

SPECIFICATIONS

FOR

Lake Land Magazine Printing

Lake Land College District Number 517
Mattoon, Illinois 61938

PROJECT NO. 2017-003

Bid Date: March 17, 2017

SECTION 000101
TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
001113	Advertisement for Bids
002113	Instructions to Bidders
004146	Bid Form
012000	Payment Procedures
121219	Printing
121220	Supplementary Conditions
121221	Zip Codes for Mailing List

END OF SECTION

SECTION 001113

ADVERTISEMENT FOR BIDS

Bids: March 17, 2017
LAKE LAND COLLEGE DISTRICT #517
MATTOON, ILLINOIS
Project No. 2017-003

The Lake Land College District Number 517 Board of Trustees will receive sealed bids for printing and mail preparation of the 2017 Summer and Fall and 2018 Spring Magazine.

Bids will be received until 2:00 p.m. Central Time on Friday, March 17, 2017 in the office of the Vice President for Business Services in the Luther Student Center on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Obtain bidding documents/requirements at the office of the Vice President for Business Services, phone 217-234-5224 or bgleckler@lakelandcollege.edu.

The Board of Trustees reserves the right to waive irregularities and reject all bids or parts of bids.

Successful Prospective Vendors shall have the sole responsibility of complying with all aspects of existing Prevailing Wage Policies.

Lake Land College actively promotes continuing economic development in compliance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) . Successful Prospective Vendors shall have the sole responsibility of complying with all aspects.

Gary Cadwell
Chairperson - Lake Land College Board of Trustees

SECTION 002113

INSTRUCTIONS TO BIDDERS

PART 1 GENERAL

1.01 DEFINITIONS

- A. Lake Land College Board of Trustees will be hereafter referred to in this Specification as "The College" and all correspondence shall be addressed to: Bryan Gleckler, Vice President for Business Services, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938.
- B. A Bidder is a person or entity who submits a Bid to The College.
- C. Bidding Documents include the Advertisement for Bid, Instructions to Bidders, Bid Forms, Specifications, supplements and Addenda.
- D. Contract Documents include Contract forms, Specifications, Drawings, Addenda, and modifications.
- E. The Agreement (contract) is the written agreement between The College and Vendor setting forth the obligations of the parties thereunder, including but not limited to the performance of the work, the basis of payment and the contract time.
- F. The Work is the sum of services, materials and labor required to satisfy to provide the items as specified herein.
- G. A Bid is a complete and properly signed proposal to provide the materials and labor for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- H. The Base Bid is the sum stated in the Bid for which the Bidder offers to provide the equipment described in the Bidding Documents as the base, to which work may be added or from which work may be deleted for sums stated in Alternate Bids.
- I. An Alternate Bid is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding changes in the items, as described in the Bidding Documents are executed.
- J. A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or service as described in the Bidding Documents or in the proposed Contract Documents.

SECTION 002113

1.02 DOCUMENTS

- A. Copies of the Bidding Documents may be obtained at the office of the Vice President for Business Services, Lake Land College, 5001 Lake Land Boulevard, Mattoon, Illinois 61938; (217) 234-5224, blgeckler@lakelandcollege.edu.

1.03 EXAMINATION OF DOCUMENTS

- A. Bidders shall examine all documents, and shall inform themselves of all conditions of the work specified herein, including but not limited to; factors which may affect the time of completion, all of the conditions and requirements of the documents, and all other relevant matters which may affect the Work or the Bid. Failure to do so will not relieve a successful bidder of his obligation to provide all services, materials and labor necessary to carry out the provision of his contract for the sum stated thereon.
- B. Each Bidder, by submitting his bid represents that he has read and understands the bidding documents.

1.04 INTERPRETATIONS DURING BIDDING

- A. If any Bidder is in doubt as to the meaning of any part of the Bidding requirements, the bidder may submit a written request to: Bryan Gleckler, Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938; for an interpretation of that part.
- B. If any Bidder is in doubt as to the meaning of any part of the Printing Specifications, the bidder may submit a written request to: Kelly Allee, Director of Marketing & Public Relations, 5001 Lake Land Boulevard, Mattoon, Illinois 61938 or email at kallee@lakelandcollege.edu; for an interpretation of that part.
- C. Written requests for interpretations or clarifications must be made no later than five (5) working days prior to the Bid Date specified in the Advertisement for Bids.
- D. Any interpretation or change will be made only by Addenda numbered, dated, and issued by The College to each Bidder on record as having received a set of Bidding Documents and will be available for inspection wherever the Bidding Documents are kept available for that purpose. Lake Land College will not be responsible for any other explanations or interpretations of the Bidding Documents.

SECTION 002113

1.05 SUBSTITUTION OF PRODUCTS

- A. No substitutions shall be permitted.
- B. Bids shall not contain any recapitulation of the work to be done and no oral or telephone proposals or modifications will be considered.

