

Purchasing

Kelly S. Dixon, CPPB
Procurement Manager



10459 Courthouse Dr, Suite 201 • King George, VA • Telephone (540) 775-1657 • Fax (540) 775-7692

REQUEST FOR QUOTE - FAX-BACK

TO: Prospective Vendors

DATE: April 20, 2009

SUBJECT: Request for Quotes #Q-04272009-1400: Printing Services for Forms, Decals, and Cards

This Request for Quote (RFQ) for as-needed printing services for forms, decals, and cards for use by King George County Courts, is forwarded for your consideration.

Specification:

Forms:

Size: 8 ½" x 11"

Color: First page – White, Second page – Yellow

Top separation

Ink Color – Black

Decals:

All decals to be printed on Yellow/Goldenrod, peel-and-stick, material

Due to limited space on the forms on which these decals are to be used, dimensions of the decals must be **exact**.

Decals to be cut prior to delivery.

Decal 1 – 2 ¾" x 2 ¾"

Decal 2 – 2 ¾" x 2 ¾"

Decal 3 – 3 1/8" x 2 ¾"

Cards:

Cards to be printed, double-sided, on white cardstock.

Ink: Black

Dimensions: 3 ½" x 2 ½"

Provide a price for pre-cut cards, and a price for uncut cards

Identify sheet size & # of cards per sheet.

Contract Period: The contract period shall be for 12 months from date of award. King George County reserves the right to extend any resulting contract annually for up to 2 additional 12-month terms. Pricing adjustments may only be made 30-days prior to any renewal period. Price adjustments must be approved in writing by the King George County Procurement Manager prior to becoming effective.

Delivery: Time is of the essence. Please note # of days to delivery from receipt of order on the bid form. This will be a factor in making an award. Printed materials may be reordered throughout the contract period.

All quotes are to be submitted to the King George County Procurement Manager no later than 2:00, April 27, 2009. Quotes may be submitted by mail, Fax, or E-mail. Quotes received after the published deadline will be considered non-responsive and rejected.

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TERMS AND CONDITIONS:

LEGAL STATUS: King George County, Virginia, is a political subdivision of the Commonwealth of Virginia and a body politic, (County), herein referred to as KGC

QUOTE PRICES: Quotes shall be in the form of a firm fixed delivered unit price, and total price, for each item identified in the Specification. Prices shall be for the complete, single lot, delivery of items, F.O.B. Destination, which shall include, but not be limited to, packaging, crating, pallets, insurance, and/or shipping/handling costs to the delivery destination. Extra charges will not be allowed. "Discount from list" quotes are not acceptable.

CONDITION OF ITEMS: All items shall be new, and in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

DELIVERY: All items ordered shall be delivered F.O.B. destination. Ownership will not be accepted until items are received, and inspected. All packages or shipping containers must bear the Purchase Order Number and the Ship-To-Location as indicated on the Purchase Order. KGC reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made by the time specified and committed to unless otherwise authorized, in writing, by the Procurement Manager.

Delivery – 9483 Kings Highway , King George, VA 22485.

PAYMENT TERMS: After delivery of materials, the vendor must prepare and submit an original detailed/itemized invoice to KGC. All invoices must bear the Purchase Order Number and the Ship-To Location. Invoices submitted without the required Purchase Order number and Ship-To location may be returned with subsequent delay in payment. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after approved invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 45 days.

PURCHASE ORDER AWARD: KGC reserves the right to award a purchase order in whole or in part to one or more vendors as KGC determines, in its sole discretion, to be in the best interest of the County.

QUANTITIES: The quantities specified are those intended to be purchased by KGC. The exact amount ordered will be governed by actual needs to be determined at the time of award. KGC will only be obligated, under this contract, to the extent of purchase orders issued and products received.

RECEIPT OF GOODS: Vendors shall be aware that the materials being contracted for shall be delivered in a single lot, F.O.B. Destination, and the sole property of the Vendor prior to acceptance by KGC.

TAXES: King George County is exempt from excise taxation by virtue of exemption certificate No. 54-0716449. The Purchasing Agent will complete such documents as may be necessary for the CONTRACTOR to comply with applicable tax laws and regulations. The price or prices quoted here shall include all other federal and state, direct and indirect taxes which apply.

NON-APPROPRIATION

KGC shall be bound, hereunder, only to the extent that such funds shall have been appropriated and budgeted and are otherwise available for the purpose of this contract. In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period for payment due under this contract, then KGC shall immediately notify the Contractor, in writing, of such occurrence and resulting agreement from this RFQ shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to KGC of any kind whatsoever.



REQUEST FOR QUOTE - FAX-BACK

Quote No: Q-04272009-1400 Close Date: April 27, 2009 Time: 2:00 PM EST

Description: Printing Services for Forms, Decals, and Cards

Requestor: Kelly S. Dixon, CPPB Phone: 540.775-1657 Fax: 540.775.7692

Please note: All unit prices MUST include any applicable shipping, and handling charges. Extra charges NOT allowed. Delivery will be a factor in the award decision.

ITEM	QTY	DAYS TO DELIVER ARO (After Receipt of ORDER)	UNIT PRICE	TOTAL PRICE
Reappearance Order (2-part carbonless form)	300			
Grand Jury Notice (2-part carbonless form)	100			
Cards – Pre-Cut	2,000			
Cards – Uncut Sheet Size: _____ # cards per sheet: _____				
Decal 1	3,000			
Decal 2	3,000			
Decal 3	3,000			

This quote must be signed by an authorized representative of the firm submitting the quote. Any alterations or erasures to the quote must be initialed by the undersigned authorized representative. The below signed agrees, and certifies, that he/she is the authorized representative of the quoting firm, and that the information provided in this quote is true and accurate. The undersigned also certifies that all items quoted meet or exceed the specification provided. The signing representative also acknowledges that providing incorrect or incomplete information may be cause for quote rejection or contract termination.

Company Name: _____

Address: _____

E-Mail Address: _____

Authorized Signature: _____

Name/Title: _____

FEIN (Federal Employee ID Number) (required) _____

Phone: _____ Fax: _____

A Completed W9 form must be submitted with quote.