**INVITATION TO BID
Printing and EDDM Mailing Services for Postcards**

Issued by: Will County Regional Office of Education

Will County Regional Office of Education
116 N. Chicago St.
Joliet, IL 60432

Contact: Patrick Idzik, Director of Communication

Email: pidzik@willroe.org Phone: 815-462-5400

**I. Overview**

Will County Regional Office of Education invites sealed bids from qualified vendors to provide printing and Every Door Direct Mail preparation and mailing services for large-volume educational postcards. This bid will result in a term award for twice-yearly mailings, with quantities based on final USPS carrier route counts. All physical deliveries, coordination, and vendor correspondence shall reference the address in Joliet listed above.

**II. Key Dates**

Bid due date and time: Friday, August 29, 2025 at 2:00 p.m. Central Time

Bid opening location: Will County Regional Office of Education, 116 N. Chicago St.
Joliet, IL 60432

Anticipated award date: First week of September 2025

Service period: One year from award, with an option to renew for up to two additional one-year periods subject to performance and funding availability.

**III. Prices and Payments**

All bid prices shall be complete and include all costs for printing, EDDM preparation, transport, and USPS entry. The resulting contract will be issued by the Will County Regional Office of Education following evaluation and award. Payment will be made in accordance with these specifications and the bidder’s submitted proposal. Any exceptions or deviations must be provided in writing with the bid.

The ROE is not tax exempt. Include all applicable taxes in bid pricing.

Bids must be received by the due date and time at the Joliet address listed. Bids sent by facsimile or email will not be accepted unless expressly allowed in a written addendum.

**IV. Scope and Purpose**

Purpose: To secure a printer and distributor to produce and mail postcards for regional outreach using USPS Every Door Direct Mail. The contractor will handle printing, EDDM preparation, USPS documentation, and entry at a USPS facility serving Joliet.

General: This specification establishes minimum requirements. Bidders must answer all questions and provide all requested pricing. Unanswered items may be deemed nonresponsive.

**V. Business Enterprise for Minorities, Females, and Persons with Disabilities**

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575, it is the policy of the Will County Regional Office of Education to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Indicate whether your firm is certified as a minority owned, female owned, or person with a disability owned business: Yes \_\_\_ No \_\_\_

**VI. Specifications and Requirements**

**A. Printing Specifications**

Item: Postcards for bulk mailing

Size: 6 x 9 inches finished

Quantity: Approximately 50,000 copies twice per year, with the final mailing quantity determined by USPS carrier route counts and possibly higher or lower depending on needs.

Artwork: Print-ready PDF with bleeds will be provided by the ROE.

Stock: 100 lb cover or equivalent suitable for USPS EDDM.

Ink: Full color on front and back with bleeds.

Proofs: Digital proof required for each version prior to production. Hard copy color proof upon request.

Finishing: Trim to size and prepare for postal entry as specified below.

**B. EDDM Preparation and Mailing**

Method: USPS Every Door Direct Mail using BMEU entry. Vendor will prepare mail to meet current USPS EDDM requirements, including facing slips, bundling, traying or sacking, and any containerization required by USPS.

Permit and Indicia: Vendor will use its permit and indicia unless otherwise arranged in writing. Artwork space for the indicia will be provided by the ROE.

Route Selection and Counts: Vendor will generate and maintain the current EDDM carrier route list and counts for the ROE’s designated service areas. The ROE will approve the final route list before printing. No fixed carrier routes are provided in this bid. Vendor is responsible for obtaining up-to-date USPS data.

Bundling: Prepare bundles per USPS EDDM standards. Attach facing slips that show route, piece count, and required USPS information.

Entry: Enter mail at a USPS facility serving Joliet, Illinois, as directed by the ROE. Provide USPS verification and acceptance documentation to the ROE on the day of entry.

Postage: Bill actual USPS postage at prevailing rates. Provide an itemized postage estimate for approval at least five business days prior to entry along with route counts and documentation.