1.06 QUALIFICATION OF BIDDERS

- A. Bidders may be disqualified and their Bids not considered for any of the following specific reasons:
 - 1. Reason to believe collusion exists among Bidders.
 - 2. The Bidder being interested in any litigation against The College.
 - 3. The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
 - 4. Lack of competency as revealed by the financial statement, experience, equipment, questionnaires, or qualification statement.
 - 5. Uncompleted work, which in the judgment of The College will prevent or hinder the prompt completion of additional work if awarded.
- B. If requested, a Bidder shall submit to The College a confidential Financial Statement in a sealed envelope.

1.07 PREPARATION OF BID:

- A. All bids must be submitted on the bid form contained herein. Oral, telephone, facsimile, electronic mail, or telegraph bids will not be accepted.
- B. The Bidder shall base the bid on materials complying with the Bidding Documents, and shall list all information where the bid form requires.
- C. The blank spaces in the bid form shall be filled in correctly with ink or typewritten. A bid form containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided:
 - 1. An alteration or erasure must be crossed out and the correction printed in ink or typewritten adjacent to the alteration or erasure.
 - 2. The person signing the bid must initial the correction in ink.
 - 3. In the event that any price used in determining the lowest responsible bid is expressed by the Bidder in both written and numerical form, the written representation shall govern in all cases.

SECTION 002113

- D. If the bid form includes alternates, each Bidder shall bid on each alternate. Failure to comply may be cause for rejection.
- E. If an individual submits Bid, he or his duly authorized agent must sign his name. If a firm, association or partnership submits the Bid, the name, address and title of each member must be given, and an official or duly authorized agent must sign the Bid. Powers of Attorney authorizing agents or others to sign Bids must be properly certified and must be in writing and submitted with the Bid.
- F. Bids from individuals or partnerships, if signed by an attorney-in-fact, shall have attached to the bid the Power of Attorney, evidencing the authority to sign the bid. If the bid is signed by any other legal entity, the authority of the person signing shall be attached to the bid.

1.08 EXEMPTION FROM SALES TAX ON MATERIALS

- A. The College is exempted by Section Three of the Illinois Use Tax Act (Sec 3, House Bill 1610 approved July 31, 1961. IL. Rev. Stat. 1961, Chap. 120 Sec 439.3) from paying any of the taxes imposed by that act and sales to The College are exempt by Section Two of the Illinois Retailer's Occupation Tax Act (Section2, House Bill 1609, Approved July 31, 1961 IL. Rev. Stat. 1961, Chap. 120 Sec.441) from any of the taxes imposed by that Act.

1.09 FEDERAL EMPLOYER IDENTIFICATION NUMBER

- A. The successful Bidder shall submit its Federal Employer Identification Number (F.E.I.N.). Failure to do so will result in disqualification.

1.10 IDENTIFICATION AND SUBMITTAL OF BID

- A. Each bid and all papers bound and attached to it shall be placed in an envelope and securely sealed therein. The envelope shall be plainly marked with the Name and address of the Bidder.
 - B. The envelope of the bid shall be addressed to:
Bryan Gleckler
Lake Land College
Lake Land College Magazine, Project #2017-003
5001 Lake Land Boulevard
Mattoon, Illinois, 61938
- C. Bids shall be delivered before the time set for the opening of the bids. Bids arriving by mail or otherwise after the time designated for the opening of bids will be returned unopened. Oral, telephone, facsimile, electronic mail, or telegraph bids shall not be accepted.

SECTION 002113

1.11 MODIFICATION OR WITHDRAWAL OF BID

- A. A bid may not be modified after submittal. Bidders may withdraw a bid at any time before opening. A Withdrawal of a Bid must be made in writing or in person by a bidder or his duly authorized agent. If a firm, association or partnership wishes to withdraw a bid, an official or duly authorized agent must sign the written request or appear in person.
- B. Once withdrawn, the bidder must submit a new bid prior to the opening in order to be considered.
- C. No Bid may be withdrawn or modified after the Bid opening except where the award of the Contract has been delayed beyond 60 days after date of Bid.

1.12 OPENING OF BIDS

- A. The Bids submitted will be opened at the time and place stated in the Advertisement for Bids and thereafter shall remain on file with The College.
- B. After Bids are opened, the Bids will be tabulated for comparison on the basis of the Bid prices and quantities shown on the Bids.
- C. The College reserves the right to withhold the award of the Contract for a period of 60 days from the date of the opening of Bids and no award will be made until The College is satisfied as to the responsibilities of the low Bidder.
- D. Until final award of the Contract, The College reserves the right to reject any or all Bids or proceed to do the work otherwise in the best interest of The College.

1.13 EVALUATION AND CONSIDERATION OF BIDS

- A. The College reserves the right to reject all bids or parts of bids, and to waive informalities therein.
- B. Bids will be evaluated on product quality, customer service, conformance to these specifications, and for value for the College.
- C. The College reserves the right to tour the vendor's facility and inspect equipment prior to bid award.

