



PURCHASING DEPARTMENT

TWELVE EAST 4TH AVENUE, SUITE 106 • POST OFFICE BOX 946 • ROME, GEORGIA 30162

PHONE: 706.291.5118 • FAX: 706.290.6099 • www.floydcountyga.org

To: Printing and Office Product Suppliers

Date: 13 Aug 2014

Subj: Request for Quote 14-0822; Legal File Folders of various colors and quantities

Floyd County is requesting a quote for several thousand file folders.

Floyd County has estimated the quantities needed. Final order may change based on the prices provided on the quote sheet.

Quotes are to include all costs. Quotes submitted will be FOB Destination (Rome Ga. 30161). Specifications are located on page 2.

Quotes are due no later than **2 pm 22 Aug 2014**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Email graye@floydcountyga.org – fax 706-290-6099.

Quotes are to remain valid for a period of 30 days from the date of quote.

If a 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 are agreed upon. A discount for early payment may be considered if offered. Invoices submitted for payment will reference the Purchase Order Number given.

If you accept Visa for the payment method then indicate this on the quote sheet. If Visa is used for payment then a charge receipt will be provided to the card bearer along with an invoice stating paid in full. **Floyd County will not pay a percentage fee for using the visa.**

Thank you,
Everett E. Gray, CPPB
Purchasing Agent
graye@floydcountyga.org

BOARD OF COMMISSIONERS
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CHAD WHITEFIELD VICECHAIRMAN
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NANCY LAM, CPPB, CPPO, PURCHASING DIRECTOR
EVERETT GRAY, CPPB, PURCHASING AGENT

RFQ 14-0822

Floyd County Clerk of Superior Court File Folder Specifications

Vendors may quote any manufacturer or brand as long as it meets or exceeds the quality of the Smead Folder. If quoting another brand, vendors are requested to provide either a sample of the folder or information about the folder relating to its specifications. I.e. Dimensions, weight, colors, etc... for comparative purposes.

Color	Folder Information and UPC #	Our Basic Requirement
Yellow	Smead Stock# ET2-150CY UPC# 28910	3000
Blue	Smead Stock# ET2-150CBE UPC# 28010	3000
Orange	Smead Stock# ET2-150COR UPC# 28510	3000
Pink	Smead Stock# ET2-150CPK UPC# 28610	3000
Red	Smead Stock# ET2-150CR UPC# 28710	1500
Green	Smead Stock# ET2-150CGN UPC# 28110	2500
Lavender	Smead Stock# ET2-150CLV UPC# 28410	2000
White	Smead Stock# ET2-150CW UPC# 28810	2000

Delivery location for successful bidder:

Barbara Penson,
Clerk of Superior Court
3 Government Plaza, Suite 101
Rome Ga. 30161
Phone: 706 291-5190

Please use the quote sheet on the next page to provide pricing

Please include a W-9 with your quote

Email graye@floydcountyga.org

Or Fax 706-290-6099

Floyd County Purchasing Department Quote Sheet
Quotes Due no later than 2pm 22 Aug 2014

Description: 2 PLY STRAIGHT CUT TAB FILE FOLDER, SIZE LEGAL 15 1/4" x 9 1/2" Overall, 14 3/4" W Body, 9 1/2" Front, Colored 11pt., Straight Cut Tab				
FILE FOLDER DESCRIPTIONS	Companies may quote an alternate brand however, and it must meet or exceed the quality of the Smead folder and provide additional information regarding the product.			
	Color	Est Qty	Unit Price Per 100	Extended Price
Smead Stock# ET2-150CY UPC# 28910	Yellow	3000		
Smead Stock# ET2-150CBE UPC# 28010	Blue	3000		
Smead Stock# ET2-150COR UPC# 28510	Orange	3000		
Smead Stock# ET2-150CPK UPC# 28610	Pink	3500		
Smead Stock# ET2-150CR UPC# 28710	Red	1000		
Smead Stock# ET2-150CGN UPC# 28110	Green	2000		
Smead Stock# ET2-150CLV UPC# 28410	Lavender	2000		
Smead Stock# ET2-150CW UPC# 28810	White	2000		
Estimated Days for Delivery (ARO)				
_____ M-F		TOTAL Delivered Price \$ _____		

Company Information

Company _____
 Contact _____ Phone _____
 Email _____
 Signature _____ Date _____

Referred Payment Method _____ **Check** _____ **Credit Card**