

**CITY OF GRIFFIN, GEORGIA**

###### REQUEST FOR QUOTE

**For**

**Printing of FY17 PAFR Booklet**

**Submitted by:**

Name of Company:

 Phone (including area code):

 E-mail:

**Submit any time PRIOR to:**

 Thursday, January 19 @ 2PM

**Submit to:**

online submittal (preferred method)

*or email to:*

# cfay@cityofgriffin.com



**PRICE SUBMITTAL FOR: PAFR Booklet**

 Deadline for submittal: **BY** Thursday, January 19 @ 2PM

Quote Price must be valid for 60 days.

**PRICE STRUCTURE** – Complete the following and include any associated information specifics for the cost quoted.

**Scope of Work:** Specifications for annual PAFR report booklet (PDF file attached separately) are as follows:

Size: 8.5 x 11 landscape, up to ¼” white border all sides

Number of booklet pages: 32

Tablet style, economical binding (staple acceptable)

Full color; Cover slightly heavier than inside pages

Approximate turnaround time from Notice to Proceed to delivery . . . . . . . . . .

Delivery and any other fee that is to be added to the price (detail all fees in list) . . . . . . . . . .

Price for quantity of 400 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Price for quantity of 500 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Comments:**

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*If you do not wish to send a quote, please respond with a NO Bid –*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**COMPLETED BY:**

Company Name:

Address:

Representative

(Authorized Signature) (Title)

 ***NOTE: You do not have to be a registered vendor to quote, but you do have to be registered in order to be awarded a project. If you have not already done so, you can register online using the following link -*** <https://vrapp.vendorregistry.com/Vendor/Register/Index/griffin-city-ga-vendor-registration>. ***If you have previously ‘registered online’, but did not attach the W9 and Supplier Affidavit, you will need to add those to be considered compliant.***

***For questions about this quote request, contact*:** *Cindy Fay, Procurement Analyst*

*cfay@cityofgriffin.com*

**NOTE: This is a quote request and responses may be submitted at any time PRIOR to the deadline. Original signature note necessary if submitted online.**