

**Joliet Junior College
Request for Bid
Graduation Setup & Rentals**

Additional Requirements:

- Setup must be completed by 8:00 a.m. two (2) business days prior to the graduation date.
- Removal of rental items must be scheduled with the College in advance and is to be completed no more than three (3) days after event.
- Awarded vendor must ensure that these items will be available to JJC for May graduation rental for each renewal year.
- No dock is available for unloading.
- Bidders will be asked to provide 3 higher education references for similar projects.

BIDDERS MUST PROVIDE PRICING FOR THE ITEMS BELOW THROUGH THE ESM BIDDING TOOL. REGISTRATION INFORMATION IS PROVIDED ON PAGE 1 OF THIS BID DOCUMENT. *All delivery and setup fees must be included within your unit pricing.*

Bid results can be viewed at www.jjc.edu/info/purchasing