



# JOLIET JUNIOR COLLEGE

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## JOLIET JUNIOR COLLEGE ILLINOIS COMMUNITY COLLEGE DISTRICT #525

(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938

### **INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS FALL 2018 THRU SPRING 2019** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

#### **PROPOSALS:**

Proposals will be received and publicly read aloud by the Joliet Junior College, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Joliet Junior College District  
Illinois Community College District #525  
Director of Business & Auxiliary Services, CAMPUS CENTER, Room A3102  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** **MAY 15, 2018**

**FAXES ARE NOT ACCEPTABLE**

**TIME:** **2:00 PM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS FALL 2018 THRU SPRING 2019**

**PRE-BID MEETING: NOT REQUIRED**

#### **DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of

receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY: NOT REQUIRED**

**PAYMENTS:**

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

**INSURANCE: NOT REQUIRED**

**PERFORMANCE BONDS: NOT REQUIRED**

**LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

**SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from

acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slowdown, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED****SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE: NOT REQUIRED****BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

**TERMINATION OF FUNDING:**

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. 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.



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Janice Reedus  
Director of Business & Auxiliary Services  
JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**

<http://www.jjc.edu/community/vendors>

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:**

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

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

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SIGNATURE OF CONTRACTOR/BIDDER

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TITLE

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DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College  
Illinois Community College District #525  
Director of Business & Auxiliary Services, CAMPUS CENTER, Room A3102  
1215 Houbolt Road  
Joliet IL 60431

JOLIET JUNIOR COLLEGE  
SPECIFICATIONS  
**CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS**  
**FALL 2018 THRU SPRING 2019**

CUTLERY NEEDS TO BE PACKAGED IN THE CASE PRIOR TO DELIVERY WITH ALL KNIFE GUARDS ALREADY ON KNIVES; PLEASE REFER TO PICTURE OF SAMPLE CHEF CUTLERY SET WITH PASTRY KIT ON PAGE 10 OF BID DOCUMENT. THIS PHOTO IS FOR REFERENCE ONLY; NOT ALL ITEMS REQUESTED IN THIS BID ARE INCLUDED IN THE PHOTO.

**CHEF CUTLERY SET W/PASTRY KIT**

DOUBLE SIDED PARISIAN SCOOP 7/8" & 1" CUPS, STAINLESS STEEL AND MOULDED, SLIP RESISTANT POLYPROPYLENE HANDLE

"V" GROOVED CHANNEL KNIFE, STAINLESS STEEL AND MOULDED, SLIP RESISTANT POLYPROPYLENE HANDLE

CITRUS ZESTER, STAINLESS STEEL AND MOULDED, SLIP RESISTANT POLYPROPYLENE HANDLE

7" – 2 PRONG MEAT FORK

3-1/2" PARING KNIFE, FULLY FORGED, TRIPLE RIVETED POM HANDLE, FULL TANG, SHORTENED BOLSTER, MADE WITH HIGH CARBON, GERMAN STEEL W/HARD PLASTIC KNIFE GUARD

9" CHEF'S KNIFE, FULLY FORGED, TRIPLE RIVETED POM HANDLE, FULL TANG, SHORTENED BOLSTER, MADE WITH HIGH CARBON, GERMAN STEEL W/HARD PLASTIC KNIFE GUARD

12" GERMAN HONING STEEL, WITH POLYPROPYLENE HANDLE

6" STIFF BONING KNIFE, FULLY FORGED, TRIPLE RIVETED POM HANDLE, FULL TANG, SHORTENED BOLSTER, MADE WITH HIGH CARBON, GERMAN STEEL W/HARD PLASTIC KNIFE GUARD

POCKET THERMOMETER 0 TO 220 DEGREES, W/ADJUSTING TOOL, TAYLOR

PLASTIC SWISS PEELER-KUHN-RIKON KRI, CARBON STEEL BLADE, WHITE

DIGITAL TAYLOR THERMOMETER/TIMER MODEL #1470N

2-1/2" PEELING (TOURNE) KNIFE- MOLDED HANDLE W/HARD PLASTIC KNIFE GUARD

10" X 1" STRAIGHT SPATULA (PALETTE KNIFE), STAINLESS STEEL BLADE, POLYPROPYLENE HANDLE-ATECO BRAND OR EQUAL QUALITY

7.75" X 1.25" OFFSET SPATULA (PALETTE KNIFE), STAINLESS STEEL BLADE, POLYPROPYLENE HANDLE-ATECO BRAND OR EQUAL QUALITY

13" WAVY EDGE SLICER, SANTOPRENE AND POLYPROPYLENE HANDLE W/HARD PLASTIC KNIFE GUARD

6 PLAIN DECORATING TIPS, STAINLESS STEEL, ATECO BRAND **#800, 801, 802, 803, 804, 805, 806, AND 12**

6 STAR DECORATING TIPS, STAINLESS STEEL, ATECO BRAND **#820, 821, 822, 823, 824, 825, 826, 828, 844, 865, 28, AND 19**

RIBBON TIP, STAINLESS STEEL, ATECO BRAND **#898**

ROSE PASTRY TIP, STAINLESS STEEL DECORATING TIP, ATECO **#126**

KITCHEN SCISSORS, STAINLESS STEEL, POLYPROPYLENE HANDLE, COMES APART BREAKDOWN FOR CLEANING W/SERRATED BOTTLE OPENER/NUT CRACKER



