

BALTIMORE COUNTY PUBLIC LIBRARY

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

REQUEST FOR QUOTATION 2024-Q-01

Buyer: Dave Otto Issued: January 31, 2024  
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 EST, February 21, 2024**

**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:**

- 20,000 Pads - Post-it brand 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.
  - Confirmation of bids and samples received will be sent by the Purchasing Agent by email.
  - Oral bids, either phone or in person are invalid and will be disqualified. Emailed submissions are acceptable but must be accompanied by a physical sample clearly marked with the submitting vendor's name and address and received by the closing date of 3:00 PM EST, February 21, 2024 to:
    - Dave Otto, Purchasing Agent  
Baltimore County Public Library  
320 York Road  
Towson, Maryland 21204
  - 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 April 03, 2024.
  - Delivery must be made by straight truck between the hours of 8 AM and 12 Noon to the 320 York Road, Towson, Maryland, 21204 location.
  - A recent order was placed in August 2022 with Bass Specialty Sales in an amount of \$0.485 per pad with \$1095.00 in shipping charges. The order was for 20,960 pads (50 sheets ea.).

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E-mail: [tdotto@bcpl.net](mailto:tdotto@bcpl.net)

- 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 EST on February 12, 2024. Answers will be posted at <http://bcpl.info/about-us/bid-opportunities> on February 13, 2024 by the end of the day.

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.

**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: **APRIL 03, 2024** \_\_\_\_\_ 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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