The Board of Trustees of Lake Land College, Community College District No. 517, invites you to submit a sealed bid on the printing and mail preparation of the 2015 Spring, Summer and Fall Full Circle Magazine and Summer College for You\textsuperscript{TH}. New specifications are attached.

PROPOSAL FORM
1. This sealed bid is due in the Director of Communications and Creative Services Office at noon on September 15, 2014. Bids will be opened later that day.

2. The sealed bid envelope is to state: Full Circle Bid.

3. Lake Land College is not subject to sales tax and will sign exemption certificates for items carrying a Federal Excise Tax.

4. The contractor or vendor shall submit its F.E.I.N. (Federal Employer Identification Number). Failure to do so will result in the bid being declared ineligible.

5. The contractor or vendor shall supply the College with an equipment and software list, samples of 4-color work and paper samples. Examples must include 4-color photos. Failure to do so will result in the bid being declared ineligible. \textit{Even vendors who have printed the schedule in the past are expected to submit samples.}

6. The vendor must bid on all class schedules, and the bid must list the cost for printing and mail preparation for each publication. Failure to do so will result in the bid being declared ineligible.

7. No over runs accepted.

8. View the current regional issues at www.lakeland.cc.il.us/schedules

PRICES
1. Prices are to be firm for forty-five (45) days during which time the Board of Trustees of Lake Land College may add to quantities shown in bid forms as expediency demands.

2. Payment will be net forty-five (45) days after each completed printing and meeting of bid specifications.

3. The Lake Land College Board of Trustees reserves the right to reject any and all bids or any part thereof, and will be generally based on the basis of the attached specifications. Lake Land College reserves the right to tour the vendor’s facility and inspect equipment prior to bid award. The selection will be made in a manner which, in the opinion of the Board, appears to represent the best value for the money expended.

QUANTITY
1. The College reserves the right to alter the quantities of the schedules at no penalty. The College realizes the vendor will adjust prices accordingly.

PAYMENT PROCEDURES
General

1. The College will make payment on account of the Contract as follows:

   a. Upon completion of all work as directed in these specifications the Contractor or Vendor shall request payment in full.

   b. Payment will be made upon certification by the Director of Communications & Creative Services that the work meets all requirements of these specifications.

PAYMENTS WITHHELD

1. The Owner may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any payment to such an extent as may be necessary to protect the Owner from loss on account of:

   a. Defective work not remedied.

   b. A reasonable doubt that the Contract can be completed for the balance then unpaid.

2. When the above conditions are remedied payment will be made for the amounts withheld.

3. Should the Contractor fail to perform any work according to the specifications, or should he/she refuse to correct any work not done according to the drawings and specifications, the College may, after having given the Contractor ten days written notice, enter into an agreement with a third party to obtain such materials and labor necessary to meet the requirements of the Contract. The cost of such work shall be deducted from the final payment due the Contractor.

Sincerely,

Michael Kasdorf
Director of Facilities Planning

Enclosure
Bid Deadline: Noon – September 15, 2014

Bid Requirements: Bid Document for Printing and Mailing Preparation Specifications Lake Land College Full Circle. Samples of work and paper.

Number of Pages/Quantity:

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<tr>
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<th>Spring</th>
<th>Fall</th>
<th>Summer</th>
<th>Summer College for You™</th>
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<tr>
<td>Page #</td>
<td>36</td>
<td>36</td>
<td>36</td>
<td>12</td>
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<tr>
<td>Quantity</td>
<td>81,006</td>
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Approximately 80,606 postal drop mailers, 400 office copies per issue.

Magazine size is 16.5” x 10.75”
Finished—8.25” x 10.75”

4 Regional editions with one customized signature per issue.

Ink: Cover and Inside Cover: 4-color process with bleeds, reverses, screens, 4-color/halftones. Cover will be run through press one additional time with 4 black-only plate changes to print on the cover the Regional name, i.e. Northern Edition, Southern Edition, Eastern Edition, Western Edition.

