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 **2013 Spring, Summer and Fall Class Schedules**. Specifications are attached.

**PROPOSAL FORM**

1. This sealed bid is due in the Director of Communications and Creative Services Office at Lake Land College, 5001 Lake Land Blvd., Mattoon, Illinois, on or before **noon, July 23, 2012**. Bids will be opened later that day.

2. The sealed bid envelope is to state: **Bid on 2013 Spring, Summer and Fall Full Circle.**

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 and 2-color work and paper samples. Failure to do so will result in the bid being declared ineligible. *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. An optional bid is available to print regional zones.

**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
Full Circle Class Schedule Bid Specifications
Lake Land College Communications and Creative Services Office
Mattoon, Illinois


Bid Requirements: Bid for Printing and Mailing Preparation Specifications
Lake Land College Class Schedules. Samples of work.

Number of Pages/Quantity:

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Fall</th>
<th>Summer</th>
<th>Summer College for Kids</th>
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<tbody>
<tr>
<td>Page #</td>
<td>36</td>
<td>36</td>
<td>36</td>
<td>12</td>
</tr>
<tr>
<td>Quantity</td>
<td>81,306</td>
<td>81,306</td>
<td>81,306</td>
<td>?</td>
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</tbody>
</table>

Approximately 80,606 postal drop mailers, 700 office copies

Magazine size is 16.5” x 10.75”
Finished—8.25” x 10.75” – Modified page specifications will be considered.

Ink: Cover: 4-color process. All other inside pages print black plus one PMS color.
Summer College for Kids – 4-color self-cover and inside black. Bleeds, reverses, duotones, screens, 4-color/halftones, as required.

Paper: Cover – 70# gloss text. Opacity and brightness above 90
Inside pages—50# uncoated offset opacity and brightness above 90
Summer College for Kids **self cover** 50# uncoated offset, opacity and brightness above 90
Samples required

Composition: Full Circle will be provided as natives files or PDFs on CD.

Proofs: Chromaline or equivalent color match proof of cover and Summer College for Kids 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. **Completed publication including all blueline edits shall be provided in PDF original formats on CD. Payment will be held if this requirement is not met.**

Equipment/Software Requirements: The following software in both MAC and Windows format and equipment is required: QuarkXPress and Adobe Creative Suites. Hardware that will accept both MAC and Windows format. Output device that prints at a minimum of 1,000 DPI and 100 LPI. Additional charges for use of or access to software or equipment is unacceptable.

College Property Rights: Vendor will provide Lake Land College with its last completed publication prepared in its entirety on a CD at no additional charge at the conclusion of each printing and the conclusion of this bid. **The CD must be mailed by the day the schedules are delivered by the printer. Payment will be held until this CD is**
received. 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 (dependent on bid) except when indicated. On campus delivery must arrive before noon.

Spring Full Circle – November 8, 2012
*Summer Full Circle, Summer College for Kids
  April 3, 2013, 10:00 a.m. – Only Summer Schedule is delivered to the Post Office
*Fall Full Circle – July 11, 2013, 10:00 a.m.

* Approximate dates. Final delivery dates to be set by the college.

Binding: Saddlestitch

Shipping: Full Circles 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 81,000 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.

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.

Optional Mailing Preparation Bid: Provide an alternate estimated postage amount for 81,000 pieces and additional delivery postal preparation fees with delivery to an alternate Post Office.

Optional Bid: 4 Regional editions with one signature customized. ZIP codes would be separated as per attached.
2013 Full Circle Printing and Mail Preparation

Quantity:  
Spring Schedule – 81,306  
Summer Schedule – 81,306  
Summer College for Kids – ?  
Fall Schedule – 81,306  

Quantity may be altered by College.

Binding:  
Saddlestitched

Price:  
Spring  $_________ +/- 8 pages  _________________  
Summer  $_________  
Fall  $_________  
Kids  $_________  
College  $_________  

Total  $_________  GRAND TOTAL:  $_________  

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

Alternate Mail Preparation Bid:  
Total estimated Postage per mailing (81,000 copies)  $____________________________

Provide an alternate estimated postage amount and additional delivery/postal preparation fees based upon the above with delivery to an alternate Post Office(s).

Total alternate estimated Postage per mailing (81,000 copies)  $____________________________

Additional delivery/postal preparation fees  $____________________________

TOTAL  $____________________________

Paper Weight:  
Cover  ___________ Opacity  ___________ Brightness  ___________

Text  ___________ Opacity  ___________ Brightness  ___________

Correction Charges per line at blueline:  
____________________________________________________________________________
Software/Equipment List Attached: ____ Paper Samples Enclosed: ____
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, July 23, 2012. Sealed envelope must be marked Full Circle bid.
Alternate Regional Edition Bid
2013 Full Circle Printing and Mail Preparation

Prepared by:

Name

Company

Address

City

State

Zip

Phone

Fax

Email

Quantity:

Spring Schedule – 81,306
Summer Schedule – 81,306
Summer College for Kids – ?
Fall Schedule – 81,306

Binding: Saddlestitched

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

Price:

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<tr>
<td>College</td>
<td>$</td>
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</tbody>
</table>

Total $ __________

We assume mail preparation and paper specs will remain the same as the traditional bid.

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, July 23, 2012. Sealed envelope must be marked Full Circle bid.