or email.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal, unless "no substitutes" is specified. When offering alternates, they must be identified by brand name, catalog number and manufacturer's literature must be included.
3. Samples: Bidders will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Bids must specify delivery time. Unrealistically long delivery times may cause bid to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
8. Vendor Selection: All purchases will be awarded to the lowest responsible bidder who meets all the requirements of the specifications. The determination of a responsible bidder and award of tie bid for like equipment, supplies, or services shall be based upon the following factors: a) capacity to perform, and b) performance history. In the case these factors are equal for award of tie bids, first preference will be given to suppliers located within the boundaries of District #535 and second, from with the state over out of state. In the case of tie bids according these criteria, purchases will be determined by a coin toss. Cash discounts will be used in determining the lowest responsible bidder.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by District #535 and bidder.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the bid form.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment Opportunity Clause/
Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The bidder or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be bid. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

PRINTING OF THE OAKTON NON-CREDIT CLASS SCHEDULE
INSTRUCTIONS

1. The College will be printing **four** issues during the calendar year Jan 2024 to Dec 2024.
2. The contract may be renewed for an additional two (2) one-year terms if the College and Printing Company agree on the terms of the renewal.
3. **The exact type of paper for these issues has not yet been determined. Please be sure to review the paper specifications and options noted on page 6.**
4. The paper type/option will be one factor used to determine the lowest responsible vendor. Once the paper type has been selected, the same paper will be used for all issues.
5. Upon notification, vendors may be required to submit a printed and non-printed sample of the papers.
6. The page count for each issue has not been determined. Therefore, please bid on the page counts noted on the pricing sheets.
7. Files will be provided in an 8.25" x 10.75" format. Please indicate final page (trim) size: _____
8. Please include a company profile with your bid. The profile should include at least, but not limited to, the following:
 - How long has your company been in business?
 - The number of employees your company has?
 - Estimated annual revenues for your last fiscal year?
 - Provide five references, preferably local or educational references.
 - Printed samples of similar type work where your company also provided the mailing.
9. Because this is a "sealed bid" we cannot accept proposals over the phone, by fax or e-mail. When you return a bid response to the College via an overnight carrier or your own envelope, please address the envelope to:

Oakton College
Attention: Trinh Than, Procurement Department
Bid # 1025-23-06
1600 East Golf Road
Des Plaines, IL 60016

- Please be certain to include your company name on the outside of the package.
10. The Procurement Department will verify all price calculations. In the event of an error, the total will be adjusted accordingly. The new adjusted total will be used when awarding an item.

11. The College participates in the State of Illinois Business Enterprise Program (BEP). As noted on pages 9 & 10, please describe how your company can help the College make a good faith effort to meet or exceed the College's aspirational goal of conducting 30% of its business with Minority Business Enterprises. Please indicate if your company or subcontractors are Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (DBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB).

Interested businesses may visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification.

12. The College would expect companies to provide their lowest/best offer when submitting prices. If your lowest/best price is through one of the following consortiums, please include which consortium you used:

- Educational and Institutional Cooperative Services (E & I)
- U. S. Communities, Government Purchasing Alliance
- Illinois Department of Central Management Service (CMS)
- Illinois Community College System Foundation (ICCSPC)
- Illinois Public Higher Education Cooperative (IPHEC)
- Midwest Higher Education Consortium (MHEC).
- Sourcewell (Formerly National Joint Powers Alliance - NJPA)
- Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortiums should be applied to this bid.

13. If, after awarding the bid, the winning vendor's printed product or production/delivery schedule does not meet the College's expectations, the College reserves the right to cancel any remaining issues by notifying the vendor in writing.
14. The bid will be awarded to the printer with the lowest combined four issue grand total.
15. The bid will be presented for approval at the December 12, 2023 Board of Trustees meeting.
16. The first issue needs to be mailed in mid-February 2024. The College will work with the winning vendor to coordinate a schedule around the holidays.
17. Bid results will be posted on the Procurement website after the December 2023 Board meeting.
[Oakton Procurement webpage](#)
18. Failure to respond to this bid will result in elimination from the College's bid list. A "NO BID" is considered a valid response.

19. The College is a public institution and therefore, subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this bid is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark as "FOIA Copy." See page 12 & 13 for further instructions. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing. If you submit a FOIA copy please indicate it appropriately on your electronic bid submission. If submitting FOIA copy please be sure to **also** submit the original bid, marked appropriately.