Paper: Cover – 70# gloss text. Opacity and brightness above 90 Inside pages—30# newsprint Summer College for YOU™ self cover 50# uncoated offset, inside page 30# newsprint Samples required

Composition: Full Circle will be uploaded as native files or PDFs on CD/uploaded.

Proofs: Chromaline or equivalent color match proof of cover and Summer College for YOU™ cover required. Vendor will be required to provide a laser-quality or blueline proof of entire schedule prior to printing. May require minor corrections to be made by vendor after proof. Charges must be specified per line; hourly charges unacceptable. Proofs are to be sent overnight delivery at vendor’s expense. Final proofreading and approval required. Lake Land College reserves the right to review final corrections, and may do so at vendor’s facility. A minimum of 48 hours is required for the proof.

Equipment/Software Requirements: Web Press with Heat Set capabilities that prints at a minimum of 1,000 DPI and 100 LPI for text pages and sheetfed press for cover. Additional charges for use of or access to software or equipment is unacceptable. The following software in Windows format and equipment is
required: Adobe Creative Suites. Hardware that will accept Windows format for PDF files or Adobe Creative Suite Files.

**College Property Rights:**
The College is not financially responsible for changes or revisions to bring the project up to the original specifications. This agreement nullifies and/or waives any customary charges or terms of vendor.

**Schedule:**
Delivery to College and Post Offices except when indicated. On campus delivery must arrive before noon.

- Spring Full Circle – November 7, 2014
- *Summer Full Circle, Summer College for YOU*TH April 6, 2015, 10:00 a.m. –
- *Fall Full Circle – July 8, 2015, 10:00 a.m.
- * Approximate dates. Final delivery dates to be set by the college.

**Binding:**
Saddlestitch

**Shipping:**
Full Circles and Summer College for YOU*TH must be bundled in lots of 50 and properly banded or wrapped packed on skids. No boxes used. Delivery to College and Post Offices as determined by bid.

**Mail Preparation:**
Approximately 80,600 class schedules to be prepared for carrier route saturation mailing (bagged and sorted) per U.S. Postal requirements to all residential and business addresses in the prescribed distribution area. The College district includes all or parts of 15 counties, Lake Land College Mailroom assistant will provide a complete list of zip codes and routes for the prescribed distribution area. Mail counts must be updated by vendor each printing.

Four regional editions delivered to specific regional Post Offices.

**Required Communication with Mailroom:**
- Vendor must call Lake Land College Mailroom Assistant five days in advance of schedule delivery (217-234-5544).
- Total mail count and route counts must be faxed to Mailroom Assistant, (217) 235-3185 no later than five days prior to delivery of each printing and a copy of paperwork submitted to U.S. Post Office, Mattoon, IL.
- Mail preparation must be coordinated with the Mailroom Assistant, Fax (217) 235-5503 and Phone (217) 234-5544.
- Mail costs must be billed at each printing.
2015 Full Circle Printing and Mail Preparation – Second Bid
http://www.lakeland.cc.il.us/dv/ccs/news

Prepared by:

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Quantity:
- Spring Schedule – 81,006
- Summer Schedule – 81,006
- Summer College for YOUTH – 15,500
- Fall Schedule – 81,006

The printing will require one unique signature for four separate regional printings. Zipcode break down and quantity attached.

Binding: Saddlestitched

Price:

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College

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Total $______

Mail Preparation: $______ Total 3 printings (To be billed with each printing)

GRAND TOTAL: $______

Paper:
- Cover – 70# gloss
  Opacity __________ Brightness __________
- Text – 30# newsprint
  Opacity __________ Brightness __________

Correction Charges per line at blueline: ____________________________

Software/Equipment List Attached: ____ Paper Samples Enclosed: ____
4-color Heat set Web Press Publication Samples Enclosed: ____

Return to: Kelly Allee, Director of Communications and Creative Services, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938-9366 no later than noon, Sept. 15, 2014. Sealed envelope must be marked Full Circle bid.