



PURCHASING DEPARTMENT

TWELVE EAST 4TH AVENUE, SUITE 106 • ROME, GEORGIA 30161
PHONE: 706.291.5118 • FAX: 706.290.6099 • www.romefloyd.com

REQUEST FOR QUOTE

Date: 21 May 2015

To: Printing Vendors

Subj: Request for Quote 15-0611-1 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. Quotes submitted will be FOB Destination Rome Ga. 30161. Quotes are to remain valid for 1 year from the date of award unless otherwise specified in the pricing sheet. Items will be evaluated individually. 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 and may be awarded differently.

Ordering will be done on an as needed basis. Email will be the primary means to place orders with a PDF example and any associated graphics. There will no additional fees for re-typesetting accepted unless pre-approved and accepted by Floyd County. Floyd County discourages over-runs. Over-runs should be by exception only. Excessive overruns will be cause for termination.

Please use the spreadsheet attached for submissions. Due to the amount of pricing being inputted we discourage hand written pricing for submissions. Please do modify the spreadsheet other than inputting your pricing. Use a separate paper to explain any pricing clarifications you have. Preferable you will not have any as these questions should be asked prior to submitting a quote.

Questions or comments regarding this RFQ will be sent to Everett Gray Graye@floydcounty.org or Fax 706 290-6099. **All questions must be in writing and received on or before 4 Jun 2015.**

Quotes are due no later than **5 PM 11 Jun 2015** 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: Orders are place in 2 methods of Payment. By Purchase Order or Credit card. Invoices are paid within 30 Days for order by PO#. Credit Card orders will not be charged any additional fee.

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