1.14 DISQUALIFICATION OF BIDS

- A. Bids will not be considered if they show any omissions, additions, alterations of form, conditions not requested, unauthorized alternate Bids or irregularities of any kind. However, The College reserves the right to waive any irregularities and to make the award in the best interest of The College.

SECTION 002113

- B. The Bidder acknowledges the right of The College to reject any or all Bids and to waive any informality or irregularity in any Bid received. In addition, the Bidder recognizes the right of The College to reject a Bid if the Bidder fails to submit the data required by the Bidding Documents.
- C. For the purpose of determining the lowest responsible bidder in the consideration of all bids submitted, The College reserves the right to accept or reject any or all alternates in the numerical order in which they appear on the bid form.

1.15 APPLICABLE LAWS

- A. All applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the Work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.
- B. Bidder's signatures shall be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to the Department of Human Rights Act, the Prevailing Wage Act for workers in our area, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specification.

1.16 EXECUTION OF THE CONTRACT

- A. The successful Bidder, if awarded the Project, shall sign the necessary Agreements with The College and furnish Payment and Performance Bonds and Certificates of Insurance, if required elsewhere in this document, but no such Agreement shall be in force and effect until it is executed by all parties, and the Payment and Performance Bonds and Certificates of Insurance have been approved.
- B. Within ten (10) calendar days of receiving The College-Contractor Agreement, the Vendor shall execute the Agreement and return it to The College; failure to return the Agreement within ten (10) calendar days may result in the rescinding of the Contract award.

SECTION 002113

1.17 RECORDS:

- A. The Vendor shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the Contract shall be available for review and audit, and the Vendor agrees to cooperate fully with any audit conducted and to provide full access to all relevant materials.

END OF SECTION

SECTION 004146

BID FORM

PROJECT IDENTIFICATION: Lake Land Magazine Printing, Project 2017-003

BID TO: Bryan Gleckler
Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois, 61938

BID FROM: _____

- 1.01 The undersigned Bidder agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform and furnish Work as specified or indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
1.02 In submitting this Bid, Bidder represents that:
A. This Bid will remain subject to acceptance for 60 days after the day of the bid opening.
B. The Owner has the right to reject this bid.
C. Bidder will sign and submit the Agreement with the Bonds or other documents required by the Bidding requirements within 10 days after the Owner's Notice of Award.
D. Bidder has copies of all the Bidding Documents.
E. Bidder has read and understands the enclosed specifications.
F. Bidder is familiar with federal, state and local laws and regulations as applicable to this Work.
G. This Bid is genuine and not made in the interest of or on the behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; Bidder has not solicited or induced a person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself an advantage over another Bidder or over the Owner.
H. Bidder has received the following addenda receipt of which is hereby acknowledged.

Date _____ Number _____

1.03 Bidder will provide all services, labor and materials as specified in accordance with the Contract Documents for the following price(s):
Each Issue: _____ Dollars (\$) _____ (figures)
Total (3Three Issues): _____ Dollars (\$) _____ (figures)
Mail Preparation: _____ Dollars (\$) _____ (figures)
Grand Total: _____ Dollars (\$) _____ (figures)

Paper: 60lb. coated #3 gloss Opacity _____ Brightness _____

Correction Charges per line/page at blue line: _____

___ Software/Equipment List Attached SUBMITTED on _____ 2017

___ Paper Samples Enclosed Company _____

___ 4-color Publication Samples Enclosed Address _____

___ Proof of non-profit postal permit

Signed _____

Note: Please complete form leaving no blanks or Bid shall be considered irregular and shall be disqualified. Printed _____

Phone _____

Email _____

END OF SECTION

SECTION 012000

PAYMENT PROCEDURES

PART 1 GENERAL

1.01 PAYMENTS

- A. The Owner will make payment on account of the Contract as follows:
1. Payments for Printing and Mail Preparation will be net forty-five (45) days after each of three completed printings per specifications. Vendor must supply one invoice for printing and one invoice for postage.
 2. The College reserves the right to alter the quantities of the schedules at no penalty. The vendor shall adjust prices accordingly.
 3. Upon completion of all work as directed in these specifications the Vendor shall request balance of contract sum.
 4. Final payment will be made upon certification by the Director of Marketing & Public Relations that the work meets all requirements of these specifications.

1.02 PAYMENTS WITHHELD

- A. 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:
1. Defective work not remedied.
 2. A reasonable doubt that the Contract can be completed for the balance then unpaid.
- B. When the above conditions are remedied payment will be made for the amounts withheld.
- C. 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.

