



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 **UNIFORM AND LINEN LAUNDRY SERVICE** 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, Building A, Room 3102
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **FEBRUARY 18, 2016**

FAXES ARE NOT ACCEPTABLE

TIME: **9:00 AM**

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: **UNIFORM AND LINEN LAUNDRY SERVICE**

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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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 slow down, 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:

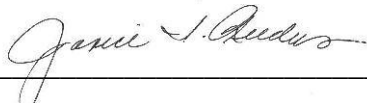
Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

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.



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/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
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.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

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

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet IL 60431

Joliet Junior College
Request for Bid
Bid for Uniform and Linen Laundry Service

SPECIFICATIONS

1. THERE ARE FOUR AREAS ON THE CAMPUS THAT ARE REQUESTING THIS SERVICE; THEREFORE, YOU MAY FIND DUPLICATE REQUESTS LISTED IN THIS DOCUMENT. A SEPARATE INVOICE NEEDS TO BE ISSUED FOR EACH OF THESE AREAS AS SPECIFIED:
 - CULINARY ARTS
 - CHEF’S TABLE
 - FOOD SERVICE
 - RENAISSANCE CENTER
2. ITEMS LISTED AS WHITE MUST BE BLEACH WHITE OR THEY WILL NOT BE ACCEPTED.
3. BAR TOWELS **CANNOT** BE FRAYED OR RIPPED; MUST BE BRIGHT WHITE NOT STAINED/DISCOLORED.
4. CULINARY ARTS TO RECEIVE AN INVENTORY OF 4500 BAR TOWELS WITH USAGE OF 2100 BAR TOWELS PER WEEK AND AN INVENTORY OF 200 WHITE APRONS WITH USAGE OF 100 APRONS PER WEEK. INVENTORY MAY CHANGE DEPENDING ON CLASS SIZE/STUDENTS AND OR SPECIAL REQUESTS.
5. CULINARY DISH ROOM TO BE PROVIDED WITH CLEAN, OLD RAGS FOR DISPOSAL. TWO (2) LARGE BAG MINIMUM. RAGS TO BE USED FOR CLEANING KITCHEN UTILITIES AND WILL BE DISPOSED OF AFTER USE.
6. CHEF’S TABLE TO RECEIVE AN INVENTORY OF 150 WHITE NAPKINS WITH USAGE OF 75 NAPKINS PER WEEK. INVENTORY OF 90 WHITE 52 X 52 TABLECLOTHS WITH USAGE OF 45 PER WEEK. INVENTORY OF 20 WHITE 61 X 61 TABLECLOTHS WITH USAGE OF 10 PER WEEK AND INVENTORY OF 20 WHITE 52 X 114 TABLECLOTHS WITH USAGE OF 10 PER WEEK. INVENTORY MAY CHANGE DEPENDING ON SEMESTER AND OR SPECIAL NEEDS.
7. UTILITY SHIRTS ARE TO HAVE A WEEKLY INVENTORY AS STATED, SIZES WILL BE DETERMINED AT THE START OF EACH SEMESTER.
 - a. MUST PROVIDE 1 UTILITY SHIRT IN EACH SIZE PRIOR TO START OF EACH SEMESTER TO BE USED FOR SIZING PURPOSES.
8. BLACK LONG SLEEVE CHEF COATS – WILL BE REQUESTED ON AN AS NEEDED BASIS – SIZES WILL BE DETERMINED ON AN AS NEEDED BASIS.
9. SOME DEPARTMENTS NEED THE SUCCESSFUL VENDOR TO PLACE DELIVERIES ON HOLD BETWEEN FALL AND SPRING SEMESTER AND AFTER JULY 4 UNTIL THE START OF THE FALL SEMESTER. EXACT DATES WILL BE GIVEN AS THE TIME FRAME APPROACHES.
10. TOTAL ON-SHELF INVENTORY SHOULD NOT EXCEED THE ESTIMATE LISTED ON THIS BID. EACH DELIVERY NEEDS TO BE BASED ON CURRENT INVENTORY COUNT

