

TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.5
December 11, 2025

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
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Continuing Education Guide Triton College-Summer 2026

SEE ATTACHED SPECIFICATIONS

**BID OPENING: 1:00 P.M., LOCAL TIME, Tuesday, January 6, 2026
IN ROOM A 300 (Learning Resource Center).**

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT. 3467, 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 January 6, 2026 before 1:00 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

Summer 2026 Triton College CE Guide

Pages

Please provide quote for 20 pages plus cover;
quote cost of plus or minus four-page signatures.

Quantity

144,000; give price for additional M's.

Size

Tabloid format: 8.25" x 10.75".

Ink

Cover: Four color process. Body: Four color process.

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 bleeds four sides. Body does not bleed. (Finished trim size is 8.25" x 10.75".)

Bindery

Saddle Stitch.

Copy

Files provided via email approximately March 5, 2026.

Proofs

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

First Delivery

143,500 schedules to be prepared for simplified mailing and delivered approximately April 2, 2026, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine, IL 60095-9997.

Second Delivery

500 schedules are to be delivered approximately April 2, 2026, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

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. DRIVER MUST PRESENT ONE SAMPLE COPY TO THE POST OFFICE UPON ARRIVAL/DROPOFF. THE PALLETS MARKED FOR VARIOUS TOWNS/ZIP CODES SHOULD HAVE THE SLIP OR IDENTIFYING TAG ON THE OUTSIDE OF ALL PACKING. IT CANNOT BE COVERED BY PLASTIC OR ANY OTHER MATERIAL.

Quote cost per thousand for simplified mailing.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription 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 CANNOT make any exceptions to these requirements.)

Printer should furnish to Tim Bagby at Triton College, Room 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 Tim Bagby at timbagby.edu or (708) 456-0300, Ext. 3475.

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 at (708) 456-0300, Ext. 3172.

Summer 2026 - Triton College Continuing Ed Guide

Company Name:	
144,000 copies, 20 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	
Alternate : Cover: 4 color (process). Body: 4 color(process)	
Paper: Cover: 80# Gloss Enamel Text	
Body: 30# Newsprint	
Bindery	
Copy	
Proofs	
Delivery	
Simplified mailing	
Total Bid	