END OF SECTION

SECTION 121219

PRINTING

PART 1 GENERAL

1.01 SCOPE

A. General

1. Lake Land College Magazine is provided each semester for the students and residents of Lake Land College District #517 by Marketing & Public Relations at Lake Land College. This magazine introduces new and prospective students and their families to Lake Land College to provide them with resources to get started or continue their education with us.
2. Lake Land College seeks Bids from qualified Vendors for Printing and Mail Preparation of the Lake Land College Magazine.
3. The purpose of these specifications is to establish minimum requirements and standards for Printing and Mail Preparation of the Lake Land College Magazine.
4. Bids shall be for Printing and Mail Preparation complete, including, but not limited to labor, materials, transportation, and there shall be no hidden costs.
5. Bidder shall provide documentation in sufficient detail for Owner to compare their Bid to Bids by other Prospective Vendors.
6. If a Prospective Vendor is unable to comply with any of the following specifications, the Prospective Vendor shall submit in writing the reason for noncompliance. Noncompliance with any specification is grounds for rejection of the entire Bid. The Owner reserves the right to reject any Bid which does not meet these specifications.
7. Correction cost shall be specified per-page as indicated on Bid form; hourly charges are unacceptable.
8. No over runs shall be accepted.
9. View the current issue at www.lakelandcollege.edu
10. Vendor's non-profit postal indicia and permit will be used and postage will be billed through the vendor to The College.
11. Vendor shall bill mail preparation costs with each issue.

SECTION 121219

- B. Submittals
 - 1. Samples of work and paper
 - a) The contractor or Vendor shall supply the College with an equipment and software list, samples of 4-color work and paper samples.
 - b) Examples must include 4-color photos on paper being submitted in the bid. Failure to do so shall result in the bid being declared ineligible.
 - c) All Vendors are expected to submit samples. No exceptions.
 - d) All Vendors must submit proof of a non-profit postal permit.

PART 2 MATERIALS

2.01 PRINTING AND MAILING PREPARATION

- A. Quantity: 82,225 Saturation Mail + 100 office copies = 82,325
- B. Paper: 60# coated #3 gloss. Opacity and brightness above 90
- C. Page Count: 24 page-self cover
- D. Trim size: Landscape piece magazine binding, 9.25 inches tall and 10.5 inches wide
- E. Ink: 4-color process with bleeds
- F. Binding: Saddle stitch
- G. Composition: Magazine shall be uploaded as native files or PDFs
- H. Proofs:
 - 1. In addition to a PDF proof, Vendor shall provide a chromaline equivalent proof and laser-quality proof of entire magazine prior to printing.
 - 2. Proofs are to be sent overnight delivery at Vendor's expense.
 - 3. Vendor shall make corrections indicated by the College and resubmit proofs for review by College personnel.
 - 4. The College reserves the right to review corrections, and may do so at the location of the College's choosing.

SECTION 121219

5. A minimum of 48 hours is required for proofing.
6. Final proofreading and approval by the College required prior to production.

PART 3 EXECUTION

3.01 COLLEGE PROPERTY RIGHTS:

- A. The cost of changes or revisions required to bring the project up to the specifications shall be borne by the Vendor. This agreement nullifies and/or waives any customary charges, fees or terms of Vendor.

3.02 SCHEDULE:

- A. Summer – July 10, 2017 postal drop; files delivered on June 22, 2017
Fall – November 6, 2017 postal drop; files delivered on October 20, 2017
Spring – April 9, 2018 postal drop; files delivered on March 23, 2018

3.03 SHIPPING:

- A. Delivery to College and Post Offices required. On campus delivery must arrive before noon.

3.04 MAIL PREPARATION:

- A. Approximately 82,225 magazines to be prepared for carrier route saturation mailing (bagged and sorted) per U.S. Postal requirements to all residential and select business addresses in the prescribed distribution area using vendor's non-profit permit number.
- B. The College district includes all or parts of 15 counties. See attachment for zip codes.
- C. Mail counts must be updated by Vendor each printing.

3.05 REQUIRED COMMUNICATION WITH MAILROOM:

- A. Vendor must contact the Director of Marketing & Public Relations at 217-234-5215 to communicate the postage cost.

END OF SECTION

SECTION 121220

SUPPLEMENTARY CONDITIONS

PART 1 GENERAL

1.25 BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT

- A. On August 25, 2015, Governor Rauner signed into law the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575), effective immediately. The Act stipulates certain requirements regarding the use of businesses owned by minorities, females and persons with disabilities for the procurement of goods and services by State agencies, universities, and community colleges.
- B. The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").
- C. Certified Business Enterprise Contractors
 1. In determining whether a business is owned by a minority, female, or person with disabilities, the College shall require the business to provide proof of certification by the Business Enterprise Council, an entity delegated the authority to make certifications by the Business Enterprise Council, or by a state agency with statutory authority to make such a certification, that the business entity is owned by a minority, female, or person with a disability, or by submitting an ownership affidavit provided by the College.
- D. Subcontractors and Suppliers
 1. The College's aspirational goals are based on the total dollar amounts awarded to businesses owned by minorities, females, and persons with disabilities. All funds awarded to any certified subcontractors and/or suppliers shall be included for the College's aspirational goals, so long as the expenditures are direct, necessary, and proximately related to the work or service of the contract.