11. INVENTORY MAY CHANGE DEPENDING ON CLASS SIZE/STUDENTS AN OR SPECIAL NEEDS/REQUESTS.
12. **C.O.G.** IS A CUSTOMER OWNED GARMENT AND WILL BE LABELED WITH INDIVIDUAL /INSTRUCTOR NAME. DEPARTMENT CHEF FOR A DAY COAT IS OWNED BY CUSTOMER AND WILL BE LABELED CHEF FOR A DAY. VENDOR TO PROVIDE ALL OTHER ITEMS LISTED.
13. INSTRUCTOR/PERSONALIZED COATS ARE EITHER 100 % EGYPTIAN COTTON OR POLY-COTTON BLEND AND **NEED TO BE HARD PRESSED, DRY CLEANED STYLE OR OUTSOURCED TO A DRY CLEANERS AND BAGGED IN PLASTIC.** INSTRUCTOR COATS ARE **NOT TO BE BLEACHED** TO PREVENT FADING OF BLACK PIPING AND FLAGS. IT IS IMPORTANT THAT INSTRUCTOR/PERSONALIZED COATS ARE CLEANED, PRESSED, AND BRIGHT WHITE.
14. DEPARTMENT CHEF FOR A DAY COATS CAN BE INDUSTRIAL WASHED.
15. MUST COMPLETE AN ANNUAL INVENTORY TO VERIFY CORRECT QUANTITY OF COATS
16. MUST WAIVE RESTOCKING FEE WHEN WHITE COOK COAT SIZES CHANGE
17. DONATION OF LINEN (TOWELS, APRONS, TABLE LINEN IN VARIOUS SIZES, NAPKINS, AND WHEELED SOILED STORAGE CARTS) FOR (2) CULINARY ARTS EVENTS EACH YEAR (SPRING/FALL)WITH APPROXIMATE COUNTS AS FOLLOWS:

ITEM DESCRIPTION	QUANTITY FALL	QUANTITY SPRING	TOTAL QUANTITY
52 X 114 WHITE TABLE LINENS	60	84	144
WHITE BISTRO APRONS	75	75	150
52 X 52 WHITE TABLE LINENS	-	40	40
BLACK 52 X 114 TABLE LINENS	-	51	51
WHITE NAPKINS	350	-	350
BLACK NAPKINS	-	230	230
WHITE AND/OR BLUE BAR TOWELS	250	250	500
EMPTY LINEN BAGS FOR SOILED ITEMS	25	25	50
CARTS WITH WHEELS TO HOLD DONATED LINENS AND PUT SOILED LINENS IN FOR PICKUP AFTER EVENTS	1	1	2

18. PLEASE NOTE THAT THE CULINARY ARTS PROGRAM IS EXPECTED TO MOVE TO JOLIET JUNIOR COLLEGE'S NEW CITY CENTER CAMPUS BUILDING IN JANUARY 2017.
19. ALL CHARGES MUST RELECT THE ACTUAL COUNT OF ITEMS LAUNDERED. AWARDED VENDOR MUST TAKE INVENTORY EVERY SIX MONTHS.

Joliet Junior College
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You are invited to submit a bid for UNIFORM and LINEN LAUNDRY SERVICE. Please include delivery costs in your bid. The College is exempt from all sales tax. This agreement will be valid for one year upon the agreement of both parties and may be renewed for an additional two years. If a renewal contract is agreed upon at the end of the year, the vendor must do an actual inventory count and restock to the original count.

CONTRACT TO BEGIN APPROXIMATELY MARCH 14, 2016.

There are four areas of the campus that are requesting this service; therefore, you may find duplicate requests listed in this document. A separate invoice needs to be issued for each area.

CULINARY ARTS/CHEF'S TABLE, 1215 HOUBOLT ROAD, JOLIET, IL						
ITEM	APPROXIMATE INVENTORY	DESCRIPTION	UNIT CHARGE	MINIMUM % CHARGE	AUTO REPLACE %	REPLACEMENT CHARGE PER GARMENT
1)	10 EACH	C.O.G. – Chef Counter Coats – White G0057*	\$			\$
2)	200 EACH	BIB APRON – WHITE	\$			\$
3)	150 EACH	NAPKIN – WHITE (Chef's Table)	\$			\$
4)	90 EACH	TABLECLOTH – WHITE – 52"X52" (Chef's Table)	\$			\$
5)	20 EACH	TABLECLOTH – WHITE – 61" X 61" (CHEF'S TABLE)	\$			\$
6)	20 EACH	TABLECLOTH – WHITE – 52" X 114" (CHEF'S TABLE)	\$			\$
7)	TO BE DETERMINED AT THE START OF EACH SEMESTER	SHORT SLEEVE UTILITY SHIRT - WHITE	\$			\$