Reporting: Provide route summary, total piece count, postage statement, and USPS acceptance documentation within two business days of entry.

**C. Scheduling**

Frequency: Two mailings per year, typically Fall and Spring. Exact drop windows will be coordinated after award.

Turnaround: Printer must accommodate timelines that allow for proof approval and USPS entry within agreed windows.

**D. Packaging and Delivery**

All mail will be prepared for USPS entry only. No separate delivery to the ROE is required unless requested for file copies. If file copies are requested, deliver up to 500 samples to the ROE at the Joliet address above.

**E. Subcontractors**

Identify any subcontractors for printing, mail preparation, logistics, or USPS entry. Failure to list subcontractors may render the bid unacceptable.

**F. Ownership of Artwork**

All provided artwork remains the property of the Will County Regional Office of Education. Return or delete all ROE artwork and associated files upon completion if requested.

**G. Termination**

Either party may terminate the agreement with 30 days written notice. The ROE reserves the right to terminate for cause with immediate effect if specifications are not met.

To the extent that any portion of this contract is determined to involve ‘public works’ under the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), the contractor agrees to comply with all applicable provisions of the Act. This includes paying no less than the prevailing rate of wages as determined by the Illinois Department of Labor to all laborers, workers, and mechanics engaged in the work. The contractor further agrees to include language in any subcontracts requiring compliance with the Act. Certified payroll records shall be furnished upon request to the ROE to verify compliance.

**VII. Bid Form**

Provide itemized pricing in the format below. Add rows as needed for alternates or options.

**Printing**

Postcard, 6 x 9 inches, full color both sides, 100 lb cover:

• Price per 1,000 for quantities up to 100,000

• Price per 1,000 for quantities above 100,000

• Proof charge, if any

• Additional versions or reprints per 1,000

**EDDM Preparation and Mailing**

• EDDM preparation per 1,000 pieces

• USPS entry and logistics per 1,000 pieces

• Estimated postage per 1,000 pieces at current rates

• Any additional fees

**Vendor Information**

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compliance**

Does your bid comply with all specifications and requirements listed in this Invitation to Bid? Yes \_\_\_ No \_\_\_

List any exceptions or deviations on a separate page.

# PREVAILING WAGE RATE CERTIFICATION

(Bidder) hereby certifies that all laborers and workers performing work under this contract shall not be paid less than the prevailing wage rate as set forth by the Illinois Department of Labor, and that the Bidder and all subBidders shall in all respects comply with the Prevailing Wage Act in carrying out work under this contract. These kind of wages shall only apply if specific trade skills are employed by the contractor. If, during the course of the work under this contract, the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid under this contract, the Bidder shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the Bidder and all sub Bidders to each worker to whom a revised rate is applicable. However, revisions to the prevailing wage rate shall not result in an increase in this contract or subcontract amounts. Bidder shall protect, defend and hold harmless the Regional Office of Education for any claims or demands made as a result of bidder’s failure to comply with this certification.

Agreed and signed by:
Bidder/Bidder’s Authorized Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
City/State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBSCRIBED and SWORN to this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_
Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CERTIFICATE OF COMPLIANCE

Criminal Background Checks/Sex Offender Database

The undersigned Bidder shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by the Will County Regional Office of Education. This includes all employees of the Bidder or any sub-contractor, all independent Bidders, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the Property at any time during the performance of the Contract.

No person shall be permitted to work on or within the Organization’s property who:
1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10-21.9(c), or
2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or
3) is on the Illinois Sex Offender Database.

The Bidder must submit current records directly to the Will County Regional Office of Education, in advance of project start, to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months. The Organization reserves the right to order the Bidder to remove any person from the Organization’s work who the Organization determines to be a threat to safety of students, Organization employees, other workers, parents, visitors, or otherwise. All workers must follow Organization policies, regulations and rules as to building access and security.

Agreed and signed by:
Representative’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Contractor Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
City/State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBSCRIBED and SWORN to this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_
Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_