SECTION 121220

- E. Evaluation of Contracts to Facilitate Aspirational Goals
 - 1. These procedures shall not eliminate, alter, reduce, alleviate or modify in any way the College's procedures for purchasing. However, in addition to the College's purchasing procedures, the College shall evaluate all contracts, except those subject to federal reimbursement, to determine whether the bidder or contracting party assists the College in meeting its aspirational goals as set forth above, and increase the participation of businesses owned by minorities, females, and persons with disabilities in contracts with the College.
- F. Bidding Requirements.
 - 1. Bid Documents
 - a. When the College procedures and/or state law require the College to competitively bid a contract, the College shall state in its bid documents the College's aspirational goal for the contract. The College's bid documents shall also require each bid submitted for a contract to include: (i) the bidder's name, (ii) the bid amount, and (iii) a business enterprise program utilization plan indicating the percentage of disadvantaged businesses that will be awarded by the bid.
 - 2. Lowest, Responsive and Responsible Bidder
 - a. As required by state law and the College's purchasing procedures, the College shall award contracts subject to state public bidding requirements to the lowest, responsive and responsible bidder. A bidder's failure to complete a utilization plan or submit necessary certifications shall be an issue of "responsiveness" which may make the bidder ineligible to receive the contract. In awarding contracts, the College shall also consider that the definition of "lowest responsible bidder" is broader than "lowest bidder" or "financially responsible", and that in proper circumstances, certain public interests can be considered as "responsible" in the College's discretion as allowed by applicable state laws, rules or regulations.
 - 3. Opportunity to Cure
 - a. In the event that a bidder offers the lowest, responsive and responsible bid but fails to meet the contract's aspirational goals, the College shall notify the bidder of this deficiency and give the bidder no more than ten (10) days to cure that deficiency. The College may provide the bidder with sufficient information necessary to obtain the Business Enterprise Council's list of certified businesses owned by minorities, females and persons with disabilities. The bidder may only cure this deficiency by subcontracting with businesses that are certified as provided in these procedures.
 - 4. Good Faith Effort Procedures
 - a. If the bidder cannot meet the contract's aspirational goal, the bidder must document in the utilization plan its good faith efforts that could reasonably have been expected to meet the goal. The College shall consider the quality, quantity, and intensity of the bidder's efforts, and may evaluate the bidder's:

SECTION 121220

- i) Solicitation through all reasonable and available means of certified subcontractors, suppliers, and/or vendors that have the capability to perform the work required by the contract. The bidder must solicit this interest to give certified businesses sufficient time to respond to the solicitation, must provide adequate information about the plans, specifications, and contract requirements in a timely manner, and must take appropriate steps to follow up initial solicitations.
 - ii) Use of resources from the College, the Business Enterprise Council, and any other business or community groups that provide assistance in the recruitment and placement of certified businesses.
 - iii) Selection of portions of the contract work to be performed by certified vendors to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items or services into economically feasible units to facilitate participation by certified businesses, even when the bidder might otherwise prefer to perform the work or services with its own employees.
 - iv) Negotiation in good faith with interested certified businesses. In order to show good faith efforts, the bidder's utilization plan shall include the names, addresses, and telephone numbers of certified businesses that were considered, and an explanation for why an agreement could not be reached.
 - v) Thorough investigation of the capabilities of certified businesses and not rejecting them as unqualified without sound reasons.
 - vi) Efforts to assist interested certified businesses in obtaining contract required lines of credit, insurance, equipment, supplies, materials, or other related assistance or services.
5. Award of Contract
- a. If the College determines that the bidder is the lowest, responsive and responsible bidder and has either met the contract's aspirational goals or has made a good faith effort to meet the goal, the College may award the contract to the bidder. The College shall have the right to reject all bids and re-bid the contract in its sole discretion.
6. Incorporation into Contract
- a. The successful bidder's utilization plan shall become part of the awarded contract and shall not be modified or amended without the College's written consent.

