

BALTIMORE COUNTY PUBLIC LIBRARY

Purchasing Department  
Administrative Offices  
320 York Rd  
Towson MD 21204-5179

**REQUEST FOR QUOTATION 2018-02**

Buyer: Dave Otto Issued: February 20, 2018  
Phone: 410.887.6155  
Fax: 410.321.5039  
E-mail: [tdotto@bcpl.net](mailto:tdotto@bcpl.net)



**BALTIMORE COUNTY  
PUBLIC LIBRARY**

**This quotation will only be accepted until 3:00 PM EST, March 6, 2018**

**THIS IS NOT AN ORDER**

The Baltimore County Public Library is requesting a quotation for the purchase and delivery of the following items. Your estimate should be based on the specifications below. If any additional requirements are necessary, please make note of this in the space provided. **Please quote on the following on a net-delivered basis:**

1. **33,000 "Proud To Be A Summer Reader" Plastic Carry Bags**

- Reinforced die cut handle; 12" x 16" x 3" (approx.;;) 2.5 mil.; **clearly marked #4 LDPE recyclable**; white bag with 5 color PMS (black and 4 PMS matches ;) same artwork on each side of the bag; artwork approx. size: 9 ¼" x 6 ½". (When the bag is opened the gusset should reach a width of 3 inches. We will require a patch type reinforcement handle for this product.)
- Camera ready art will be provided. See Attachment 1 for a sample of the artwork to be used.
- Finished product will be divided and shipped by the selected vendor, at their expense, to the six locations throughout Maryland as listed on Attachment 2.
- Overages greater than 5% will not be accepted.
- Payment will be Net 30 upon receipt of the product or the invoice, whichever is later.
- A sample of the work **MUST** be included with the quotation. Vendors are required to provide a sample with their bid response. The sample is to meet the requirements as listed above but does not need to feature the artwork requested. The sample should contain multiple colors so the quality of work can be verified.
- Samples will not be returned unless requested by the vendor. The sample will then be sent at their expense.
- Following award of the bid the selected vendor is required to supply an art proof before production begins.
- Delivery of the final product is required no later than April 3, 2018.
- Questions or clarifications to this RFQ are to be made in writing to the BCPL Purchasing Agent and submitted no later than February 27, 2018. Answers will be posted at <http://bcpl.info/about-us/bid-opportunities> on that date.
- In 2017 the award was made to Supreme Poly in an amount of \$4,556.00 for an order of 34,000 plastic bags.

The above specifications are minimum. Therefore, the Board of Library Trustees for Baltimore County will not accept anything less. The Library shall be the judge as to whether items meet specifications or are an approved equal. The Library is not obligated to issue an order as a result of this bid and reserves the right to reject any or all bids or waive any informality as its interest may appear.

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**Single Order Award Will Be Made Based On But Not Limited To:**

**\*\*LOWEST PRICE QUOTED\*\***

**\*\*ABILITY TO MEET SPECIFICATIONS\*\***

**\*\*ABILITY TO MEET DELIVERY REQUIREMENTS\*\***

\*\*\*\*\*

TOTAL PRICE: \$ \_\_\_\_\_

PROPOSAL OF (COMPANY NAME): \_\_\_\_\_

PRINTED NAME AND TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PAYMENT TERMS: **NET 30** \_\_\_\_\_ DATE: \_\_\_\_\_

DELIVERY BY: **APRIL 3, 2018** \_\_\_\_\_ F.O.B.: **DESTINATION INSIDE DELIVERY**

The above-submitted quotes are firm through: \_\_\_\_\_

By submitting a bid in response to this RFQ, the Vendor accepts the terms and conditions set forth in this RFQ unless otherwise noted as follows.

**Exceptions:** \_\_\_\_\_

**THE PERSON SIGNING THE PROPOSAL MUST INITIAL ANY ALTERATIONS IN FIGURES ON THIS FORM**

**\*\* Late and/or Fax Quotations Will Not Be Accepted \*\***

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Attachment 1:

The artwork for the plastic carry bags is below. The pink color is a halftone of the red color.



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Attachment 2:

**SHIPPING ADDRESSES****2018 CARRY BAG ORDERS**

The number in the top right corner of each address is the quantity of bags to be shipping to that location.

Location	Loading dock?	Quantity
Michelle McConville <b>Anne Arundel County Public Library</b> <b>410-222-7371</b> <a href="mailto:mmconville@aacpl.net">mmconville@aacpl.net</a> 5 Harry S. Truman Parkway Annapolis, MD 21401-7042	yes	4,000
Tia Jennings <b>Baltimore County Public Library</b> <b>410-887-0517</b> <a href="mailto:tjennings@bcpl.net">tjennings@bcpl.net</a> 320 York Road Towson, MD 21204	yes	25,000
Julie Kennedy <a href="mailto:juliek@dorchesterlibrary.org">juliek@dorchesterlibrary.org</a> <b>Dorchester County Public Library</b> <b>410-228-7331</b> 303 Gay St. Cambridge, MD 21613	no	1000
Rachel Zukowski <b>Prince George's Memorial Library System</b> <b>301-699-3500 x6168</b> <a href="mailto:rachel.zukowski@pgcmls.info">rachel.zukowski@pgcmls.info</a> 9601 Capital Lane Largo, MD 20774	yes	1000
Rose Donoway <b>Somerset County Library System</b> <b>410-651-0852</b> <a href="mailto:khodgson@somelibrary.org">khodgson@somelibrary.org</a> 11767 Beechwood Street Princess Anne, MD 21865	no	1,000
Anna Billotti <b>Washington County Free Library</b> <b>301-739-3250 x250</b> <a href="mailto:arutt@washcolibrary.org">arutt@washcolibrary.org</a> 100 South Potomac St. Hagerstown, MD 21740	yes	1,000
<b>Total</b>		<b>33,000</b>