



# JOLIET JUNIOR COLLEGE

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## JOLIET JUNIOR COLLEGE REQUEST FOR QUOTATION

You are invited to submit a quote for **PLAIN MULTI -PURPOSE PAPER**. Delivery charges must be included in your unit pricing. If bidding an equivalent paper submit samples with your quote and provide the brand name on pricing sheet where indicated. The College is exempt from all sales tax. Quotes must be received in our office no later than **10:00 AM on August 26, 2016**.

Note: All quotes must be submitted on this form, backup may be attached.

You may fax your quote to:

(815) 280-6631  
Attention: Roxanne Venegas

Email to:  
Purchasing@jjc.edu

Or mail to:

Roxanne Venegas  
Purchasing Manager  
Joliet Junior College  
1215 Houbolt Rd A3103  
Joliet IL 60431

Further information may be obtained by contacting Roxanne Venegas 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.

**JOLIET JUNIOR COLLEGE**  
**REQUEST FOR QUOTATION**  
**PRICING SHEET**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST/REAM</u>	<u>TOTAL COST</u>	<u>RECYCLE CONTENT</u>
1)	BLUE PAPER 8 ½ X 11 20# WAUSAU BRAND OR EQUIVALENT STOCK #32521 (JJC STOCK #490) Quantity: 100 reams	\$ _____	\$ _____	_____
	Include brand/description/ recycle content _____			
2)	GREEN PAPER 8 ½ X 11 20# WAUSAU BRAND OR EQUIVALENT STOCK #32561 (JJC STOCK #494) Quantity: 100 reams	\$ _____	\$ _____	_____
	Include brand/description/ recycle content _____			
3)	CANARY PAPER 8 ½ X 11 20# WAUSAU BRAND OR EQUIVALENT STOCK #32541 (JJC STOCK #492) Quantity: 200 reams	\$ _____	\$ _____	_____
	Include brand/description/ recycle content _____			
4)	PINK PAPER 8 ½ X 11 20# WAUSAU BRAND OR EQUIVALENT STOCK #32571 (JJC STOCK #496) Quantity: 100 reams	\$ _____	\$ _____	_____
	Include brand/description/ recycle content _____			



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**PRICING SHEET**

E-Check (Direct Bank Deposit) is available and the preferred method of payment. If your company is willing to accept e-check, please select one of the options on the next page:

\_\_\_\_\_ Please contact 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).

\_\_\_\_\_ We cannot accept E-Check (Direct Bank Deposit) at this time.

The Electronic Funds Transfer Authorization Agreement is available online at:  
<http://www.jjc.edu/financial-services/Documents/Electronic%20Funds%20Transfer%20Authorization-fillable.pdf>

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).

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