

May 3, 2024

BID INVITATION

Parkland College invites you to submit a written bid for **Printing and Bulk Mailing – Community Education Brochures** for FY25-Q2, Q3, Q4, and FY26-Q1. Specifications and bidding requirements are enclosed.

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Ave, Champaign, IL 61821-1899. Use the enclosed envelope marked **BID #2024-007 Printing & Mailing – Community Education Brochures** to ensure delivery. Bids must be received no later than **2:00 p.m. on Wednesday, May 22, 2024**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or email will not be accepted.

All bidders are welcome to attend the public bid opening. If you choose not to attend, you may contact Gwen Smith, Associate Director of the Business Office, at 217-351-2514 or by email at gsmith@parkland.edu, to obtain the results of the bid. No information regarding the recommendation to the Board of Trustees will be released until after the Board of Trustees meets on June 19, 2024.

The Board of Trustees of Parkland College reserves the right to reject all, or any part of a bid submitted, and to change quantities, dates, and/or other printing specifications during the course of the year. This bid does not constitute a binding contract. The Board of Trustees will accept bids or combinations of bids deemed most favorable to and in the best interest of the college after all bids have been examined and evaluated. All bidders must fully comply with all local, state, and federal laws regarding public projects and the performance of services or supplying of goods under a bid.

Questions about bid specification may be address to Amy Fleshner at 217-353-2054 or by email at afleshner@parkland.edu.

Sincerely,



Chris Randles
V.P. of Administrative Services and Chief Financial Officer

Enclosure: Community Education Brochure printing specifications
 Community Education Brochure bulk mailing specifications
 Bid form
 Return Envelope

cc: Ruthie Counter
 Amy Fleshner

Prices and Payments:

1. All bid prices shall be complete and include warrant, delivery, and installation to Parkland College, 2400 West Bradley Avenue, Champaign, Illinois 61821. Delivery and labor for installation must be coordinated with Parkland College staff.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Payment shall be made in accordance with these specifications and the bid proposal submitted by the bidder.
4. Any exceptions or deviations from the bid specifications must be addressed in writing and submitted with the bid.
5. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

Any bid not received by said time, date, and at said place will not be considered. Bids sent by facsimile machine or email will not be accepted. The bids will be publicly opened and announced Wednesday, May 22, 2024, at 2:00 p.m., in Room A108, on the Parkland College campus. No decision will be made at that time.

Scope:

This specification is written around the specific needs of the college and has been done to establish a certain standard of performance. It is the intent of Parkland College to purchase printing and bulk mailing services that meet the following specifications and requirements.

Purpose:

The purpose of these specifications is to describe the printing and bulk mailing needs of Parkland College.

General:

This is a specification for printing and bulk mailing services. Bidders must answer all questions. Any unanswered questions will be considered noncompliant and nonresponsive and subject to rejection.

Business Enterprise for Minorities, Females, and Persons with Disabilities:

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the “Act”), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned person with a disability owned business?

Yes _____ No _____

SPECIFICATIONS AND REQUIREMENTS

Prepare your itemized bid to reflect specifications outline for **Parkland College – BID #2024-007**.

Printing Specifications

Publications (4): **Community Education Brochures FY25-Q2, FY25-Q3, FY25-Q4, FY26-Q1**

Quantity: FY25-Q2: 35,000 copies
FY25-Q3: 35,000 copies
FY25-Q4: 35,000 copies
FY26-Q1: 35,000 copies

NOTE: *Quantities are approximate based on final mailing numbers.*

Format: Booklet

Size: Finished: 8½" wide x 11" high

Number of text pages: FY25-Q2: 44 plus 4-page cover (48 total pages)
FY25-Q3: 44 plus 4-page cover (48 total pages)
FY25-Q4: 48 plus 4-page cover (52 total pages)
FY26-Q1: 48 plus 4-page cover (52 total pages)

NOTE: *Page count may vary.*

Art to be provided: Print-quality with cuts and bleeds

Stock: Text: 40# offset text white
Cover: 100# gloss text

Printing: 4-color print with bleeds

Proofs: Digital proof of full brochure required, prefer hard copy if possible.
Hard copy proof of cover.

Binding: Saddle stitched

Packaging: Bundle in units of 25 each; accuracy is important for mail distribution.

Delivery: Deliver the following number of copies to Champaign:
~600 to Parkland College, 2400 W Bradley Ave, Champaign, IL 61821-1899
~ 39,400 copies to the Champaign Post Office. This number is based on post office figures obtained by the vendor from the carrier route information provided by Parkland College. Printer must contact Champaign Post Office prior to printing to verify actual numbers. If more than 39,400 copies are required for mailing, additional copies may need to be printed.

NOTE:

- Parkland College requests the Printer provide a deduping process between the saturation list and brochure mailing list to improve the quality and ROI. Indicate this price separately in the bid.
- Hold approximately ~5,000 copies for Second Mailing List (to be mailed 3–4 weeks after original mailing). Printer will keep copies at facility and mail on specified date. Indicate additional cost in bid beyond the normal printing and mailing.

Schedule:

Print-Quality art uploaded to printer:

- FY25-Q2: August 9, 2024
- FY25-Q3: November 22, 2024
- FY25-Q4: February 7, 2025
- FY26-Q1: May 10, 2025 (approximate)

Delivery dates:

- FY25-Q2: August 23, 2024
- FY25-Q3: December 6, 2024
- FY25-Q4: February 21, 2025
- FY26-Q1: May 24, 2025 (approximate)

If the printed publications are not received by Parkland College within said period, Parkland College will deduct from the accepted bid price a sum equal to five percent (5%) of the accepted bid price for each week, or fraction thereof, that the publications are late.

