



JOLIET JUNIOR COLLEGE

1901

**JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
PRINTED ENVELOPES**

You are invited to submit a quote for **PRINTED ENVELOPES**. Delivery charges must be included in your unit pricing. The College is exempt from all sales tax. Please submit your quotation by 2:00 PM on February 1, 2012.

Note: If quotes are not submitted on this form, your description must match the original documentation.

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 A3103
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.

ARTWORK WILL BE MAILED TO THE SUCCESSFUL VENDOR.

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ITEM	STOCK #	QNTY	DESCRIPTION	UNIT COST	TOTAL COST
1)	600	120 Boxes	RETURN ADDRESS ENVELOPES, #10, 24#WHITE WOVE, 1 PMS COLOR 266, RECYCLED, FULLY GUMMED FLAP W/ DEEP THROAT, 500/BOX (JJC STOCK #600) 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: _____	\$ _____	\$ _____

Firm

Signature

Address

Printed Name

City State Zip

Date Fax No. Phone No.

E-MAIL ADDRESS