

BLOOMFIELD SCHOOLS
325 N. BERGIN LANE
BLOOMFIELD, NM 87413

REQUEST FOR QUOTE

SUBJECT: PAPER
QUOTE NUMBER: 2018 – 001
State of New Mexico Commodity Code: 64533
OPENING DATE: MONDAY MAY 29, 2017
PLACE OF OPENING: BLOOMFIELD SCHOOL DISTRICT
ADMINISTRATION BUILDING
FINANCE OFFICE
325 N. BERGIN LANE
BLOOMFIELD, NM 87413

VENDOR INFORMATION:

We agree to provide the items as listed for the quote prices indicated on the attached Proposal Form. We agree to adhere to the General Conditions and Specifications of this quote.

COMPANY _____ SIGNATURE _____

ADDRESS _____ NAME (Print) _____

_____ TITLE _____

TELEPHONE _____ FAX# _____

NEW MEXICO RESIDENT BIDDER CERTIFICATE # _____

Quote prices firm until: _____

Delivery can be made within _____ days after receipt of purchase order.

QUOTE FORM

After thorough review of all quote documents, we propose the following quote price for the white copy paper listed below for the Bloomfield Schools District:

<u>ITEM</u>	<u>UNIT PRICE EXTENSION</u>
1 case / 5,000 sheets, 8 ½ x 11 – 20# 84 brightness	\$ _____

Per case \$ _____ x 1,211 cases =

TOTAL Paper Cost: \$ _____

Delivery can be made within _____ days after receipt of purchase order

_____	_____
Company Name	Authorized Signature

_____	_____
Physical Address	Name (Print)

_____	_____
City, State, Zip	Date

GENERAL CONDITIONS

1. The Bloomfield Board of Education reserves the right to accept or reject any or all quotes and to waive any technicalities.
2. Prices are to be quoted FOB, Bloomfield Schools Maintenance, 315 E. Blanco Blvd, Bloomfield, NM, 87413
3. No quotes will be accepted which do not quote firm prices. Prices shall be firm until July 31, 2017. Prices quoted, as of the delivery date will be not be accepted. If a discrepancy arises between the unit and extended total prices, the unit price shall govern.
4. State when delivery can be made after receipt of order. Payment will be made within 30 days after delivery.
5. The Bloomfield School District may select any or all items from any quote.
6. Award of quote will be based upon the following criteria:
 - A. Low Quote – The low quote will be accepted if items are as specified, or if items are evaluated as being equal to specified items in quality, workmanship, and suitability for purpose.
 - B. New Mexico Resident Bidder Preference – In accordance with Section 13-1-21, NMSA, 1978, vendors who have a Resident Bidder Certificate from the State of New Mexico will be given a 5% preference over vendors who do not have a certificate. To qualify for this preference, the vendors Resident Bidder Certificate number must be provided in the space indicated on the Request for Quote.
 - C. Delivery – The Bloomfield Schools desire delivery as quickly as possible. If a large discrepancy in delivery dates occurs between vendors, the award may be based upon earliest delivery if the difference in quoted prices is not excessive.
7. Submit descriptive information if the quote is different from the brand specified. Vendor should highlight the specifications that indicate the brand quoted is equal to the brand specified. If detailed specifications for an alternate brand are not received from at least one vendor, that alternate will not be considered. The Bloomfield Schools will make the final determination on whether a brand is equal.
8. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding quotes or as a result of the purchase of any items.
9. For a quote to be considered, it must be submitted on the quote form provided by the district and must bear an authorized signature of the vendor.

10. Pursuant to Section 13-1-102, NMSA, 1978, facsimile quotes will not be accepted or considered in awarding a quote.
11. It is the vendor's responsibility to deliver the proposal in a sealed envelope at the proper time and date to the place designated for the quote opening. Quotes received late will not be opened or considered.
12. To expedite identification of the quote envelopes and to insure quote security, **type the quote name and number in the lower left corner of the quote envelope.**
13. Quotes accepted by the district will be placed via an official purchase order form; orders on any other form are not valid. In compliance with New Mexico State Statutes, no minimum charge or service charge shall be added to the quote price.
14. Either party upon may terminate this price agreement with written notice to the other at least thirty (30) days in advance of the desired date of termination. Notice of termination of the price agreement shall not affect any outstanding orders. Excessive inability to deliver requested items would be cause for termination.

SPECIFICATIONS

Quantity:

Description:

1211 cases

500 Sheets White Paper, 8 ½ x 11 – 20# 84 brightness