

Oakton College

Community College District 535
Purchasing Department, Room 1240,
1600 E. Golf Road, Des Plaines, IL 60016
847-635-1635

Invitation to Bid #TLE-FY26-05

Addendum #1

Issue Date: May 20, 2026

Bid Due Date: June 10, 2026 at 10:00AM CST

Please use this link to submit your bid:

<https://oakton.sharefile.com/r-r95e52119b29e417cb5957d1ce900ea77>

Late bids will not be accepted.

Printing of the Oakton Non-Credit Class Schedules

The College is requesting bids to provide printing services for Non-credit class Schedules.

This will be a two-year contract. The contract may be renewed for an additional three (3) one-year terms if the College and Printing Company agree on the terms of the renewal. Complete specifications are included on the following pages.

In order to comply with the Illinois Compiled Statute Chapter 720, Section 5/33E-2, no information regarding specifications of this bid will be addressed outside an addendum. Final bid questions must be submitted by 11:00 AM May 27, 2026 to the contact below. Questions will be answered through an addendum.

Trinh Than, Purchasing Manager, tthan@oakton.edu

Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name _____ Date _____

Address _____ City/State/Zip _____

Name _____ Title _____

Phone # _____ Fax # _____

Signature _____ E-mail _____

This addendum is being issued to address vendors' questions and provide the public with the opening link.

1. If you wish to join the bid opening, please use the following info:
Bid Opening Non-Credit Printing
Time zone: America/Chicago
Google Meet joining info
Video call link: <https://meet.google.com/mwb-znrvttw>
Or dial: (US) +1 252-376-1680 PIN: 384 670 271#

2. This option is not complete
What stock are the other pages?
How many pages?
OPTION 3 - 40# Offset. All issues will contain eight pages of 40# regular white offset. The regular white offset paper must be a minimum of 40# with a minimum brightness of 80
Answer: Each issue contains 8 pages of regular white offset stock (front cover, inside front cover, inside back cover, back cover, and 4 interior pages)
All remaining interior pages are printed on newsprint.

3. Confirm Turntime noted as "approved layouts" to mean proof approval, not when files are first received.
Answer: Proof approval is 1 day. The College typically approves the schedule proof the same day it's received. If our Graphic Designer is out of the office, she will review and approve it the following day upon her return.

4. Provide an estimate of when each of the four scheduled dates would occur and when does the entire program begin.
Answer: Please see the Mailing Schedule on page 7 of the bid document.

5. How would postage cost be handled...typically most all plants require advance payment of all postage costs or else access to a company USPS trust account that has postage funds on account from which this project costs can be deducted.
Answer: We have an Enterprise Payment System account with the USPS that funds our periodical, bulk mailing, and business reply subaccounts. We can provide those account numbers when needed.