Joliet Junior College
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ITEM	APPROXIMATE INVENTORY	DESCRIPTION	UNIT CHARGE	MINIMUM % CHARGE	AUTO REPLACE %	REPLACEMENT CHARGE PER GARMENT
8)	4500 EACH	BAR TOWEL- WHITE	\$			\$
9)	35-40 EACH	SOIL BAGS/	\$			\$
10)	10-15 EACH	BAG STAND	\$			\$
11)	8 EACH	LONG SLEEVE CHEF COATS - BLACK	\$			\$
¹²⁾	2 EACH	Z BAR LINEN RACKS	FREE			FREE
¹³⁾	1-2 EACH	HANGER HOLDER FOR RECYCLED HANGERS	FREE			FREE

FOOD SERVICE, 1215 HOUBOLT ROAD, JOLIET, IL

ITEM	APPROXIMATE INVENTORY	DESCRIPTION	UNIT CHARGE	MINIMUM % CHARGE	AUTO REPLACE %	REPLACEMENT CHARGE PER GARMENT
14)	10 EACH	COOK COATS- WHITE WITH PLASTIC BUTTONS	\$			\$
15)	90 EACH	BIB APRONS - WHITE	\$			\$
16)	25 EACH	TABLECLOTH – WHITE – 52"X114"	\$			\$
17)	1200 EACH	BAR TOWEL- BLUE	\$			\$
18)	30 EACH	BAGS/CONV – WHITE	\$			\$
19)	4 EACH	BAG STAND	\$			\$

Joliet Junior College
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20)	20 EACH	GRILL/HOT PAD	\$			\$
21)	10 EACH	BLACK TABLECLOTHS	\$			\$

CITY CENTER CAMPUS/RENAISSANCE CENTER, 214 N. OTTAWA STREET, JOLIET, IL

ITEM	APPROXIMATE INVENTORY	DESCRIPTION	UNIT CHARGE	MINIMUM % CHARGE	AUTO REPLACE %	REPLACEMENT CHARGE PER GARMENT
22)	20 EACH	WHITE APRONS	\$			\$
23)	200 EACH	BAR TOWEL - Blue	\$			\$
24)	500 EACH	WHITE NAPKINS	\$			\$
25)	75 EACH	TABLE CLOTH 52" X 52" – White only	\$			\$
26)	50 EACH	TABLE CLOTH 52" X 114" – White only	\$			\$
27)	AS NEEDED BASIS	TABLE CLOTH 85" X 85" – White only	\$			\$
28)	2 EACH	LAUNDRY BAG STAND	\$			\$
29)	40 EACH	LAUNDRY BAG - Yellow	\$			\$
30)	1000 EACH	BAR TOWEL - White	\$			\$

PLEASE STATE YOUR TURN-AROUND TIME:	
CAN YOU PROVIDE ADDITIONAL ITEMS WHEN NECESSARY?	
HOW MUCH ADVANCE NOTICE IS NEEDED TO REQUEST ADD'L ITEMS:	
ARE YOU ABLE TO PUT DELIVERIES ON HOLD BETWEEN SEMESTERS AS REQUESTED WITHOUT CHARGE:	

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*SIZES MAY VARY; IF THERE IS A COST FOR DIFFERENT SIZES PLEASE STATE:			
PLEASE STATE COST, IF ANY, ON THE ITEMS LISTED BELOW:			
Name Emblem		\$ _____ EA	
Company Emblem		\$ _____ EA	
Custom Emblem		\$ _____ EA	
Embroidery		\$ _____ EA	
COD Terms		\$ _____ per week charge for prior service (if Amount Due is Carried to Following Week)	
Weekly Minimum Charge		\$ _____ PER WEEK	
Make-Up Charge		\$ _____ PER GARMENT	
Seasonal Sleeve Change		\$ _____ PER CHANGE PER WEEK	
EPA Regulations prohibit (40 CFR 261.262) the transport of textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills. Shop Towel container			
		\$ _____ PER WEEK	
Artwork Charge for LogoMat		\$ _____ EA	
Special Cut Garment Charge		\$ _____ EA	
Uniform Storage	Lockers: \$ _____ ea/week	Laundry Lock-up: \$ _____ ea/week	Shipping: \$ _____
Service Charge**		\$ _____ per week per location.	
**This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.			

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The Culinary Arts Department conducts 2 (possibly 3) events each year. Will your company donate table linens, towels and aprons for these events? (See donation list under bid specifications)

Mark one option with an X:

- 1) _____ For the annual renewals after the initial term, we will provide annual service at the cost indicated on the spreadsheet 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 spreadsheet 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.

Credit Terms: _____

Firm Signature

Address Printed Signature

City State Zip Date Phone No. Fax No.

E-MAIL ADDRESS

Bid information and results can be viewed at the following website: www.jjc.edu/info/purchasing