



JOLIET JUNIOR COLLEGE

1901

You are invited to submit a quote for **PRINTED ENVELOPES & LETTERHEAD**. Please include delivery charges and recycle content of paper with your quote. The College is exempt from all sales tax. Please submit your quotation by 2:00 PM on JULY 12, 2011.

Note: Vendors must submit their quote on the attached pricing sheet.

You may fax your quote to:

Or mail to:

(815) 280-6631
Attention: Patti Larranaga

Patti Larranaga
Purchasing Manager
Joliet Junior College
1215 Houbolt Rd
Joliet IL 60431

Email to:
Purchasing@jjc.edu

Further information may be obtained by contacting Patti Larranaga at (815) 280-6678.

BLACKOUT PERIOD:

After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Please include sample paper /envelope with your quote

ARTWORK WILL BE MAILED TO THE SUCCESSFUL VENDOR.

Q11017
06/28/11

**JOLIET JUNIOR COLLEGE
QUOTE FOR PRINTED ENVELOPES AND LETTERHEAD
PRICING SHEET**

ITEM	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
1)	536	40 Reams	PRINTED LETTERHEAD, 8 1/2" x 11", WHITE, 24# FIRST CHOICE MULTIUSE BY DOMTAR, LONG GRAIN, 98 BRIGHTNESS, 1 PMS COLOR 266, HEAT RESISTANT INK, 500 SHEETS/RM NO SUBSTITUTIONS (JJC STOCK #536) Include recycle content in space provided: _____	\$ _____	\$ _____
2)	602	60 Boxes	ENVELOPES #10, RETURN ADDRESS, FULLY SEALED WINDOW, 500/BOX, 24#, WHITE WOVE, FULLY GUMMED FLAP W/DEEP THROAT, 1 PMS COLOR 266 (JJC STOCK #602) Include recycle content in space provided: _____	\$ _____	\$ _____
3)	627	15 Boxes	PRINTED ENVELOPE, BUSINESS REPLY 9 1/2" BY 12 1/2", 28# WHITE WOVE, FULLY GUMMED FLAP ON 9.5" SIDE, 1 PMS COLOR 266, LITHOGRAPH, 250/BOX (JJC STOCK #626) Include recycle content in space provided: _____	\$ _____	\$ _____

Firm	Signature
Address	Printed Name
City	Date
State	Fax No.
Zip	Phone No.

E-MAIL ADDRESS