END OF SECTION

ZipCode	CRRT	City	Total		
61911	B001	ARTHUR	52		
61911	B002	ARTHUR	33		
61911	B003	ARTHUR	28		
61911	B004	ARTHUR	13		
61911	C001	ARTHUR	514		
61911	C002	ARTHUR	348		
61911	R001	ARTHUR	541		
61912	B001	ASHMORE	51		
61912	B002	ASHMORE	42		
61912	B003	ASHMORE	23		
61912	R001	ASHMORE	424		
61912	R002	ASHMORE	20		
61914	B001	BETHANY	91		
61914	B002	BETHANY	67		
61914	B003	BETHANY	34		
61914	B004	BETHANY	45		
61914	B005	BETHANY	24		
61914	B006	BETHANY	11		
61914	B007	BETHANY	26		
61914	B008	BETHANY	15		
61914	R001	BETHANY	137		
61914	R002	BETHANY	385		
61917	R001	BROCTON	194		
61920	C002	CHARLESTON	647		
61920	C003	CHARLESTON	578		
61920	C004	CHARLESTON	772		
61920	C007	CHARLESTON	538		
61920	C008	CHARLESTON	602		
61920	C012	CHARLESTON	552		
61920	R001	CHARLESTON	529		
61920	R002	CHARLESTON	593		
61920	R003	CHARLESTON	657		
61920	R004	CHARLESTON	547		
61920	R005	CHARLESTON	762		
61928	R001	GAYS	315		
61930	B001	HINDSBORO	48		
61930	B002	HINDSBORO	50		
61930	B003	HINDSBORO	16		
61930	R024	HINDSBORO	117		
61931	B001	HUMBOLDT	58		
61931	B002	HUMBOLDT	43		
61931	B003	HUMBOLDT	20		
61931	R001	HUMBOLDT	371		
61933	B001	KANSAS	58		
61933	B002	KANSAS	53		
61933	B003	KANSAS	58		

61933	B004	KANSAS	53		
61933	B005	KANSAS	48		
61933	R001	KANSAS	221		
61937	B003	LOVINGTON	50		
61937	B004	LOVINGTON	33		
61937	R002	LOVINGTON	335		
61938	C001	MATTOON	768		
61938	C002	MATTOON	667		
61938	C003	MATTOON	593		
61938	C004	MATTOON	587		
61938	C005	MATTOON	589		
61938	C008	MATTOON	613		
61938	C009	MATTOON	501		
61938	C010	MATTOON	598		
61938	C011	MATTOON	563		
61938	C012	MATTOON	658		
61938	C014	MATTOON	493		
61938	C015	MATTOON	563		
61938	C069	MATTOON	655		
61938	R001	MATTOON	485		
61938	R002	MATTOON	574		
61938	R003	MATTOON	498		
61938	R004	MATTOON	547		
61938	R005	MATTOON	554		
61938	R006	MATTOON	219		
61943	B001	OAKLAND	44		
61943	B002	OAKLAND	37		
61943	B003	OAKLAND	34		
61943	B004	OAKLAND	30		
61943	B005	OAKLAND	26		
61943	B006	OAKLAND	30		
61943	B007	OAKLAND	26		
61943	B008	OAKLAND	29		
61943	B009	OAKLAND	22		
61943	R001	OAKLAND	176		
61943	R002	OAKLAND	303		
61944	B001	PARIS	60		
61944	B002	PARIS	42		
61944	B003	PARIS	31		
61944	B004	PARIS	33		
61944	B005	PARIS	17		
61944	B006	PARIS	35		
61944	B007	PARIS	24		
61944	B008	PARIS	30		
61944	B009	PARIS	33		
61944	B010	PARIS	28		
61944	B011	PARIS	33		

61944	B012	PARIS	8		
61944	C001	PARIS	485		
61944	C002	PARIS	567		
61944	C003	PARIS	536		
61944	C004	PARIS	131		
61944	C005	PARIS	656		
61944	C006	PARIS	562		
61944	C007	PARIS	491		
61944	R001	PARIS	456		
61944	R002	PARIS	520		
61944	R003	PARIS	436		
61944	R004	PARIS	419		
61944	R005	PARIS	232		
61944	R006	PARIS	350		
61949	B001	REDMON	40		
61949	B002	REDMON	39		
61949	B003	REDMON	5		
61951	B001	SULLIVAN	41		
61951	B002	SULLIVAN	23		
61951	B003	SULLIVAN	29		
61951	B004	SULLIVAN	27		
61951	B005	SULLIVAN	13		
61951	B006	SULLIVAN	28		
61951	C001	SULLIVAN	566		
61951	C002	SULLIVAN	521		
61951	C003	SULLIVAN	548		
61951	C004	SULLIVAN	304		
61951	R001	SULLIVAN	460		
61951	R002	SULLIVAN	439		
61951	R003	SULLIVAN	459		
61951	R005	SULLIVAN	301		
61955	B001	VERMILION	66		
61955	B002	VERMILION	34		
61957	B001	WINDSOR	17		
61957	B002	WINDSOR	16		
61957	C001	WINDSOR	443		
61957	R001	WINDSOR	327		
61957	R002	WINDSOR	66		
62011	R601	BINGHAM	119		
62080	B001	RAMSEY	32		
62080	B002	RAMSEY	38		
62080	B003	RAMSEY	40		
62080	B004	RAMSEY	27		
62080	B005	RAMSEY	8		
62080	R001	RAMSEY	417		
62080	R002	RAMSEY	317		
62080	R003	RAMSEY	155		

