

TRITON COLLEGE  
DISTRICT #504

SCHEDULE 2.5  
September 4, 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

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QUANTITY	ARTICLE, DESCRIPTION
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**Spring 2026 - Triton College Credit Schedule**

**SEE ATTACHED SPECIFICATIONS**

**BID OPENING: 1:00 P.M., LOCAL TIME, Thursday, September 18, 2025  
IN ROOM A 300 (Learning Resource Center).**

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

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**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 September 18, 2025 before 1:00 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**

Spring 2026 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**

Saddle stitch.

### **To Press**

Files provided via email approximately Oct. 28, 2025.

### **Proofs**

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

### **First Delivery**

1,000 schedules are to be delivered approximately Dec. 2, 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**

144,000 copies to be prepared for simplified mailing and delivered approximately Dec. 2, 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.

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 Eric Steier 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 Tim Bagby at [timbagby@triton.edu](mailto:timbagby@triton.edu) or (708) 456-0300, Ext. 3475.

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.

### Spring 2026 - Triton College Credit Schedule

<b>Company Name:</b>	
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	
<b>Total Bid</b>	