

**SUMMER-FALL 2008 CREDIT CLASS SCHEDULE**

**Recommendation**

It is recommended that the Board of Trustees authorize the administration to purchase the printing and mailing services of the Summer-Fall 2008 Credit Class Schedule from Warner Offset of South Elgin, IL, the lowest responsive bidder as indicated by the asterisk, in an amount not to exceed \$35,918.00.

<b>Vendor</b>	<b>Warner Offset* South Elgin, IL</b>	<b>Phillips Brothers Printers Springfield, IL</b>	<b>P&amp;P Press Peoria, IL</b>
Option 1	\$ 32,718.00	\$ 39,198.00	\$ 43,648.00
Option 2	\$ 33,918.00	\$ 40,396.00	\$ 46,168.00
Option 3	\$ 35,118.00	\$ 43,412.00	\$ 48,688.00
Option 4	\$ 33,518.00	\$ 40,179.00	\$ 44,828.00
Option 5	\$ 34,718.00	\$ 41,330.00	\$ 47,416.00
Option 6	\$ <b>35,918.00</b>	\$ 44,488.00	\$ 50,003.00

Note:

- Option 1: 64 pages, 185,000 copies
- Option 2: 68 pages, 185,000 copies
- Option 3: 72 pages, 185,000 copies
- Option 4: 64 pages, 190,000 copies
- Option 5: 68 pages, 190,000 copies
- Option 6: 72 pages, 190,000 copies

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Dr. David Sam, President

**Background**

The invitation to bid was advertised and sent to five (5) vendors, two (2) of which were in-district.

The bid specified the printing and mailing of 185,000 or 190,000 copies of an 11" x 13" tabloid booklet, with options of 64, 68, or 72 pages, of which 167,700 are mailed to residential and business addresses. This is one of three district-wide class schedules produced each year and mailed to approximately 155,700 households and 12,000 businesses in District 509. The remaining 17,300 schedules are for distribution to college offices and to fill individual requests. All college services and instructional opportunities pertaining to admissions, registration, and credit classes are included.

Funding Source: Education Fund

**Staff Contact: Ms. Paula Amenta, Managing Director of Marketing and Communications,  
847/214-7273**