

August 20, 2019

BID INVITATION

Parkland College invites you to submit a written bid for **Printing and Bulk Mailing – Community Education Brochures** for FY20-Q3, FY20-Q4, and FY21-Q1. Specifications and bidding requirements are enclosed.

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821-1899. Use the enclosed envelope marked **BID #2020-005 Printing & Mailing – Community Education Brochures** to ensure delivery. Bids must be received no later than **3:00 p.m. on Friday, August 30, 2019**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or email will not be accepted.

All bidders are welcome to attend the public bid opening. If you choose not to attend, you may contact Beth Burdette, Purchasing Agent, at (217) 351-2232 or by email at bburdette@parkland.edu, to obtain the results of the bid. No information regarding the recommendation to the Board of Trustees will be released until after the Board of Trustees meets on September 18, 2019.

The Board of Trustees of Parkland College reserves the right to reject all or any part of a bid submitted, and to change quantities, dates, and/or other printing specifications during the course of the year. This bid does not constitute a binding contract. The Board of Trustees will accept bids or combination of bids deemed most favorable to and in the best interest of the college after all bids have been examined and evaluated. All bidders must fully comply with all local, state, and federal laws regarding bidding on public projects and the performance of services or supplying of goods under a bid.

Questions about bid specifications may be addressed to Ruthie Counter at (217) 373-3766 or by email at rcounter@parkland.edu.

Sincerely,

Chris Randles
V.P. of Administrative Services and Chief Financial Officer

Encl: Community Education Brochure printing specifications
Community Education Brochure bulk mailing specifications
Bid form
Return envelope

cc: Ruthie Counter
Amy Fleshner

Prices and Payments:

1. All bid prices shall be complete and include warranty, delivery and installation to Parkland College, 2400 West Bradley Avenue, Champaign, Illinois 61821. Delivery and labor for installation must be coordinated with Parkland College staff.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Payment shall be made in accordance with these specifications and the bid proposal submitted by the bidder.
4. Any exceptions or deviations from the bid specifications must be addressed in writing and submitted with the bid.
5. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

Any bid not received by said time and at said place will not be considered. Bids sent by facsimile machine or email will not be accepted. The bids will be publicly opened and announced Friday, August 30, 2019 at 3:00 p.m. in Room A108 on the Parkland College campus. No decision will be made at that time.

Scope

This specification is written around specific needs of the college and has been done to establish a certain standard of performance. It is the intent of Parkland College to purchase printing and bulk mailing services that meet the following specifications and requirements.

Purpose

The purpose of these specifications is to describe the printing and bulk mailing needs of Parkland College.

General

This is a specification for printing and bulk mailing services. Bidders must answer all questions. Any unanswered questions will be considered noncompliant and nonresponsive and subject to rejection.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes _____ No _____

SPECIFICATIONS AND REQUIREMENTS

Prepare your line-itemized bid to clearly reflect specifications outlined below for **Parkland College - BID #2020-005**.

Printing Specifications

Publications (3): **COMMUNITY EDUCATION BROCHURES for FY20-Q3, FY20-Q4, FY21-Q1**

Quantity: FY20-Q3: 30,000 copies
 FY20-Q4: 30,000 copies
 FY21-Q1: 30,000 copies

Note: Quantities are approximate based on final mailing numbers.

Format: Booklet
Size: Flat: 17" wide x 11" high
 Finished: 8 1/2" wide x 11" high
 Trim size: no smaller than 8" x 10.5" – please specify final trim size

Number of text pages: FY20-Q3: 44 plus cover (48 total pages)
 FY20-Q4: 48 plus cover (52 total pages)
 FY21-Q1: 48 plus cover (52 total pages)

Note: Page count may vary.

Art to be provided: Camera-ready pages and/or electronic files

Stock: Text: 40# offset text white
 Cover: 100# gloss

Printing: Text: CMYK, two sides, some full bleed
 Cover: CMYK, two sides, full bleed

Proofs: Digital proof required

Binding: Fold: One fold to 8 1/2" x 11"
 Saddle stitched

Packaging: Bundle in units of 25 copies each; accuracy of count is important for mail distribution.

Delivery: Deliver the following number of copies to Champaign at the location designated:
 600 copies to Parkland College, 2400 West Bradley Avenue, Champaign, IL
 61821-1899.

Note:

- Parkland College requests the Printer provide a deduping process between the saturation list and brochure mailing list to improve the quality and ROI. Indicate this price separately in bid.
- Deliver approximately 29,400 copies to the Champaign Post Office. This number is based on post office figures obtained by the vendor from the carrier route information provided by Parkland College. Printer must contact Champaign Post Office prior to printing to verify actual numbers. If more than 29,400 copies are required for mailing, additional copies may need to be printed.

- Hold approximately 600 copies for Second Mailing List (to be mailed 4 weeks after original mailing). Printer will keep copies at facility and mail on specified date. Indicate any additional cost in bid beyond the normal printing and mailing.

