



# PURCHASING DEPARTMENT

TWELVE EAST 4<sup>TH</sup> AVENUE, SUITE 106 • ROME, GEORGIA 30161  
PHONE: 706.291.5118 • FAX: 706.290.6099 • [www.romefloyd.com](http://www.romefloyd.com)

Date: 18 Sep 2014  
To: Air Filter Supplies and Manufactures  
Subj: Request for Quote: AIR FILTERS 14-0930

Floyd County is requesting a quote for new Air Filters for our Facilities Department. All quotes will be submitted on the attached quote sheets.

Quantities listed are an approximate annual usage total. Suppliers should expect approximately three (3) orders annually. An agreement for fixed pricing for 1 year is required with an option for a 1 year automatic roll-over.

Quotes are to include all costs including shipping and delivery. **Quotes submitted will be FOB Destination (Rome Ga. 30161).** Quotes are to remain valid for a period of 30 days from the date of quote.

Quotes are due no later than **2pm 30 Sep 2014**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706-290-6099 – Email [Graye@floydcountyga.org](mailto:Graye@floydcountyga.org)

## **PAYMENT TERMS & OPTIONS**

If Purchase Order is used for ordering; invoices are paid within 30 days of the invoice date unless terms pre approved by both the County and the provider. A discount for early payment may be considered if noted on the quote sheet. Invoices submitted for payment will reference the Purchase Order Number provided. Submit invoice to this office.

If the provider accepts VISA, then the County will provide the Credit Card information at the time of order, however the provider must agree that the charge will not be processed until such time as the goods are shipped. A paid receipt or invoice will be provided to the card bearer.

**Any questions regarding this RFQ will be sent to Everett Gray, Purchasing Agent, 706 291-5118 or [graye@floydcountyga.org](mailto:graye@floydcountyga.org), or Fax 706 290-6099**

**BOARD OF COMMISSIONERS**  
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**ADMINISTRATION**  
NANCY LAM, CPPB, CPPO, PURCHASING DIRECTOR  
EVERETT GRAY, CPPB, PURCHASING AGENT

FLOYD COUNTY QUOTE PAGE 1 of 2  
RFQ 14-0930 "AIR FILTERS"  
Quotes due no later than 30 Sep 2014 at 2PM

**GENERAL:** Quotes are for new air filters for the Floyd County Facilities Department. The quantities listed are an approximate annual usage total. Suppliers should expect approximately three (3) orders annually. Vendors may submit any brand however minimum efficiency filtration percentages must be met and a part number provided for other than AAF Filters.

**AGREEMENT**

Fixed pricing is to include any and all costs including delivery for a 1 year period (1 Oct 14 – 1 Oct 2015). Agreement includes an automatic one (1) year roll over (1 Oct 2015 thru 1 Oct 2016) under the same pricing, terms and conditions. Should either party wish to not opt in for a second year, a 30 day notice in writing would be submitted to the other party prior 1 Sep 2015). Floyd County will issue an award letter and an order to the successful supplier immediately following the award.

**Acknowledgment: Person authorized to act on behalf of the company bidding**

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**Printed Name**

**Title**

**Signature**

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**Company Name**

**Phone**

**DELIVERY TIMELINE**

- Days to delivery once order placed \_\_\_\_\_ Calendar days

**PAYMENT OPTIONS**

- Circle the preferred method of payment: CHECK or CREDIT CARD  
(If there is a fee for using a credit card please indicate the percentage here \_\_\_\_\_% or enter 0

**DELIVERY & NOTIFICATION:**

- Floyd County does not have a dock to take delivery. Delivery will be taken from the street
- Successful bidder will provide delivery notification 24hrs in advance to Ryan Davis, Floyd County Facilities Manager. 706-236-2486 or Email [davisryan@floydcountyga.org](mailto:davisryan@floydcountyga.org)

**DELIVERY LOCATION**

Forum Civic Center, Attn: Ryan Davis (Facilities Manager), 2 Government Plaza, Rome Ga. 30161

**SUBMISSION REQUIREMENTS**

This acknowledgement page, spreadsheet of pricing, and a current W-9

**FLOYD COUNTY AIR FILTER QUOTE OCTOBER 2014**

Company		Contact		Ph			
Email							
Specifications (Comparable AFF)	American Air Filter (AFF) Part#	Your Part#	Minimum Efficiency Percentage	Qty Ea	Price Per Filter	Per Box Qty	Ext Price
Perfectpleat 12+24+2	172-102-319		30%	12			
Perfectpleat 14+25+2	172-102-375		30%	12			
Perfectpleat 16+16+2	172-102-448		30%	12			
Perfectpleat 16+20+2	172-102-500		30%	252			
Perfectpleat 16+24+2	172-102-524		30%	48			
Perfectpleat 16+25+2	172-102-600		30%	744			
Perfectpleat 16+30+2	172-102-603		30%	12			
perfectpleat 18+18+2	172-02-18A18A		30%	312			
Perfectpleat 20+20+1	174-700-001		30%	60			
Perfectpleat 20+20+2	172-102-700		30%	192			
Perfectpleat 20+24+2	172-102-782		30%	24			
Perfectpleat 20+25+2	172-102-800		30%	264			
Perfectpleat 21+21+1	174-816-001		30%	24			
Perfectpleat 24+24+2	172-102-863		30%	36			
Varicel II 12X24x4	332-502-001		65%	18			
Varicel II 24X24X4	332-502-008		65%	24			
Varicel M-PAK 12X24X6	3014883-001		95%	8			
Varicel M-PAK 20+20+6	3014883-005		90%	2			
Varicel M-PAK 20X24X6	3014883-006		95%	12			
Varicel M-PAK 24+24+6	3014883-008		90%	6			
						<b>TOTAL</b>	