62083	B001	ROSAMOND	38		
62083	R001	ROSAMOND	75		
62401	C001	EFFINGHAM	491		
62401	C002	EFFINGHAM	505		
62401	C003	EFFINGHAM	519		
62401	C004	EFFINGHAM	419		
62401	C005	EFFINGHAM	454		
62401	C006	EFFINGHAM	496		
62401	C008	EFFINGHAM	448		
62401	R001	EFFINGHAM	541		
62401	R002	EFFINGHAM	569		
62401	R003	EFFINGHAM	483		
62401	R004	EFFINGHAM	592		
62401	R005	EFFINGHAM	718		
62401	R006	EFFINGHAM	900		
62401	R007	EFFINGHAM	808		
62401	R008	EFFINGHAM	753		
62401	R009	EFFINGHAM	654		
62411	B001	ALTAMONT	90		
62411	B002	ALTAMONT	42		
62411	B003	ALTAMONT	9		
62411	B004	ALTAMONT	6		
62411	B005	ALTAMONT	4		
62411	C001	ALTAMONT	470		
62411	R001	ALTAMONT	519		
62411	R002	ALTAMONT	475		
62411	R003	ALTAMONT	410		
62414	B001	BEECHER CITY	61		
62414	B002	BEECHER CITY	37		
62414	B003	BEECHER CITY	6		
62414	R001	BEECHER CITY	159		
62414	R002	BEECHER CITY	365		
62414	R003	BEECHER CITY	166		
62418	B001	BROWNSTOWN	32		
62418	B002	BROWNSTOWN	46		
62418	B003	BROWNSTOWN	41		
62418	B004	BROWNSTOWN	20		
62418	R002	BROWNSTOWN	12		
62418	R005	BROWNSTOWN	354		
62418	R006	BROWNSTOWN	411		
62420	B001	CASEY	65		
62420	B002	CASEY	51		
62420	B003	CASEY	42		
62420	B004	CASEY	34		
62420	B005	CASEY	9		
62420	B006	CASEY	10		
62420	C001	CASEY	479		

62420	C002	CASEY	486		
62420	R001	CASEY	340		
62420	R002	CASEY	380		
62420	R003	CASEY	310		
62422	B001	COWDEN	82		
62422	B002	COWDEN	70		
62422	B003	COWDEN	19		
62422	B004	COWDEN	23		
62422	R001	COWDEN	336		
62423	R001	DENNISON	329		
62424	B001	DIETERICH	47		
62424	B002	DIETERICH	8		
62424	B003	DIETERICH	6		
62424	B004	DIETERICH	35		
62424	R001	DIETERICH	368		
62424	R002	DIETERICH	391		
62426	B001	EDGEWOOD	37		
62426	B002	EDGEWOOD	19		
62426	B003	EDGEWOOD	18		
62426	R001	EDGEWOOD	402		
62428	B001	GREENUP	54		
62428	B002	GREENUP	37		
62428	B003	GREENUP	38		
62428	B004	GREENUP	41		
62428	B005	GREENUP	44		
62428	B006	GREENUP	55		
62428	B007	GREENUP	40		
62428	B008	GREENUP	16		
62428	R001	GREENUP	556		
62428	R002	GREENUP	431		
62428	R003	GREENUP	149		
62431	B001	HERRICK	34		
62431	B002	HERRICK	25		
62431	B003	HERRICK	21		
62431	B004	HERRICK	17		
62431	B005	HERRICK	25		
62431	B006	HERRICK	26		
62431	R001	HERRICK	370		
62436	B001	JEWETT	24		
62436	B002	JEWETT	11		
62436	R001	JEWETT	236		
62440	B001	LERNA	69		
62440	B002	LERNA	50		
62440	R001	LERNA	426		
62441	B001	MARSHALL	60		
62441	B002	MARSHALL	68		
62441	B003	MARSHALL	35		

62441	B004	MARSHALL	30		
62441	B005	MARSHALL	15		
62441	B006	MARSHALL	2		
62441	C001	MARSHALL	461		
62441	C002	MARSHALL	527		
62441	C003	MARSHALL	238		
62441	R001	MARSHALL	386		
62441	R002	MARSHALL	395		
62441	R003	MARSHALL	417		
62441	R004	MARSHALL	491		
62441	R005	MARSHALL	43		
62441	R006	MARSHALL	466		
62442	B001	MARTINSVILLE	29		
62442	B002	MARTINSVILLE	26		
62442	B003	MARTINSVILLE	53		
62442	B004	MARTINSVILLE	50		
62442	B005	MARTINSVILLE	49		
62442	B006	MARTINSVILLE	60		
62442	R001	MARTINSVILLE	249		
62442	R002	MARTINSVILLE	256		
62442	R003	MARTINSVILLE	341		
62443	B001	MASON	39		
62443	B002	MASON	32		
62443	R001	MASON	408		
62443	R003	MASON	152		
62445	B001	MONTROSE	29		
62445	B002	MONTROSE	40		
62445	R001	MONTROSE	310		
62447	B001	NEOGA	56		
62447	B002	NEOGA	48		
62447	B003	NEOGA	54		
62447	B004	NEOGA	50		
62447	B005	NEOGA	42		
62447	B006	NEOGA	35		
62447	B007	NEOGA	15		
62447	B008	NEOGA	9		
62447	R001	NEOGA	422		
62447	R002	NEOGA	535		
62447	R003	NEOGA	151		
62448	R001	NEWTON	368		
62448	R004	NEWTON	416		
62458	B001	SAINT ELMO	31		
62458	B002	SAINT ELMO	26		
62458	B003	SAINT ELMO	26		
62458	C001	SAINT ELMO	440		
62458	C002	SAINT ELMO	66		
62458	R001	SAINT ELMO	79		