**PRINT AND MAIL SPECIFICATIONS FOR
PRINTING OF THE OAKTON NON-CREDIT CLASS SCHEDULES**

- Quantity:** 201,000 printed for all issues – 200,782 mailed to district residences only.
The College does not mail schedules to businesses.
218 copies delivered to the Skokie campus.
See delivery/distribution information beginning on page 7.
- Number of Pages:** Varies per issue and will be determined as each issue is designed.
Please see pricing pages.
- Paper:** **OPTION 1** - All issues will contain eight pages of **50# regular white offset**.
The regular white offset paper must be a minimum of 50# with a minimum
brightness of 90. **Note: 50# regular white offset will be the first two pages and
the last two pages, plus four additional pages within the schedule as
appropriate based on press layout.** Remaining pages being **30# recycled
newsprint**
- OPTION 2** - All issues will contain eight pages of **50# regular white offset**.
The regular white offset paper must be a minimum of 50# with a minimum
brightness of 90. **Note: 50# regular white offset will be the first two pages and
the last two pages, plus four additional pages within the schedule as
appropriate based on press layout.** Remaining pages being **35# premium 80**
- OPTION 3** - 40# Offset. All issues will contain eight pages of **40# regular white
offset**. The regular white offset paper must be a minimum of 40# with a minimum
brightness of 80.
- Trim Size:** Minimum of 8.25” x 10.75”
- Ink:** All issues will have four-color process on all pages of 50# regular white offset
paper.
Remaining pages will have black ink with many halftones
- Bleeds:** All issues will have full bleeds on front and back cover.
Remaining pages will have some bleeds which will be noted on artwork.
- Bindery:** Saddle stitch with two staples.
- Copy:** The College will furnish electronic PDF files in an 8.25” x 10.75” format.
- Proofs:** Laser proof required for body.
Matchprint or equivalent proof for all color pages.
Include cost of next day courier service delivery and/or messenger service
for delivery of proofs and return of proofs.

If proofs are unsatisfactory, the vendor must provide a corrected different set of proofs at no additional charge to the College.

Delivery:

Each issue must be printed and delivered to the Des Plaines Post Office and to Oakton's Des Plaines and Skokie campuses within 14 calendar days after receipt of approved layouts.

Copies that are mailed must include a printed statement on the inside front cover regarding the "periodicals" publication information.

The remaining copies that are delivered to the College will not have this statement.

Deliver to the Des Plaines Post Office, 1000 East Oakton Street, Des Plaines, IL 60016. Printer must schedule an appointment with the post office for all deliveries. Contact: Des Plaines Post Office 847-827-5455. Note: In 2019, due to the large quantity of schedules that were mailed, the Des Plaines Post Office required three separate delivery dates. Please keep this in mind as you prepare your prices and schedule your work/deliveries.

Des Plaines campus address 1600 E. Golf Rd., Des Plaines, IL 60016
Skokie campus address 7701 N. Lincoln Ave., Skokie, IL 60076

The shipments to the College must be:

On 36" x 48" four way skids capable of supporting the weight of the shipment.

Skids cannot be double stacked on delivery truck.

Delivered during the hours of 8:00 a.m. – 4:00 p.m., CST.

The dock overhang at the Skokie campus is 13' 4" high. Please be sure the truck will fit.

Distribution:

201,000 copies printed for each issue

200,782 to be mailed per bid specifications

218 to be delivered to the Skokie campus

Mailing Schedule:

Issue 1 - Spring II issue mailed in mid February 2024

Issue 2 - Summer issue mailed in late-March 2024

Issue 3 - Fall issue mailed in early July 2024

Issue 4 - Spring I issue mailed in early November 2024

Mailing:

Using USPS form #3541, the brochure will be mailed Periodicals, Carrier Route, Non-Profit, In-Country, and Saturation, in accordance with current Postal Regulations. This mailing will be delivered to all residences in Oakton's district zip codes. Vendor will be responsible for maintaining and updating postal routes before mailing each issue and adjusting the quantity printed with the College. Vendor will be responsible for providing the total number mailed per zip code after each mailing. **Printer is also required to give a copy of the postal form to the College's Purchasing Department.**

Mailing Note: 200,782 mailed copies is the most current information the College has. If the number of pieces to be mailed needs to be adjusted, printer must contact the College's Purchasing Manager.

Printer must contact the College's Purchasing Manager with the total mailing cost for each issues prior to making delivery at the Post Office so the College can ensure that funds have been deposited into the proper account.

We suggest that you contact the Des Plaines post office and introduce yourself as you will be working closely with them and this might make the process go smoother.