**JOLIET JUNIOR COLLEGE**  
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**CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS**  
**FALL 2018 THRU SPRING 2019**

2" PASTRY NATURAL BOAR BRISTLE BRUSH, STAINLESS STEEL FERRULE AND LAQUERED WOOD HANDLE, ATECO BRAND OR EQUAL QUALITY

4" PASTRY WHEEL, STAINLESS STEEL ROLLER, ATECO BRAND OR EQUAL QUALITY

SILPAT – ½ PAN SIZE, DEMARLE BRAND ONLY, #80-420295

4.25"X .75" OFFSET SPATULA (PALETTE KNIFE), STAINLESS STEEL BLADE, POLYPROPYLENE HANDLE, ATECO BRAND OR EQUAL QUALITY

SET OF 12 NESTED ASSORTED ROUND CUTTERS, AETCO BRAND #5457, 1-1/4" TALL SS, (SIZES 7/8" TO 4-7/16"), STAINLESS STEEL MEDIUM ROSE TIP, STAINLESS STEEL, ATECO BRAND #7 OR EQUAL QUALITY

ROSE NAIL, STAINLESS STEEL, ATECO BRAND #907 OR EQUAL QUALITY

4 PIECE CONNECTED MEASURING SPOON SET, HEAVY DUTY 1MM GUAGE STAINLESS STEEL, SIZES ¼, ½, 1 TEASPOON AND 1 TABLESPOON

10" HIGH HEAT SILICONE SCRAPER/SPATULA, 600 DEGREE HEAT CEILING ONLY

12" STAINLESS STEEL TONGS WITH HEAT RESISTANT HANDLES

MICROPLANE FINE ZESTER GRATER WITH 8", 18-8 STAINLESS STEEL ACID ETCHED BLADE AND 4-3/4" SLIP RESISTANT BLACK SANTOPRENE AND POLYPROPYLENE HANDLE, 15" OVERALL LENGTH, 1-3/16" WIDE

12" HEAT RESISTANT NYLON HANDLED PIANO WIRE BALLOON WHISK WITH STAINLESS STEEL WIRES, HEAT RESISTANT TO 475 DEGREES F, VOLLRATH BRAND OR EQUAL QUALITY

MOLDED HANDLE STAINLESS STEEL CLAM KNIFE

MOLDED HANDLE STAINLESS STEEL OYSTER KNIFE

STAINLESS STEEL BENCH/DOUGH SCRAPER

11" GRANTON EDGE SLICER, SANTOPRENE AND POLYPROPYLENE HANDLE W/HARD PLASTIC KNIFE GUARD

ROSTFREI SS (GERMANY) NEEDLE NOSE FISH BONE PLIERS

ARD 3D CLASSIC KNIFE CUT MODEL SET #IV

4-PIECE CONNECTED MEASURING CUP SET, STAINLESS STEEL, SIZES ¼, 1/3, ½, AND 1 CUP

BOWL SCRAPER, FLEXIBLE PLASTIC, 5.25" X 3.5", ATECO BRAND #1303 OR EQUAL QUALITY-2 UNITS REQUIRED

FISH TURNER, HIGH HEAT RESISTANT HANDLE, 3" X 6" STAINLESS STEEL BLADE

COMBINATION 400/1000 GRIT CORUNDUM SHARPENING STONE, NON SKID SILICONE BASE HOLDER

**JOLIET JUNIOR COLLEGE  
SPECIFICATIONS  
CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS  
FALL 2018 THRU SPRING 2019**

POCKET SHARPERNER, TUNDSTEN STEEL, COARSE SHARPENING RODS AND CERAMIC FINE SHARPENING RODS, TEXTURED SURFACE FOR BETTER GRIP AND RUBBER MOLDED FEET FOR SAFETY AND STABILITY

STAINLESS STEEL FISH BONE TWEEZERS WITH CURVED INWARD TIPS AND NO OUTER-TEXTURED GRIPPING AREAS, APPROXIMATELY 4.5" X 0.5"

