BID NO. 2005
PRINTING OF COMMUNITY EDUCATION BROCHURES FOR SADDLEBACK COLLEGE

FOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692

BID DEADLINE – SEPTEMBER 20, 2012
TIME – 2:00 P.M.

Bids must be mailed or hand-delivered to:

South Orange County Community College District
Attention: Purchasing Department
28000 Marguerite Parkway
Mission Viejo, CA 92692
The South Orange County Community College District (“District”) is inviting vendors to submit bids for the printing of Community Education Brochures for Saddleback College. All pertinent information is included on the attached sheets. All bid prices shall be noted on the attached sheets.

**SPECIAL CONDITIONS AND INSTRUCTIONS**

Prices shall include all costs **including State of California sales tax on the quantities that are applicable.** Sales tax shall be shown as a separate item.

Press check location: If Printer is more than twenty miles from College the printer will be responsible for all travel expenses for individual completing the press check.

The district may cancel contract with thirty (30) days written notice to the successful bidder.

PAPER PRICING: The District would prefer prices firm for the term of the contract; however, it is not the District's intent to place burden on any vendor if the paper industry becomes unstable. Prices are to be firm through July 1, 2013. After July 1, 2013, the awarded bidder would be required to submit paper mill increases for respective paper to be utilized for the job prior to granting any price increase for paper material.

For information concerning the brochures, call Estella Castillo-Garrison, Director, Community Education, at (949) 582-4326.

For all other information concerning the bidding process, contact Shannon Seifert, Purchasing Manager, at (949) 582-4680, Purchasing Department.

Bid must be **mailed or hand-delivered to:**

South Orange County Community College District  
Attention: Purchasing Department  
28000 Marguerite Parkway  
Mission Viejo, CA 92692
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
INSTRUCTIONS AND CONDITIONS

1. BIDS: All prices and quotations shall be typewritten or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent to and shall be initialed in ink by the person signing the bid. Verify your bids before submission as they cannot be withdrawn, corrected, altered or signed after public opening. The Board of Trustees will not be responsible for errors or omissions on the part of the bidders in making up their bids. Bid on each item separately; prices must be stated in units specified hereon. Wherever practicable, prices quoted shall be net including all trade discounts. Both price and extensions must be shown. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct.

Cash discounts of less than 45 days will be considered net. Cash discounts will be computed from the final date of accepted delivery of merchandise or the date of the receipt of invoices, whichever is the later. If test or inspection is necessary, discounts will be figured from date of approved test or inspection report. If corrections or replacements are required, cash discounts will be figured from the date of satisfactory delivery. The vendor shall be responsible for delivery and shall pay all costs, including drayage, freight and packing, for delivery F.O.B. the District Warehouse. Each item shall be securely packed and clearly marked as to contents. All materials furnished must be assembled and ready for use, unless otherwise specified. All materials furnished must be in conformance with specifications and will be subject to inspection and approval after delivery. All shipments shall be accompanied by a packing slip, and the District purchase order number shall appear on all cases and packages. The right is reserved to reject and return at the risk and expense of the vendor such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order. If rejected, all such material will be held for disposition at the expense and risk of the vendor. Deliveries must be made within the time specified.

Bids shall remain open and valid and subject to acceptance any time within 90 days after the bid opening date unless otherwise stipulated. The District may issue a purchase order for an individual item or combination of items, whichever is to the best interest of the District; may reject any or all bids or any part of a bid; or may waive any irregularity in any bid.

2. TAXES: Unless otherwise specified, the prices quoted are net to include California State Sales or Use Tax.

3. BRAND NAMES: Brands as listed on the bid letter are given for descriptive purposes ONLY and are presumed to be followed by the words "OR EQUAL." The manufacturer's name and model number must be with your bid form. If bidding on brands or models other than specified, bidder must state on bid form the brand, number and description, and submit brochures or information complete enough to fully describe the alternate item. Bids submitted without complete descriptive information may be rejected. The District reserves the right to determine the acceptability of alternate items offered.

4. SAMPLES: Samples must be submitted upon request whenever bidding on other than item as specified. Samples, when required, must be furnished free of cost to the District, or item involved will be rejected unless otherwise specified in bid letter. The District reserves the right to reject the bid of any bidder failing to submit samples as requested. Samples should be clearly marked with name of bidder, bid number, item number and description. The return of samples (if not destroyed in testing) shall be arranged by the bidder, at no cost to the District.

In all cases when a sample is taken from a shipment and sent to a laboratory for test, and the test shows that the sample does not comply with specifications, cost of test will be charged to the vendor.

5. BID OPENINGS: Each bid must be in separate sealed envelope with bid identification on outside, and must be submitted to the Purchasing Department, unless otherwise directed, of the South Orange County Community College District on the day and hour specified, at which time it will be publicly opened and read. Any bids received after scheduled time of opening will be returned unopened to the bidder.

The right is reserved to reject any or all bids, to accept any one or more items of a bid, to decrease quantities or to delete items entirely, or to award items separately or in any combination; or to waive any irregularities or irregularities in the bids or in the bidding, whichever is in the best interests of the District.

6. WHEN APPLICABLE: Items shall conform to all local, state, and Federal Safety codes, including U.S. Department of Labor, Division of Occupational Safety and Health Administration; California Occupational Safety and Health Administration; Underwriter Laboratories; Good Housekeeping Seal of Approval, etc.

7. INVOICES AND PAYMENT: Invoices shall be submitted in duplicate under the same firm name as shown on the purchase order and must be itemized showing quantity, unit price and total for each different type of supplies, material or labor. The District shall make payment for materials, supplies or services furnished under the purchase order within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District representative.

