



# JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION

## **BLACK BOX THEATRE CURTAINS**

You are invited to submit a quote for **BLACK BOX THEATRE CURTAINS**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **10:00 AM** on **OCTOBER 10, 2019**.

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.

When applicable, please state in your quote whether or not your equipment is an Energy Star qualified product.

Vendors must submit their quote electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. A step-by-step supplier registration guide is posted to the college's website for your reference. General supplier guides are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

### **Registration Link:**

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

### **General Supplier Guide (ESM Documents):**

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

### **Supplier Registration Guide (JJC Document):**

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation may contain a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). State of Illinois CMS Business Enterprise Program certified vendors are encouraged to mark the quote form accordingly and provide supporting documentation along with the bid form.

### **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.

**Questions must be submitted through the Q&A section of the event header in the ESM Solutions sourcing site prior to the published deadline.**

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**QUOTE SPECIFICATIONS:**

The Joliet Junior College Fine Arts department is seeking to purchase and black box theatre curtains and have these installed by the awarded vendor. The following list is what the department expects to purchase.

ITEM	DESCRIPTION	QNTY
1.	Drape system for Black Box Theatre to include: <ul style="list-style-type: none"><li>• (7) black duvetyne drapes, midweight, sewn with 50% fullness, with chain pocket and chain</li><li>• Modification of existing track for site conditions</li><li>• All carriers, hardware, shipping, and labor included</li><li>• Vendor to field verify all dimensions</li></ul>	1
2.	INSTALLATION, ONE DAY OF ONSITE INSTALL	1
3.	SHIPPING CHARGES, IF APPLICABLE	1

***\*Vendors may contact Julie Giampaolo 815.280.2464 to view the space for curtain measurements.***

PLEASE INCLUDE DESCRIPTIVE LITERATURE WITH YOUR BID

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