

TRITON COLLEGE
DISTRICT #504

SCHEDULE 2.5
April 10, 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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Fall 2025 - Triton College Credit Schedule

SEE ATTACHED SPECIFICATIONS

**BID OPENING: 1:30 P.M., LOCAL TIME, Thursday, April 24, 2025
IN ROOM A 300 (Learning Resource Center).**

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT. 3467, OR 3542.

Return the 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 24, 2025 before 1:30 PM., local time. It is the Bidder's responsibility to have the proposal in the Business Office by the deadline. Hand Delivered, Messengered or Express Shipping Agent is suggested. Timely delivery in the Business Office (A-306) is the sole responsibility of the Bidder. 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 2025 Triton College Credit Schedule

Pages

Please provide quote for 32 pages plus cover;
quote cost of plus or minus four-page signatures.

Quantity

145,000; 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

Saddlestitch.

Copy

Files provided via email approximately May 30, 2025.

Proofs

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

First Delivery

1,500 schedules are to be delivered approximately July 1, 2025 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

Second Delivery

143,500 copies to be prepared for simplified mailing and delivered approximately July 1, 2025 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine, IL 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. 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 Lori Silvestri 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 Lori Ann Silvestri at lorisilvestri@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.

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

Fall 2025 - Triton College Credit Schedule

Company Name:	
145,000 copies, 32 pages plus cover	
Additional signatures + 4	
+ 8	
+ 16	
Less signatures - 4	
- 8	
- 16	
Additional M's	
Ink : 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	