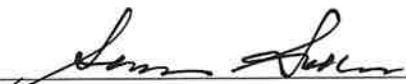


TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.5
September 30, 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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FY2026 Admissions Welcome Packet

SEE ATTACHED SPECIFICATIONS

**BID OPENING: 1:30 P.M., LOCAL TIME, Tuesday, October 14, 2025
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 October 14, 2025 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

FY26 Admissions Welcome Packet

Components

9"x 12" Envelope

8.75" x 11.75" Pocket folder

8.5"x 11" Letterhead 2/0

4.5" x 4.5" Car window cling

Quantity

Please give pricing on:

10,000 (of each piece)

ENVELOPE

Size

9"x 12"

Ink

4/0

Paper

Booklet envelope, 24# white wove

Bleeds

No bleeds

WINDOW CLING STICKER

Size

4.5" x 4.5"

Ink

4/0

Bleeds

4 sides

LETTERHEAD

Size

8.5" x 11"

Paper

70# bright white

Ink

2/0

Bleeds

No Bleeds

FOLDER

Size

Flat Size: 17.5" x 15.75"

Final Size: 8.75" x 11.75"

Ink

4/4

Paper

100# Cougar Smooth Opaque Cover

Bleeds

4 sides

Finishing

Die cut/score, trim and fold

4" pocket

Files

Print ready PDFs.

Proofs

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

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

FY2026 Admissions Welcome Packet

Vendor Name:		
Cost		
Quantity 10,000 (Envelope, Pocket Folder, Letterhead, & Window Cling)	\$	
Delivery		
Total cost	\$	