62458	R002	SAINT ELMO	377		
62461	B001	SHUMWAY	6		
62461	B002	SHUMWAY	16		
62461	B003	SHUMWAY	11		
62461	R001	SHUMWAY	349		
62462	B001	SIGEL	46		
62462	B002	SIGEL	42		
62462	R001	SIGEL	347		
62463	B001	STEWARDSON	36		
62463	B002	STEWARDSON	34		
62463	B003	STEWARDSON	23		
62463	B004	STEWARDSON	11		
62463	B005	STEWARDSON	12		
62463	B006	STEWARDSON	7		
62463	B007	STEWARDSON	15		
62463	R001	STEWARDSON	411		
62465	B001	STRASBURG	73		
62465	B002	STRASBURG	28		
62465	B003	STRASBURG	38		
62465	R001	STRASBURG	253		
62467	R001	TEUTOPOLIS	444		
62467	R003	TEUTOPOLIS	255		
62467	R004	TEUTOPOLIS	518		
62468	B001	TOLEDO	60		
62468	B002	TOLEDO	48		
62468	B003	TOLEDO	63		
62468	B004	TOLEDO	27		
62468	B005	TOLEDO	53		
62468	B006	TOLEDO	31		
62468	R001	TOLEDO	448		
62468	R002	TOLEDO	483		
62469	B001	TRILLA	61		
62469	R001	TRILLA	131		
62473	B001	WATSON	68		
62473	B002	WATSON	54		
62473	R002	WATSON	422		
62474	B001	WESTFIELD	63		
62474	B002	WESTFIELD	15		
62474	B003	WESTFIELD	7		
62474	B004	WESTFIELD	27		
62474	B005	WESTFIELD	20		
62474	R001	WESTFIELD	238		
62477	B001	WEST UNION	15		
62477	B002	WEST UNION	11		
62477	B003	WEST UNION	10		
62477	R001	WEST UNION	50		
62477	R002	WEST UNION	349		

62534	B001	FINDLAY	56		
62534	B002	FINDLAY	23		
62534	B003	FINDLAY	46		
62534	B004	FINDLAY	21		
62534	B005	FINDLAY	37		
62534	B006	FINDLAY	21		
62534	R001	FINDLAY	350		
62553	B001	OCONEE	25		
62553	B002	OCONEE	9		
62553	R001	OCONEE	178		
62557	C001	PANA	484		
62557	C003	PANA	187		
62557	C004	PANA	484		
62557	C005	PANA	548		
62557	C006	PANA	638		
62557	R001	PANA	249		
62557	R002	PANA	269		
62557	R003	PANA	485		
62557	R004	PANA	150		
62565	C001	SHELBYVILLE	279		
62565	C002	SHELBYVILLE	499		
62565	C003	SHELBYVILLE	453		
62565	C004	SHELBYVILLE	511		
62565	R001	SHELBYVILLE	434		
62565	R002	SHELBYVILLE	569		
62565	R003	SHELBYVILLE	401		
62565	R004	SHELBYVILLE	449		
62571	B001	TOWER HILL	62		
62571	B002	TOWER HILL	50		
62571	B003	TOWER HILL	21		
62571	B004	TOWER HILL	28		
62571	B005	TOWER HILL	3		
62571	R001	TOWER HILL	164		
62571	R002	TOWER HILL	299		
62838	B001	FARINA	43		
62838	B002	FARINA	33		
62838	B003	FARINA	18		
62838	R002	FARINA	255		
62858	R004	LOUISVILLE	340		
62880	B001	SAINT PETER	47		
62880	B002	SAINT PETER	31		
62880	B003	SAINT PETER	10		
62880	B004	SAINT PETER	11		
62880	R001	SAINT PETER	209		
61942	PBOX	Hume Shiloh area	171		
61942	R001	Hume Shiloh area	157		
61942	R002	Hume Shiloh area	218		

61932	PBOX	Hume Shiloh area	69		
61932	R001	Hume Shiloh area	67		
61932	R002	Hume Shiloh area	98		
TOTAL			82209		