



# 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)

## REQUEST FOR QUOTE

Date: 7 May 2014

To: Printing Vendors

Subj: Request for Quote; RFQ 14-0530 Floyd County Print Services

Floyd County is requesting print service quotes for Business Cards, Return Address Envelopes and 8 1/2x11 NCR Forms and Animal Control forms .

Quotes will include all costs – Delivery/Handling, Etc... in the price of the item(s). Quotes submitted will be submitted FOB Destination Rome Ga. 30161. Quotes are to remain valid for 1 year from the date of award unless otherwise specified. Quotes will be evaluated individually. Generally, awards will be categorized by type and quantity. I.E. Qty's 0-5000 and Qty's 5000-10000 for NCR forms and envelopes but this will depend on where the price breaks fall.

Ordering will be done on an as needed basis. Email orders will be the primary means via a PDF example and any associate graphics if needed in JPEG, PNG, or GIF. The PDF and Graphics will be in a reasonable condition. There will no additional fees for re-typesetting accepted unless pre-approved and accepted by Floyd County. Due to budget constraints Floyd County discourages over-runs once this project is awarded. Over-runs should be the exception. Excessive overruns will be cause for termination.

Please use the Quote Page in the spreadsheet to submit. Quotes are due no later than **5 PM on 30 May 2014**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Please submit a current W-9 with your Quote.

Payment Terms & conditions: If a Purchase Order is issued for ordering invoice is paid within 30 days of the invoice date unless terms pre-approved by both the County and the provider. Invoices submitted for payment will reference the Purchase Order Number given. If a credit card is acceptable. (Yes) (No) A charge receipt/paid invoice will be provided to the card bearer. Please indicate if a fee associated for using a Credit Card for payment \_\_\_\_\_%

Questions or comments regarding this RFQ will be sent to Everett Gray [Grave@floydcounty.org](mailto:Grave@floydcounty.org) or Fax 706 290-6099. **All questions must be in writing and received on or before 27 May 2014.**

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