

SPECIFICATIONS
FOR
Printing and Mail Preparation
Of Lake Land College Magazine

Lake Land College District Number 517
Mattoon, Illinois 61938

PROJECT NO. 2015-004

Bids Due; May 21, 2015



Community College District Number 517
Mattoon, Illinois

SECTION 001113

ADVERTISEMENT FOR BIDS

Bids: May 21, 2015
LAKE LAND COLLEGE DISTRICT #517
MATTOON, ILLINOIS
Project No. 2015-004

The Lake Land College District Number 517 Board of Trustees will receive sealed bids for printing and mail preparation of the 2015-2016 Summer, Fall, and Spring Magazine.

Bids will be received until 12:00 PM Central Time on Thursday, May 21, 2015 in the office of the Director of Facilities Planning in Neal Hall on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Obtain bidding documents/requirements at the office of the Director of Facilities Planning, phone (217) 234-5431, mkasdorf@lakelandcollege.edu or by visiting our News Room at www.lakelandcollege.edu/dv/ccs/news/bids.

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

Gary Cadwell
Chairperson - Lake Land College Board of Trustees

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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: Mike Kasdorf, Director of Facilities Planning, 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.

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1.02 DOCUMENTS

- A. Copies of the Bidding Documents may be obtained at the office of the Director of Facilities Planning, Lake Land College, 5001 Lake Land Boulevard, Mattoon, Illinois 61938; (217) 234-5431, mkasdorf@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, they may submit a written request to: Mike Kasdorf, Director of Public Safety and Facilities Planning, 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, they may submit a written request to: Kelly Allee, Director of Marketing and Public Relations, 5001 Lake Land Boulevard, Mattoon, Illinois 61938; 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.

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.

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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.
- D. If the bid form includes alternates, each Bidder shall bid on each alternate. Failure to comply may be cause for rejection.

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- 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 (Section 2, 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:

Mike Kasdorf
Lake Land College
Lake Land College Magazine, Project #2014-004
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.

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

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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 publicly read aloud** 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.
- 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.

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- 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.

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

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BID FORM

PROJECT IDENTIFICATION: Lake Land Magazine Printing, Project 2015-004

BID TO: Michael Kasdorf
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 (\$) _____
(use words) (figures)
Total (3Three Issues): _____ Dollars (\$) _____
(use words) (figures)
Mail Preparation: _____ Dollars (\$) _____
(use words) (figures)
Grand Total: _____ Dollars (\$) _____
(use words) (figures)

Paper: 50lb. coated #3 gloss Opacity _____ Brightness _____
Opacity _____ Brightness _____

Correction Charges per line/page at blue line: _____

_____ Software/Equipment List Attached SUBMITTED on _____, 2015

_____ Paper Samples Enclosed Company _____

_____ 4-color Publication Samples Enclosed Address _____

Signed _____

Note: Complete form leaving no blanks or Bid shall be considered Printed _____

irregular and shall be disqualified. 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.
 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 and 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

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PRINTING

PART 1 GENERAL

1.01 SCOPE

A. General

1. Lake Land College Magazine (formerly Full Circle) is provided each semester for the students and residents of Lake Land College District #517 by Marketing and 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-line 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/schedules.

A. Submittals

1. Samples of work and paper

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- 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. Failure to do so shall result in the bid being declared ineligible.
- c) All Vendors are expected to submit samples. No exceptions.

PART 2 MATERIALS

2.01 PRINTING AND MAILING PREPARATION

- A. Quantity: 81,200 Saturation Mail + 400 office copies = 81,600
- B. Paper: 50# coated #3 gloss. Opacity and brightness above 90
- C. Page Count: 24 page-self cover
- D. Trim size: 10.5 by 9.25
- 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 laser-quality or blue line 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.
 5. A minimum of 48 hours is required for proofing.
 6. Final proofreading and approval by the College required prior to production.

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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 9, 2015
Fall – November 6, 2015
Spring – April 6, 2016
* Approximate dates.
Final delivery dates to be set by the College.

3.03 SHIPPING:

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

3.04 MAIL PREPARATION:

- A. Approximately 81,200 magazines 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.
- B. The College district includes all or parts of 15 counties, Lake Land College Mailroom Assistant shall provide a complete list of zip codes and routes for the prescribed distribution area.
- C. Mail counts must be updated by Vendor each printing.

3.05 REQUIRED COMMUNICATION WITH MAILROOM:

- A. Vendor must call Lake Land College Mailroom Assistant seven days in advance of product delivery (217-234-5544).
- B. 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.
- C. Mail preparation must be coordinated with the Mailroom Assistant, Fax (217) 235-5503 and Phone (217) 234-5544.

END OF SECTION