Schedule

Camera-ready art uploaded to printer:

FY20-Q3: November 14, 2019
FY20-Q4: February 17, 2020
FY21-Q1: May 13, 2020 (approximate)

Delivery dates:

FY20-Q3: November 26, 2019
FY20-Q4: February 24, 2020
FY21-Q1: May 20, 2020 (approximate)

If the printed publications are not received by Parkland College within said period, Parkland College will deduct from the accepted bid price a sum equal to five percent (5%) of the accepted bid price for each week, or fraction thereof, that the publications are late.

OTHER INFORMATION

Subcontractors:

All subcontractors must be identified on the submitted bid. Failure to identify subcontractors may be grounds for determining the bid to be unacceptable.

Camera-Ready Art:

All camera-ready art remains the property of Parkland College. Return all camera-ready art work and supplementary materials to Parkland College upon completion of the job.

Additional Information:

If you have any questions regarding the noncredit class schedule, please contact Ruthie Counter at 217/373-3766 or rcounter@parkland.edu.

Does your bid comply? Yes _____ No _____

Bulk Mailing Specifications

Publications (3): **COMMUNITY EDUCATION BROCHURES for FY20-Q3, FY20-Q4, FY21-Q1**

Format: Magazine

Size: 8 1/2" wide x 11" high; saddle-stitched

Number of pages: FY20-Q3 - 44, FY20-Q4 - 48, FY21-Q1 - 48 (PLUS 4-p COVER)
(Sample attached for determining approximate weight.)

Packaging: Arrive from printer bundled in units of 25 copies each.

Number of mailings: THREE to be delivered to the Champaign Post Office:
FY20-Q3: November 26, 2019
FY20-Q4: February 24, 2020
FY21-Q1: May 20, 2020 (approximate)

Method: Carrier Route Mailing (Simplified Address Mailing by Carrier Route in Saturated Walk Sequence)
Estimated number of pieces: 29,400 per mailing
Tag bundles using carrier route totals by carrier route from the U.S. Post Office.
Deliver to Champaign Post Office.

Postal rate: Current nonprofit rates for this type of bulk mailing.

Data Update: Carrier route data is to be updated prior to each mailing to reduce the number of undeliverable copies.

Mailing Reports: Five days before delivery to post office, contact Amy Fleshner at 217/353-2054 or afleshner@parkland.edu with the total cost of postage.

Materials will be ready for the printer and sent electronically on:
FY20-Q3: November 14, 2019
FY20-Q4: February 17, 2020
FY21-Q1: May 13, 2020 (approximate)

Completed schedules must be delivered to the college no later than December 2, 2019, for FY20-Q3, March 4, 2020 for FY20-Q4, and May 29, 2019, for FY21-Q1, or 10 working days after receipt of materials. Printing must be in accordance with the specifications enclosed.

Does your bid comply? Yes _____ No _____

Carrier Routes for Parkland College Community Education Brochure Mailing - revised 07/01/2019

Carrier Route

60948R003
61801C008
61801C014
61802R005
61802R006
61820C024
61821C022
61821C023
61821C036
61821C039
61821C043
61821C047
61821C049
61821C053
61821C054
61821C060
61822R002
61822R003
61822R005
61822R006
61822R007
61822R010
61822R011
61822R014
61822R015
61822R016
61822R017
61853R001
61853R003
61853R004
61853R005
61853R006
61853R007
61853R008
61873R001
61873R003
61874R002
61874R003
61874R005

**PARKLAND COLLEGE
BID FORM**

Bid Price for Printing and Bulk Mailing of Community Education Brochures for FY20-Q3, FY20-Q4, and FY21-Q1 as per Bid Specifications:

PRINTING

Publications: **COMMUNITY EDUCATION BROCHURES** for FY20-Q3, FY20-Q4, FY21-Q1

Specify trim size: _____

FY20-Q3 COMMUNITY EDUCATION BROCHURE

44-page text, 4-color, 40# offset text white + 4-color 100# gloss cover

44 pages +/- four pages +/- eight pages

30,000 copies _____ _____ _____

Additional/less 1,000s _____ _____ _____

FY20-Q4 COMMUNITY EDUCATION BROCHURE

48-page text, 4-color, 40# offset text white + 4-color 100# gloss cover

48 pages +/- four pages +/- eight pages

30,000 copies _____ _____ _____

Additional/less 1,000s _____ _____ _____

FY21-Q1 COMMUNITY EDUCATION BROCHURE

48-page text, 4-color, 40# offset text white + 4-color 100# gloss cover

48 pages +/- four pages +/- eight pages

30,000 copies _____ _____ _____

Additional/less 1,000s _____ _____ _____

Company name _____

Address _____

Representative _____

Telephone _____

Subcontractors

Subcontractors for any phase of production must be identified on this bid form. Failure to specify subcontractors may be grounds for determining the bid to be unacceptable.

BULK MAILING

Publications (3): **COMMUNITY EDUCATION BROCHURES** for FY20-Q3, FY20-Q4, FY21-Q1

Updating carrier route counts, mail preparation, and delivery

Cost per 1,000 _____

COMMENTS: _____

Company name _____

Address _____

Representative _____

Telephone _____

Fax _____

Subcontractors

Subcontractors for any phase of mailing preparation must be identified on this bid form. Failure to specify subcontractors may be grounds for determining the bid to be unacceptable.
