

BALTIMORE COUNTY PUBLIC LIBRARY
Purchasing Department
Administrative Offices
320 York Rd
Towson MD 21204-5179

REQUEST FOR QUOTATION 2020-05

Buyer: Dave Otto Issued: June 15, 2020
Phone: 410.887.6155
Fax: 410.321.5039
E-mail: tdotto@bcpl.net



**BALTIMORE COUNTY
PUBLIC LIBRARY**

This quotation will only be accepted until 3:00 PM EDT, July 6, 2020

THIS IS NOT AN ORDER

The Baltimore County Public Library is requesting a quotation for the manufacture and delivery of the following. 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. 20,000 Post-it Super Sticky Note Pads – Custom Printed

- White Paper – 2/c - #213 pink screen and black
- Font: Arial Bold
- 4" x 6" in size
- 50 sheets per pad
- **Only** Post It Note "Super Sticky" brand pads will be accepted.
- Overages greater than 5% will not be accepted.
- See Attachment 1 for design specifications. Font and letter size to be exact match as on Attachment.
- Payment will be Net 30 upon receipt of the product or the invoice, whichever is later.
- A sample comparable in size, color and brand **must** be included with your response. No bid will be considered without a sample.
- 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.
- Delivery of final product expected no later than August 3, 2020.
- A recent order was placed in March 2017 with Bass Specialty Sales in an amount of \$0.45 per pad with \$720.00 in shipping charges. The order was for 21,000 pads (50 sheets ea.)
- Questions or clarifications to this RFQ are to be made in writing to the BCPL Purchasing Agent and submitted no later than 3:00 PM (EDT) on June 24, 2020. Answers will be posted at <http://bcpl.info/about-us/bid-opportunities> on that date.

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****

PRICE PER PAD: \$ _____

ESTIMATED SHIPPING TO TOWSON, MD 21204: \$ _____

PROPOSAL OF (COMPANY NAME): _____

PRINTED NAME AND TITLE: _____

SIGNATURE: _____

EMAIL: _____

PAYMENT TERMS: **Net 30**

DATE: _____

DELIVERY BY: **AUGUST 3, 2020**

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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