

TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.4
May 9, 2024

The Board of Trustees invites you to submit a proposal on the item(s) listed below. All prices are to be F.O.B. Triton College. We reserve the right to accept or reject any or all parts of this bid.


Sean O'Brien Sullivan
Vice President - Business Services

QUANTITY ARTICLE, DESCRIPTION

Triton College Connect Newsletter

SEE ATTACHED SPECIFICATIONS

**BID OPENING: 1:30 P.M., LOCAL TIME, Thursday, May 23, 2024
IN ROOM A 300 (Learning Resource Center).**

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT.
3475, OR 3542.

This proposal is to be received by TRITON COLLEGE - BUSINESS OFFICE, ROOM A 306 (Learning Resource Building), located at 2000 Fifth Avenue, River Grove, IL, 60171 on May 23, 2024, before 1:30 PM., local time. It is the Bidder's responsibility to have the proposal received in the Business Office by the deadline. Hand Delivered, Messengered, Express Shipping Agent, or trackable delivery service is required. Timely delivery in the Business Office (A-306) is the sole responsibility of the Bidder. The Mailbox Rule shall not apply or deem a bid timely received. Electronic submissions and facsimile copies are not permissible. We agree to furnish the above-described goods at the price(s) above, and further, that this quotation will remain firm for sixty (60) days.

FIRM: _____ SIGNATURE: _____
(IN INK) OFFICER OF COMPANY

ADDRESS: _____ CONTACT: _____
REPRESENTATIVE

CITY & STATE: _____ TELEPHONE: _____

SPECIFICATIONS

Name

Triton College Connect Newsletter - 4 issues printed and mailed at various times throughout our fiscal year (July 2024 through June 2025).

Quantity

142,500 per issue; give price for additional M's.

Size and bindery

4 page self-cover (One 21 x 12.5 sheet folded to 10.5 x 12.5).

Ink

Four-color (process) throughout.

Paper

60# gloss text Note: Clearly indicate whether or not cost of paper is included in base price of bid.

Bleeds

No bleeds.

Copy

Files provided via e-mail.

Turnaround

Each issue will require a ten-day turnaround.

Proofs

A PDF of the complete job is to be submitted to Triton College for approval before printing.

Delivery

142,250 copies to be prepared for simplified mailing and delivered to the CAROL STREAM POST OFFICE 550 Fullerton Ave, Carol Stream, IL 60188.

250 copies delivered to Triton College.

NEWSLETTERS PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602.

Quote cost per thousand for simplified mailing.

PRINTER MUST PROVIDE TRITON COLLEGE WITH A CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION THAT IS USPS certified and VALID WITHIN 90 DAYS BEFORE THE MAILING DATE (Must Submit with final bid, or the bid will be deemed incomplete). The mailing is prepared by the printer in accordance with the Domestic Mail Manual Eligibility Standards (343.6.0)

Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College can NOT make any exceptions to these requirements.)

Printer should furnish to Lori Silvestri at Triton College, N-100, a completed, signed receipt of all SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

In the event that you have any questions regarding the mail preparation, you can contact Lori Ann Silvestri at lorsilvestri@triton.edu or (708)456-0300 EXT. 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone SAM TOLIA, DIRECTOR OF MARKETING SERVICES, AT (708)456-0300, EXT. 3172.

Triton College Enrollment Newsletter

Vendor Name:		
Cost per issue		
Quantity 142,500 per issue	\$	
Cost per additional 1000 copies		
Ink: 4 color process		
Paper: 60# gloss text		
Delivery		
Simplified mailing (142,250 copies)		
Other costs		
Total cost per issue for 142,500 copies per issue	\$	