

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

3411 HIGHWAY 126 – SUITE 201  
BLOUNTVILLE, TN 37617-0569

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**REQUEST FOR PROPOSAL #G21624(CB)**  
**(MUST INCLUDE RFP# ON OUTSIDE OF ENVELOPE)**

COMMODITY/SERVICE DESCRIPTION: SMEAD HEAVYWEIGHT LEGAL SIZE MANILA FASTENER FOLDERS

OPENING DAY: Monday, February 9, 2015    TIME: 2:00PM

SULLIVAN COUNTY USER DEPARTMENT: PROPERTY ASSESSOR

**THIS REQUEST FOR PROPOSAL (RFP) MUST BE RETURNED IN A SEALED ENVELOPE VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE!** RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE RFP # ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. LATE RESPONSES WILL NOT BE ACCEPTABLE!

SUBMISSION OF THIS RFP VERIFIES VENDOR'S ACCEPTANCE OF THE RFPs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14.

*NOTE: IF FORM #GPTC1004-14 IS OMITTED FROM THIS RFP SOLICITATION, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY. IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS RFP SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR RFP REPOSE. **By submissson of this RFP/RFQ, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.***

ALL RFPs MUST BE OFFERED IN STRICT CONFORMANCE TO ALL LANGUAGE, REQUIREMENTS, TERMS AND CONDITIONS AND SPECIFICATIONS AS SOLICITED. FAILURE TO COMPLY WITH THE RFP PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME.

UNLESS OTHERWISE DESIGNATED, ALL PRICES OFFERED SHALL BE GUARANTEED FOR A MINIMUM OF SIXTY (60) DAYS FROM OPENING DATE. UNIT PRICES FOR GOODS/SERVICES SHALL BE QUOTED "**NET 30 DAYS**". EACH LINE ITEM PRICE MUST INCLUDE ALL CHARGES, INCLUDING SHIPPING, HANDLING, FREIGHT OR ANY OTHER COSTS ASSOCIATED TO THE DELIVERY TO THE DESIGNATED SULLIVAN COUNTY LOCATION. SULLIVAN COUNTY WILL NOT ACCEPT ADDITIONAL DELIVERY CHARGES AS A SEPARATE LINE ITEM. AWARDS MAY BE DETERMINED PER UNIT (LINE ITEM) AND/OR AS A TOTAL (WHOLE) AWARD; WHICHEVER IS IN THE BEST INTEREST OF SULLIVAN COUNTY. ALL GOODS PROVIDED TO SULLIVAN COUNTY SHALL BE FREE FROM DAMAGE/DEFECTS. GOODS DAMAGED IN TRANSIT BY COMMON CARRIER ARE THE SOLE RESPONSIBILITY OF THE VENDOR, INCLUDING ALL COMMUNICATIONS AND REPLACEMENT ARRANGEMENTS.

IF INFORMATION (SPECIFICATIONS, DATA SHEETS, ANALYSIS, DRAWINGS, ETC.) OR PRODUCT SAMPLES ARE REQUESTED IN THIS RFP, RESPONDING VENDOR MUST ENCLOSE/SUPPLY SAME. FAILURE TO COMPLY WILL BE CAUSE TO DISQUALIFY THE VENDOR FROM AWARD CONSIDERATION.

THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL QUOTES AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY. SULLIVAN COUNTY DOES NOT OBLIGATE ITSELF TO ACCEPT THE LOWEST AND/OR ANY QUOTE OFFERED.

DELIVERY DATE \_\_\_\_\_ TERMS: NET 30 DAYS  
(NOTE: DELIVERY TIME (DAYS/WEEKS/MONTHS) MUST BE INDICATED ... ASAP IS NOT ACCEPTABLE)

VENDOR: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_  
PLEASE PRINT

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ATTACHMENT TO BID PROPOSAL #G21624(CB)**

**FOR: SMEAD HEAVYWEIGHT LEGAL MANILA FOLDERS WITH FASTENERS**

- 1.** PRICING FOR BOTH STRAIGHT CUT AND CENTER TOP TAB CUT IS REQUESTED. ONLY ONE OPTION WILL BE CHOSEN.
  
- 2.** PLEASE QUOTE THE BELOW ITEMS AS SPECIFIED OR EQUAL. IF YOU QUOTE AN ALTERNATE, YOU MUST INCLUDE COMPLETE SPECIFICATIONS WITH YOUR QUOTE. ANY DISCREPANCIES TO THE SPECIFICATIONS SHOWN ON THESE DOCUMENTS MUST BE DENOTED IN WRITING AND RETURNED WITH THE QUOTE.
  
- 3.** PRICES MUST INCLUDE ALL CHARGES: SHIPPING, HANDLING, FREIGHT, ETC. ALL PRICING QUOTED IS TO BE IN COMPLIANCE WITH THE TERMS AND CONDITIONS LISTED IN THIS BID.

LINE ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1			SMEAD HEAVYWEIGHT MANILA FASTENER FOLDERS LEGAL SIZE, 14 PT (OR HEAVIER); 2 FASTENERS		
	8,000	EA	OPTION A: STRAIGHT CUT		
	8,000	EA	OPTION B: CENTER TOP TAB CUT		
2			SHIPPING		
			<b>TOTAL</b>		

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Representative