

06/06/07

JOLIET JUNIOR COLLEGE

REQUEST FOR QUOTATION

You are invited to submit a quote for OFFICE SUPPLIES. Please include delivery charges in your quote. The College is exempt from all sales tax. Please submit your quotation by 10:30 A.M. on June 18, 2007.

You may fax your quote to:

Or mail it to:

(815) 280-6630

Attention: Judy Mitchell

Judy Mitchell

Director of Business and Auxiliary Services

Joliet Junior College

Email to:

[Purchasing@jjc.edu](mailto:Purchasing@jjc.edu)

1215 Houbolt Rd

Joliet IL 60431

Further information may be obtained by contacting Judy Mitchell at (815) 280-6640.

Part numbers are those of: JM Office Products

ITEM	QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
1)	300 EACH	3" White Ring Binders (Catalog or item #: UNV-20992)	\$_____	\$_____
2)	13 EACH	10 Tab Table of Contents (Catalog or item #: AVE-11169)	\$_____	\$_____
3)	6 EACH	Blue Letter File Folders (Catalog or item #: SMD-12040)	\$_____	\$_____
4)	25 EACH	White Ruled Writing Pads (Catalog of item #: UNV-11000)	\$_____	\$_____
5)	3 EACH	100/Pk IBM Format 3.5" Disks (Catalog or item #: IVR-00303)	\$_____	\$_____
6)	1 EACH	Time Cards (Catalog or item #: TOP-1260)	\$_____	\$_____
7)	3 EACH	Clip 3x4 Name Tag Holder (Catalog or item #: AVE-74541)	\$_____	\$_____
8)	1 EACH	3x4 Name Tags (Catalog or item #: AVE-5392)	\$_____	\$_____
9)	30 EACH	Sharp Calculator (Catalog or item #: SHR-EL233SB)	\$_____	\$_____
10)	2 EACH	HP Laserjet Cartridge (Catalog or item #: HEW-Q6511A)	\$_____	\$_____

Information from our bids can be viewed at the following website:  
[www.jjc.edu](http://www.jjc.edu)

11)	15 EACH	Basic 104 Keyboard (Catalog or item #: FEL-9892901)	\$ _____	\$ _____
12)	15 EACH	Notebook Riser (Catalog or item #: MMM-LX500)	\$ _____	\$ _____
13)	8 EACH	Ivory Resume Paper (Catalog or item #: SOU-R141CF)	\$ _____	\$ _____
14)	1 EACH	Bulk Copy Paper (Catalog or item #: UNV-21200)	\$ _____	\$ _____
15)	2 EACH	Economy Storage Files (Catalog or item #: UNV-95223)	\$ _____	\$ _____
16)	1 EACH	High Volume Pencil Sharpener (Catalog or item #: EPI-1606)	\$ _____	\$ _____
17)	2Pk	20 + 4 Free Highlighters (Catalog or item #: AVE-98189)	\$ _____	\$ _____
18)	1 EACH	Magazine Floor Stand (Catalog or item #: RUB-18845)	\$ _____	\$ _____
19)	2 EACH	Black Storage Cabinet (Catalog or item #: HON-SC1872P)	\$ _____	\$ _____
20)	1 EACH	Toaster Oven (Catalog or item #: CCE-CC2844)	\$ _____	\$ _____
21)	1 EACH	Calculators (Catalog or item #: CNM-MP49D)	\$ _____	\$ _____
22)	8 EACH	Phone Wipes (Catalog or item #: FAL-DDFT)	\$ _____	\$ _____
23)	6 EACH	Laptop Care Kit (Catalog or item #: FAL-DCLT)	\$ _____	\$ _____
24)	4 EACH	Slim Jewel Case Asst. CD-R (Catalog or item #: VER-94611)	\$ _____	\$ _____
25)	1 EACH	2" Expanding File (Catalog or item #: SJP-S11600)	\$ _____	\$ _____
26)	1 EACH	4" Expanding File (Catalog or item #: SJP-S11610)	\$ _____	\$ _____
27)	1 EACH	6" Expanding File (Catalog or item #: SJP-S11620)	\$ _____	\$ _____
28)	1 EACH	Storage Boxes (Catalog or item #: FEL-00724)	\$ _____	\$ _____
29)	1 EACH	Aqua Pop-up Notes (Catalog or item #: MMM-R440-AQSS)	\$ _____	\$ _____

30)	1 EACH	Fuchsia Pop-up Notes (Catalog or item #: MMM-R440-FFSS)	\$ _____	\$ _____
31)	1 EACH	Canary Pop-up Notes (Catalog or item #: MMM-R440-YSS)	\$ _____	\$ _____
32)	2 EACH	Eraser 3-Pk (Catalog or item #: PEN-2E21BP3-KG)	\$ _____	\$ _____
33)	2 EACH	29 Color Marker Set (Catalog or item #: SAN-30023)	\$ _____	\$ _____
34)	2 EACH	Black Hanging Folder File (Catalog or item #: ESS-23013)	\$ _____	\$ _____
35)	6 EACH	File Tote (Catalog or item #: RUB-85824)	\$ _____	\$ _____
36)	1 EACH	Black Sorter with Drawer (Catalog or item #: ROL-62531)	\$ _____	\$ _____
37)	1 EACH	Black Pencil Holder (Catalog or item #: ROL-62557)	\$ _____	\$ _____
38)	1 EACH	2-Drawer Cube Black (Catalog or item #: ROL-9E5600BLA)	\$ _____	\$ _____
39)	3 EACH	15 Minute Charger (Catalog or item #: EVE-CH15MNCP4)	\$ _____	\$ _____
40)	1 EACH	Stapler (Catalog or item #: BOS-B2200-BK)	\$ _____	\$ _____
41)	1 EACH	Heavy Duty Electrical Pencil Sharpener - Black (Catalog or item #: EPI-1744)	\$ _____	\$ _____
42)	2 EACH	Calculator (Catalog or item #: TEX-T1-1795SV)	\$ _____	\$ _____
43)	1 EACH	Digital Camera (Catalog or item #: S5200)	\$ _____	\$ _____
44)	2 EACH	512MB Memory Stick (Catalog or item #: SON-MSXM5125)	\$ _____	\$ _____
45)	2 EACH	Fax Toner (Catalog or item #: SAV-9839)	\$ _____	\$ _____
46)	5 EACH	Printer Cartridge (Catalog or item #: HEW4096A)	\$ _____	\$ _____
47)	5 EACH	Labels (Catalog or item #: AVE5962)	\$ _____	\$ _____
48)	1 EACH	Bulk First Aid (Catalog or item #: FAO-223-U)	\$ _____	\$ _____

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- 49) 1 Wrist Rest \$ \_\_\_\_\_ \$ \_\_\_\_\_  
EACH (Catalog or item #: FEL-91137)
- 50) 1 Gel Mouse Pad \$ \_\_\_\_\_ \$ \_\_\_\_\_  
EACH (Catalog or item #: FEL-91141)
- 51) 1 Six Pocket Organizer \$ \_\_\_\_\_ \$ \_\_\_\_\_  
EACH (Catalog or item #: RUB-96060)

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
DATE PHONE NO.