


TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.4
April 11, 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

Continuing Education Guide Triton College-Fall 2024

SEE ATTACHED SPECIFICATIONS

**BID OPENING: 1:30 P.M., LOCAL TIME, Thursday, April 25, 2024
IN ROOM A 300 (Learning Resource Center).**

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

Return proposal in the enclosed business reply envelope. 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 April 25, 2024 before 1:30 PM., local time. 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

Fall 2024 Triton College Continuing Education Guide

PAGES

60 page plus cover; quote cost of plus four-page signatures.

QUANTITY

143,000; give price for additional M's.

SIZE

Tabloid format; 8 1/4" x 10 3/4", saddlestitch.

INK

Cover: Four color (process). Body: One color (Black)

PAPER

Cover: 80# gloss enamel text **Body:** Good quality, 30# newsprint

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

BLEEDS

Cover: Four sides. Body: None.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately June 20, 2024.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

DELIVERY

500 schedules are to be delivered approximately July 15, 2024 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

None.

MAILING/2ND DELIVERY

142,500 copies to be prepared for simplified mailing and delivered approximately July 15, 2024 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

SCHEDULES 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 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.

PRINTER MUST PROVIDE TRITON COLLEGE WITH A CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION. THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) 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.)

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. No substitutions will be accepted.

If additional information or clarification is needed, please phone Sam Tolia at (708) 456-0300, Ext. 3172.

Fall 2024 - Triton College Continuing Ed Guide

Company Name:	
143,000 copies, 60 pages plus cover	
Additional signatures + 4	
+ 8	
+ 16	
Less signatures - 4	
- 8	
- 16	
Additional M's	
Ink: Cover: 4 color (process)	
Body: 1 color Black	
Paper: Cover: 80# Gloss Enamel Text	
Body: 30# Newsprint	
Bindery	
Copy	
Proofs	
Delivery	
Simplified mailing	
Total Bid	