8. HOLD HARMLESS CLAUSE: The vendor shall hold harmless and indemnify the District and Board of Trustees, its offices, agents, servants and employees from liability which may be made by reason of:
   a. Any injury to person or property sustained by the vendor or by any person, firm, or corporation employed directly or indirectly by him upon or in connection with his performance under the purchase order, however caused.
   b. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the vendor of any person, firm, or corporation, directly or indirectly employed by him upon or in connection with his performance under the purchase order.
   c. Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process, or patented or unpatented invention, under the purchase order.

9. DEFAULT BY VENDOR: If the vendor fails or neglects to furnish or deliver any of the materials, supplies or services at the prices stated and in accordance with the terms and conditions of the bid and purchase order, the District may cancel the entire purchase order or any items affected by such default, may procure the articles or services from other services at the prevailing market price and may deduct from any unpaid balance due the vendor or collect against his bond or security any and all units quoted including expense incurred in purchasing prices paid by the vendor and/or delivery. The prices paid by the District at the time such purchases are made shall be considered the prevailing market prices.

10. MINIMUM WAGE: For all public works contracts, Contractor shall comply with the provisions of the Labor Code of the State of California pertaining to labor and the Prevailing Wage Scale. These rates are on file in the Purchasing Office of the District. Copies may be obtained on request.

11. ANTIDISCRIMINATION: It is the policy of the South Orange County Community College District Board of Trustees that in connection with all work performed under Construction and Purchasing Contracts, there be no discrimination against any employee engaged in the work because of race, color, ancestry, sex, national origin, or religious creed, and therefore the vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, Government Code 12900, et seq. In addition, the vendor agrees to require like compliance by all subcontractors employed on the work by him.

12. STATE AUDIT: Pursuant to and in accordance with Section 8546.7 of the California Government Code, in the event that this Contract involves expenditures and/or potential expenditures of State funds aggregating in excess of Ten thousand dollars ($10,000), the parties agree that all books, records and files shall be subject to the examination and audit of the Auditor General of the State of California for a period of three (3) years after final payment under this Contract. This provision shall apply to all grants, assignments, leases and subcontracts, if any, hereunder.

13. WITHHOLDING OF PAYMENTS: The District shall permit the substitution of securities for any monies withheld by the District to ensure performance under a contract. All substitutions shall be in accordance with Public Contract Code Section 22300.

14. Awards will be made subject to the approval of the Board of Trustees.

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Saddleback College Community Education

Three-Year Bid Specifications for Brochure:

Three editions per year beginning with Spring, 2013. Option to renew for two additional years upon mutual agreement of Saddleback College Community Education and the successful Vendor. Vendor will price job separately for each year.

Contract cancellations: The District has the option of cancelling the contract with 30-days written notice to the Vendor.

Quantity per edition: 260,000 – FY 2012-2013
260,000 – FY 2013-2014
260,000 – FY 2014-2015

Pages per edition: 24 + 4 for Spring
48 + 4 for Summer
24 + 4 for Fall

Artwork & Copy: Files will be uploaded via FTP.

Interior Image Size: 9-3/8 x 5-3/8"

Trim size to fall within size

To qualify for letter-size mail: Length: 10.12"
Width: 6"
Pages: 24 + 4 for Fall
24 + 4 for Spring
48 + 4 for Summer

Paper: 60# gloss cover stock (four-page signature)
30# newsprint interior

Ink: Weight 1 – four color (outside front & back cover)
Weight 1 – Black ink only (2 interior cover pages)
Weight 2 – Black ink only (interior newsprint pages)

Graphic Art: To be provided as needed, indicate cost per hour.

Printing: Printer to provide composed Rainbow proof (equivalent or better) of cover and blueline in time to allow 3 days review prior to printing brochures.

Binding: Saddlestitch

Mailing: Current resident count per carrier route pre-sort to be provided by mailer.
Saturation simplified mailing delivered to Santa Ana Post Office bundled and identified by carrier route.

Vendor will deliver:

- Total current resident count brochures to Santa Ana Main Post Office.
- Office copies to Saddleback College Warehouse: Spring & Fall – 500, Summer – 1,000
- Payment shall be made only after Saddleback College Community Education has received verification by Vendor and post office of mailing and mailing counts.
**ALTERNATE BID:** Please bid an alternate size brochure that you may print that will be less costly to print and mail than the size specified.

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<th>Quantity</th>
<th>Base Bid</th>
<th>Cost Per 1M Additional Copies</th>
<th>Cost Per 1M Additional 4-page Signature #30</th>
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**OPTION:**

**GRAPHIC ART:** Cost per hour ________________________________

All bidders must submit samples of current like work.

Target Mailing Dates:

- Spring: Dec 27
- Summer: Mar 25
- Fall: Aug 15

If additional information is needed, please call Estella Castillo-Garrison, Director, Community Education, at (949) 582-4326.

**BIDDERS CERTIFICATION:**

To be executed by the bidder or an authorized agent.

I (We) hereby agree to furnish the above articles and/or services at the prices and terms stated, subject to the instructions and conditions enumerated on the reverse side of the forms and any additional special conditions and instructions set forth in the bid documents.

Signed by: ________________________________

Print Name: ________________________________

**QUOTATIONS SUBMITTED BY:**

Name of Firm: ____________________________

Street & No.: ____________________________

City/State/ZIP Code: _______________________

Area Code & Phone: _______________________

Fax: ________________________________