**Oakton District
Zip Codes:**

60016, 60017 and 60018 Des Plaines	60022 Glencoe
60025 and 60026 Glenview	60043 Kenilworth
60053 Morton Grove	60056 Mt. Prospect –selected routes CO91 and CO92
60062 Northbrook	60068 Park Ridge
60076 and 60077 Skokie	60091 Wilmette
60201, 60202, 60203, 60204 Evanston	60093 Winnetka
60712 Lincolnwood	60029 Golf
60714 Niles	

Pricing: Pricing must include all printing and mail preparation costs.

Printer is not responsible for actual postage costs.

PRINTING AND MAILING OF THE OAKTON CLASS SCHEDULES PRICING SHEETS

Paper OPTION 1
(50# Regular White; 30# Recycled)

Description

Issue 1 **TOTAL PRICE – Spring II issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 2 **TOTAL PRICE – Summer issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 3 **TOTAL PRICE – Fall issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 4 **TOTAL PRICE – Spring I issue per all bid specifications –

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

***Note – total price must include all printing and mail preparation costs.*

The College has an aspirational goal of conducting 30% of our business with minority business enterprises. Please indicate if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB). _____

If so, is your company registered with Illinois Central Management Services Business Enterprise Program?
YES NO

Company: _____

Name: _____

E-mail: _____

PRINTING AND MAILING OF THE OAKTON CLASS SCHEDULES PRICING SHEETS

Paper OPTION 2
(50# Regular White; 35# Premium)

Description

Issue 1 **TOTAL PRICE – Spring II issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 2 **TOTAL PRICE – Summer issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 3 **TOTAL PRICE – Fall issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

-
Issue 4 **TOTAL PRICE – Spring I issue per all bid specifications –

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

***Note – total price must include all printing and mail preparation costs.*

The College has an aspirational goal of conducting 30% of our business with minority business enterprises. Please indicate if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB). _____

If so, is your company registered with Illinois Central Management Services Business Enterprise Program?
YES NO

Company: _____

Name: _____

E-mail: _____

PRINTING AND MAILING OF THE OAKTON CLASS SCHEDULES PRICING SHEETS

Paper OPTION 3
(40# White Offset)

Description

Issue 1 **TOTAL PRICE – Spring II issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

Issue 2 **TOTAL PRICE – Summer issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

Issue 3 **TOTAL PRICE – Fall issue per all bid specifications

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

Issue 4 **TOTAL PRICE – Spring I issue per all bid specifications –

16 pages \$ _____ **24 pages** \$ _____ **32 pages** \$ _____

40 pages \$ _____ **48 pages** \$ _____ **56 pages** \$ _____

***Note – total price must include all printing and mail preparation costs.*

The College has an aspirational goal of conducting 30% of our business with minority business enterprises. Please indicate if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB). _____

If so, is your company registered with Illinois Central Management Services Business Enterprise Program?
YES NO

Company: _____

Name: _____

E-mail: _____

BID CHECKLIST

- | | | | |
|----|---|-----|----|
| 1) | Did you include a company profile? | YES | NO |
| 2) | Did you complete and include your fully completed bid price sheets? | YES | NO |
| 3) | Did you complete and include the Contractors Certification? | YES | NO |
| 4) | Did you read and agree to all terms and specifications as noted in the bid | YES | NO |
| 5) | Is your company a Minority Business Enterprise? | YES | NO |
| 6) | If so, is your company registered with the State of Illinois Central Management Services? | YES | NO |

******THIS BID CHECKLIST SHOULD BE RETURNED WITH YOUR BID******

Company: _____

Signature: _____

Oakton College

Bid #1025-23-06

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STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CONTRACTOR'S CERTIFICATION

Pursuant to Illinois Revised Statutes Chapter 38, Article 33E (Public Contracts), the undersigned certifies that he/she is a duly authorized agent of the contractor submitting the attached bid to Community College District 535, Oakton College and that said contractor is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said statute.

Signed this _____ day of _____, 20____.

By: _____

Title: _____

Address: _____

SUBSCRIBED AND SWORN TO before
me this _____ day of _____, 20____.

Notary Public

Please return this form with your bid.

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- **Under Illinois law, prices and price quotes become public information once the information is announced at the public proposal opening and may not thereafter be kept confidential.**
- **Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).**
- **“Trade secret” as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.**

* * * *

The attached material submitted in this Response to Oakton College **Invitation to Bid** remove#1025-23-06 **Printing of the Oakton Non-Credit Class Schedules** includes trade secrets and / or commercial or financial information that is proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Section	Page #(s)	Topic	Why disclosure would cause competitive harm

If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."

The College will use this copy at the public proposal/bid opening, and this copy must include your pricing.