OTHER INFORMATION

Subcontractors:

All subcontractors must be identified on the submitted bid. Failure to identify subcontractors may be grounds for determining the bid to be unacceptable.

Print-Quality Art:

All print-quality art remains the property of Parkland College. Return all print-quality artwork and supplementary materials to Parkland College upon completion of the job.

Termination Clause:

Parkland College may terminate this agreement with its selected vendor for any reason, giving the vendor 60 days' written notice. The vendor may terminate this agreement with Parkland College for any reason, giving the College at least 60 days' written notice.

Additional Information:

If you have any questions regarding the Community Education brochure, please contact Amy Fleshner at 217/351-2235 or afleshner@parkland.edu

Does your bid comply? Yes _____ No _____

Bulk Mailing Specifications

Publications (4): **Community Education Brochures FY25-Q2, FY25-Q3, FY25-Q4, FY26-Q1**

Format: Magazine

Size: 8½” wide x 11” high; saddle-stitched

Number of pages: FY25-Q2: 44 plus 4-page cover (48 total pages)

FY25-Q3: 44 plus 4-page cover (48 total pages)

FY25-Q4: 48 plus 4-page cover (52 total pages)

FY26-Q1: 48 plus 4-page cover (52 total pages)

NOTE: Page count may vary.

Packaging: Arrive from printer bundled in units of 25 copies each.

Number of mailings: FOUR to be delivered to the Champaign Post Office:

FY25-Q2: August 23, 2024

FY25-Q3: December 6, 2024

FY25-Q4: February 21, 2025

FY26-Q1: May 24, 2025 (approximate)

Method: Carrier Route Mailing (Simplified Address Mailing by Carrier Route)

Estimated number of pieces: 39,400 per mailing

Tag bundles using carrier route totals by carrier route from USPS

Deliver to Champaign Post Office

Postal rate: Current nonprofit rates for this type of bulk mailing

Data update: Carrier route data is to be updated prior to each mailing to reduce the number of undeliverable copies.

Mailing reports: Five days before delivery to post office, contact Amy Fleshner at 217/351-2235 or afleshner@parkland.edu with the total cost of postage.

Materials will be ready for the printer and sent electronically on:

FY25-Q2: August 9, 2024

FY25-Q3: November 22, 2024

FY25-Q4: February 7, 2025

FY26-Q1: May 10, 2025 (approximate)

Completed brochures must be delivered to the college no later than 10 working days after proof approval. Printing must be in accordance with the specifications enclosed or on:

FY25-Q2: August 23, 2024

FY25-Q3: December 6, 2024

FY25-Q4: February 21, 2025

FY26-Q1: May 24, 2025 (approximate)

Does your bid comply? Yes _____ No _____

Carrier Routes for Parkland College Community Education Brochure Mailing – revised 2/27/2024

Carrier Route	
61822R015	61874R002
61822R016	61802R005
61874R005	61802R008
61822R010	61880R002
61853R005	61822R008
61822R002	61822R012
61853R004	61853R001
61822R011	60948R003
61821C053	61802R002
61822R014	61822R009
61821C060	61820C058
61874R003	61822R013
61821C023	61853R007
61822R006	61821C027
61821C047	61821C020
61853R006	61856R001
61802R001	61821C035
61821C043	61802C038
61822R017	61821C021
61822R005	61880R001
61821C039	61820C072
61853R008	61853R009
61821C049	61840R001
61853R003	61801C014
61856R004	61821C042
61821C036	61821C059
61820C024	61821C034
61822R007	61820C011
61821C054	61843R001
61873R001	61801C019
61822R003	61801C007
	61802R006

PARKLAND COLLEGE – BID FORM

Bid pricing for Printing and Bulk Mailing of Community Education Brochures for FY25-Q2, FY25-Q3, FY25-Q4, FY26-Q1 as per Bid Specifications:

PRINTING

Publications (4): **Community Education Brochures FY25-Q2, FY25-Q3, FY25-Q4, FY26-Q1**

Finished size: 8½” wide x 11” high; saddle-stitched

FY25-Q2 Community Education Brochure			
44-page text, 4-color, 40# offset text white + 4-page, 4-color, 100# gloss cover			
	44 pages	+/- four pages	+/- eight pages
35,000 copies			
Additional/less 1,000s			
FY25-Q3 Community Education Brochure			
44-page text, 4-color, 40# offset text white + 4-page, 4-color, 100# gloss cover			
	44 pages	+/- four pages	+/- eight pages
35,000 copies			
Additional/less 1,000s			
FY25-Q4 Community Education Brochure			
48-page text, 4-color, 40# offset text white + 4-page, 4-color, 100# gloss cover			
	44 pages	+/- four pages	+/- eight pages
35,000 copies			
Additional/less 1,000s			
FY26-Q1 Community Education Brochure			
48-page text, 4-color, 40# offset text white + 4-page, 4-color, 100# gloss cover			
	44 pages	+/- four pages	+/- eight pages
35,000 copies			
Additional/less 1,000s			

Company name: _____

Address: _____

Representative: _____

Telephone: _____ Email: _____

Subcontractors

Subcontractors for any phase of production must be identified on this bid form. Failure to specify subcontractors may be grounds for determining the bid unacceptable.

BULK MAILING

Publications (4): **Community Education Brochures FY25-Q2, FY25-Q3, FY25-Q4, FY26-Q1**

Updating carrier route counts, mail preparation, and delivery

Cost per 1,000

COMMENTS: _____

Company name: _____

Address: _____

Representative: _____

Telephone: _____ Email: _____

Subcontractors

Subcontractors for any phase of production must be identified on this bid form. Failure to specify subcontractors may be grounds for determining the bid unacceptable.
