

**REQUEST FOR PROPOSAL
ENROLLMENT DRIVER MAGAZINE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
PROPOSAL #RFP2019-P01**

INTRODUCTION

Illinois Valley Community College (IVCC) is requesting proposals for the printing and delivery of the Illinois Valley Community College Summer/Fall 2019 Enrollment Driver magazine and an alternate proposal for a Fall 2019 Enrollment Driver magazine.

BACKGROUND

IVCC was established in 1924, and is a comprehensive two-year public community college serving the residents of eight counties in north-central Illinois. The College is located approximately 100 miles southwest of Chicago, Illinois. The student population is approximately 3,500 students and 400 College employees. Currently there are 10 buildings on the main campus.

INSTRUCTION TO BIDDERS

One (1) original and two (2) copies of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348**

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED “PROPOSAL FOR ENROLLMENT DRIVER MAGAZINE RFP2019-P01” AND DELIVERED NO LATER THAN 10:00 A.M., TUESDAY, NOVEMBER 27, 2018. Proposals will be publicly read aloud in Room CTC-201, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on November 27, 2018. Late proposals will not be considered.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or michelle_carboni@ivcc.edu.

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendors whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

Event	Date and Time
Request for Proposal Issued	November 9, 2018
Proposals Due	November 27, 2018 by 10:00 AM
Proposal Awarded	December 13, 2018
Summer/Fall 2019 Magazine Mail Date	March 25, 2019
Fall 2019 Magazine Mail Date	June 3, 2019 (if we decide to run an additional Fall 2019 magazine)

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are opened. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer’s Occupation Tax (Tax Exemption ID # E9995-5253-06)

INVESTIGATION OF BIDDERS

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

INCURRED COSTS

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

PROPOSAL AWARD

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

PROPOSED AGREEMENT

Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation:

1. Experience in working with community colleges and universities
2. Scope of Plan
3. References
4. Budget and schedule

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

EQUAL OPPORTUNITY EMPLOYMENT

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

SUPPLIER DIVERSITY

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

W-9 FORM

Please complete the enclosed W-9 form and return with your proposal.

SPECIFICATIONS:

The purpose of this solicitation is to obtain a vendor to print and deliver the IVCC Summer/Fall 2019 magazine and the Fall 2019 Enrollment Driver magazine. **The respondent shall include all setup, printing, postage, mailing, and finishing costs in the proposal.**

- Quantity: approximately 31,000 (2 separate publications of 31,000 each)
- Pages: 16 pages, including cover
- Size: 8.5 x 11
- Paper: 80 lb. White Coated Text
- Binding: Saddle stitch
- Ink: 4/4, four-color process, soy or non-petroleum ink, bleeds throughout
- Composition: The College will provide digital files using Adobe InDesign. The printer is expected to make adjustments for print. **The files will be furnished to the printer by IVCC on February 27, 2019 for Summer/Fall 2019 publication and May 3, 2019 for Fall 2019.**
- Proof: Printer will provide a hard copy color proof to Fran Brolley, Illinois Valley Community College, 815 N. Orlando Smith Road, Oglesby, IL 61348. **Proofs will be furnished to IVCC by printer by March 13, 2019 for Summer/Fall 2019 publication and May 17, 2019 for Fall 2019.** Mr. Brolley can be reached at 815.224.0466 or fran_brolley@ivcc.edu. One round of corrections to be included if required.
- Packaging: Vendor will box magazines in convenient cartons.
- Mail/Delivery: **Vendor will deliver approximately 29,000 copies per each print run to:**
United States Postal Service
2950 Chartes St.
LaSalle, IL 61301
Phone number: 800.275.8777
- Vendor will deliver 2,000 copies per each print run to:**
Illinois Valley Community College
815 N. Orlando Smith Road
Oglesby, IL 61348
Phone number: 815.224.0466

Bid Form/Signature

ILLINOIS VALLEY COMMUNITY COLLEGE

ENROLLMENT DRIVER MAGAZINE - Proposal # RFP2019-P01

With the full understanding of the proposal document, the following proposal is submitted for the Summer/Fall 2019 Enrollment Driver magazine and the alternate of the Fall 2019 Enrollment Driver magazine. **All setup, printing, postage, mailing, and finishing costs must be included in the total bid amount.**

Base Proposal	
Summer/Fall 2019 Enrollment Driver Magazine approx. quantity 31,000	\$
Alternate Proposal	
Summer/Fall 2019 Enrollment Driver Magazine approx. quantity 31,000 PLUS Fall 2019 Enrollment Driver Magazine approx. quantity 31,000	\$

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

*If submitting more than one offer, please make copies of this Bid Form.

Submit one (1) offer per Bid Form

**ENROLLMENT DRIVER MAGAZINE PROPOSAL
ILLINOIS VALLEY COMMUNITY COLLEGE**

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	Exempt payee code (if any) _____
	Exemption from FATCA reporting code (if any) _____	
5 Address (number, street, and apt. or suite no.) See instructions.		
Requestor's name and address (optional)		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-A (canceled debt)
- Form 1099-C (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.