


TRITON COLLEGE  
DISTRICT #504  
SUBJECT: REQUEST FOR BID

SCHEDULE 2.5  
November 14, 2024

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

---

**FY2025 Admissions Welcome Packet**

**SEE ATTACHED SPECIFICATIONS**

**BID OPENING: 1:30 P.M., LOCAL TIME, Monday, December 2, 2024  
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 December 2, 2024 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**

FY25 Admissions Welcome Packet

### **Components**

9"x 12" Envelope

8.75" x 11.75" Pocket folder

8.5"x 11" Letterhead with embossed seal

4.5" x 4.5" Car window cling

### **Quantity**

Please give pricing on:

2,000 (of each piece)

5,000 (of each piece)

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.

**FY2025 Admissions Welcome Packet**

<b>Vendor Name:</b>		
<b>Cost</b>		
Quantity 2,000(Enevelope, Pocket Folder, Letterhead, & Window Cling)	\$	
Delivery		
Total cost	\$	
Quantity 5,000(Enevelope, Pocket Folder, Letterhead, & Window Cling)	\$	
Delivery		
Total cost	\$	
Quantity 10,000(Enevelope, Pocket Folder, Letterhead, & Window Cling)	\$	
Delivery		
Total cost	\$	