



# JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION  
PRINT AND ONLINE REFERENCE MATERIALS

You are invited to submit a quote for PRINT AND ONLINE REFERENCE MATERIALS. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **JANUARY 5, 2012 at 2:00pm.**

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.

Vendors must submit their quote on the attached pricing sheet.

**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.

You may fax your quote to: (815) 280-6631  
Attention: Patti Larranaga

Or mail to: Patti Larranaga  
Purchasing Manager  
Joliet Junior College  
1215 Houbolt Road Room A3103  
Joliet IL 60431

Email to: Purchasing@jjc.edu

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

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**I. QUOTE SPECIFICATIONS:**

1. Provide access to unique online reference content when it is published.
  - a. This service will allow immediate access to new online content in support of the college's curriculum.
2. Provide specific print (standing orders) reference content related to various academic/instructional needs of campus departments.
  - a. Titles include, but not limited to: Poetry Criticism, 19th Century Literary Criticism, 20th Century Literary Criticism, Short Story Criticism and Shakespeare Criticism, etc.
3. Print and online reference materials to include a range of academic centric content including academic peer reviews.
4. Include all discounts available to college.
5. Materials will support an efficient library workflow regarding the procurement of materials.
6. Provides online copy of reference title if college receives it in print form to supplement the library's reference collection.
7. Ordering Via mail, phone (800 number), fax, email or electronically.
8. No minimum order requirements.
9. Include any additional costs (shipping/ handling, ect.) in your unit price for each item.

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VENDORS PLEASE COMPLETE THE FOLLOWING INFORMATION

**II. GENERAL**

1. Can vendor supply all standing order material listed in this quote? YES NO
2. Will all shipping and handling be paid by the vendor? YES NO
3. Will the vendor provide a specific representative to manage college's account? YES NO
4. Does the vendor provide a free web-based database containing a substantial list of titles/series available for standing order (titles which are updated /published on a continuing basis, such as annually, semi-annually or irregular)? YES NO
5. Does the vendor provide a broad comprehensive spectrum of reference materials to meet the needs of a college library system? YES NO
6. Does the vendor offer online ordering/status reports? YES NO
7. Does the vendor provide pre-publication offers? YES NO
8. Describe the vendor's response typical response time below:
9. Describe the vendor's return policy

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PRICING SHEET

**III. PRICING**

ITEM #	DESCRIPTION	QUANTITY	UNIT	ONLINE UNIT PRICE	PRINT UNIT PRICE
1.	SHAKESPEAR REVIEW	1	EACH		
2.	AMERICAN WRITERS	1	EACH		
3.	BRITISH WRITERS	1	EACH		
4.	BOWKER ANNUAL	1	EACH		
5.	CRIME STATE RANKINGS	1	EACH		
6.	HEALTH CARE STATE RANKINGS	1	EACH		
7.	STATESMAN'S YEARBOOK	1	EACH		
8.	IL COMPILED STATUTES	1	EACH		
9.	POETRY CRITICISM	1	EACH		
10.	IL MANUFACTURERS DIRECTORY	1	EACH		
11.	IL SERVICES DIRECTORY	1	EACH		
<b>TOTAL</b>					

**IV. TERMS**

The contract for this service will be for a twelve month period beginning FEBRUARY 2012 thru JANUARY 2013, with an option to renew for two additional years if the College is satisfied with the overall service. Please include your option for renewal below.

**V. RENEWAL**

**Choose mark one option with an X:**

- 1) \_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the pricing sheet above plus an escalator of \_\_\_\_\_ per year.
- 2) \_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the pricing sheet above plus inflation as determined by the increase in CPI for the Chicago area.
- 3) \_\_\_\_\_ We propose an inflation factor tied to (specify your index or means of computing the increase below).
- 4) \_\_\_\_\_ We do not wish to provide a factor to subsequent year increases.

PLEASE INCLUDE DESCRIPTIVE LITERATURE WITH YOUR BID

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
CITY      STATE      ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

Results from this quote may be viewed at the following URL: [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)