STAINLESS STEEL FISH BONE LONG NOSE FISH PLIERS WITH SERRATED ENDS AND LIFETIME WARRANTY

STAINLESS STEEL CULINARY RULER 12.25" X 5" LISTING MEASUREMENTS, CUT SIZES, AND FOOD STORAGE TEMPERATURES

18" ACRYLIC RULER, CHIP AND SHATTER RESISTANT, MEASUREMENTS IN CM AND INCHES

PLASTIC 5" WHITE BOWL SCRAPER WITH CURVED CORNERS

7" FLEXIBLE FILET KNIFE; BLADE WIDTH APPROXIMATELY 1.25"; ONE-PIECE PRECISION FORGED CONSTRUCTION; HIGH-CARBON, STAIN-FREE GERMAN STEEL; TAPER-GROUND EDGE FOR LONG-LASTING SHARPNESS AND EASY HONING; FULL TANG RUNS ENTIRE LENGTH OF HANDLE; TRIPLE-RIVETED ERGONOMIC DELRIN HANDLE; EXTRA FLEXIBLE BLADE

TRIPLE ZIP KNIFE CASE W/SHOULDER STRAP, MERCER M30429M OR EQUIVALENT (ALL CUTLERY WITH PASTRY KIT ITEMS **MUST FIT IN BAG**). BAG MUST HAVE NO LESS THAN 3 FULL SIZED ZIPPERED COMPARTMENTS

**CUTLERY NEEDS TO BE PACKAGED IN THE CASE PRIOR TO DELIVERY WITH ALL KNIFE GUARDS ON KNIVES**



**ONLINE ORDERING**

Vendor must be able to provide dedicated online website for JJC students. Website must be available for student ordering by **07/01/2018**. Students will order online from vendor with delivery of cutlery/pastry kit shipped to their home within 7 to 14 business days. Shipping charges must be included with an each cost on your bid pricing sheet. Quantities listed below are an estimate, the college will not be held liable to purchase specified quantities.

**\*\*ONLY ITEMS INCLUDED IN THIS KIT TO BE AVAILABLE FOR STUDENT PURCHASE ON VENDOR'S DEDICATED JJC WEBSITE LINK\*\***

Prices must be held firm from date of bid award thru June 2019 with an option to renew for two additional years if the College is satisfied with the overall product/service. Please include your option for renewal if considered below.

**JOLIET JUNIOR COLLEGE  
PRICING SHEET  
CULINARY ART STUDENT CUTLERY SET AND PASTRY KIT  
FALL 2018 AND SPRING 2019**

**VENDORS MUST SUBMIT A SAMPLE KIT OF THE CHEF CUTLERY SET / PASTRY KIT**

ITEM	DESCRIPTION	QNTY	UNIT COST	TOTAL COST
1)	Chef Cutlery Set w/Pastry Kit	125	\$_____	\$_____
2)	Shipping charges will apply to individual orders and shipped directly to student address	125	\$_____	\$_____
3)	<b>TOTAL</b>			<b>\$_____</b>
4)	<b>Sample kit submitted with bid</b> (will be returned if postage paid return envelope /call ticket is provided)	1	<b>YES</b>	<b>NO</b>

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
CITY      STATE      ZIP

\_\_\_\_\_  
DATE

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

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

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

BID INFORMATION CAN BE VIEWED AT [WWW.JJC.EDU/COMMUNITY/VENDORS](http://WWW.JJC.EDU/COMMUNITY/VENDORS)

**JOLIET JUNIOR COLLEGE  
PRICING SHEET  
CULINARY ARTS STUDENT CUTLERY SET AND PASTRY KITS  
FALL 2018 THRU SPRING 2019**

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

\_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the pricing sheet plus an escalator of \_\_\_\_\_ per year.

\_\_\_\_\_ For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the pricing sheet plus inflation as determined by the increase in CPI for the Chicago area.

\_\_\_\_\_ We propose an inflation factor tied to (specify your index or means of computing the increase).

\_\_\_\_\_ We do not wish to provide a factor to subsequent year's increases.

**Please select the preferred payment method(s) below (select all that apply). This selection will apply to all payments from Joliet Junior College.**

\_\_\_\_\_ P-Card (Credit Card)

\_\_\_\_\_ E-Check (Direct Bank Deposit)

\_\_\_\_\_ Please the following individual with information on e-check payment registration:

\_\_\_\_\_ at \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ X \_\_\_\_\_  
NAME PHONE NUMBER EXTENSION

\_\_\_\_\_ We have already emailed a completed Electronic Funds Transfer Authorization Agreement to [accountspayable@jjc.edu](mailto:accountspayable@jjc.edu).

The Electronic Funds Transfer Authorization Agreement is available online at: [jjc.edu/financial-services/Pages/accounts-payable.aspx](http://jjc.edu/financial-services/Pages/accounts-payable.aspx)

To make changes to your currently selected payment method, please contact Joliet Junior College's Accounts Payable Department at 815-280-2260 or [accountspayable@jjc.edu](mailto:accountspayable@jjc.edu).