



Dan Colwell
Interim Superintendent

FAYETTE COUNTY BOARD OF EDUCATION

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Board Members
Mrs. Marion Key, Chair
Dr. Bob Todd, Vice-Chair
Dr. Mary Kay Bacallao
Dr. Barry Marchman
Mr. Leonard Presberg

May 16, 2013

RFQ DATE: MAY 16, 2013
RFQ NUMBER: 20131974
RFQ TITLE: ENVELOPES FOR STOCK

The Fayette County Board of Education Purchasing Department would like to invite you to participate in a request for quotation for printing services. The intent of this quotation is to secure pricing for envelopes with a pre printed return address. It is the vendor's responsibility to include all elements of pricing in the total cost. No additional charges may be added to the total cost, i.e. shipping, courier, increase in paper costs, etc. The Fayette County Board of Education expects all pricing to be final.

GENERAL TERMS AND CONDITIONS

- Quotations are to be construed as the completely assembled delivery price unless otherwise specified (F.O.B. Destination).
- When quoting goods other than specified, bidder must give complete description, including trade name and brand. Comparable items may be considered. When bidding comparable items, response must include the item number, manufacturer and specifications of alternate.
- Vendors may be asked to provide samples of products prior to award of the quotation.
- Vendors will be required to provide three (3) references.
- When quoting goods, note that there may not be a loading dock available; therefore, all deliveries must be made using appropriate equipment to accommodate inside delivery. Inside delivery will be defined as follows: equipment must be moved into the designated area of the building as stated in this request for quotation document.
- Delivery time should be quoted as the number of business days after the receipt of order for delivery to the location requested.
- DO NOT INCLUDE TAX. Public schools are exempt.
- The Fayette County Board of Education reserves the right to accept or reject any or all quotes, waive any formalities, award the entire quote to one vendor or

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make awards by group or by line item, whichever is in the best interest of the school system.

Responses are due no later than Tuesday,
May 21, 2013, 2:00 p.m. (est)

Supplier Initials: _____

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- Award information will be posted at http://www.fcboe.org/purchasing/purch_vendorinfo.html.
- All questions regarding this request for quotation should be submitted in writing to Anthony Sudduth. Questions must be submitted either by fax or email.
- Return quote to Anthony Sudduth via fax or email:
 - Fax: (770) 460-3522 (Please include a fax cover sheet)
 - Email: sudduth.anthony@mail.fcboe.org
- Quotes are due **Tuesday, May 21, 2013 by 10:00 a.m.**

SPECIAL TERMS AND CONDITIONS

1. Printer will receive materials within 3 days of quote. Prices must be valid until publications are printed.
2. Vendor must provide an electronic proof.
3. Vendor must provide publications that are free from smearing and are of professional quality. The Fayette County Board Of Education reserves the right to refuse delivery and payment on any publication that does not meet this requirement.
4. Printer will be required to deliver printed materials to the address below. Vendor may be disqualified if delivery requirements cannot be met.

Fayette County Board Of Education Warehouse
Attn: Anthony Sudduth
245 Booker Avenue
Fayetteville, GA 30214.

5. It is the vendor's responsibility to include all elements of pricing in the total cost. No additional charges may be added to the total cost, i.e., shipping, courier, etc. The Fayette County Board Of Education expects all pricing to be final.
6. The Fayette County Board Of Education will issue a purchase order after award is made. Payments will be processed following the delivery and acceptance of printed materials (approximately 30 days).

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May 21, 2013, 2:00 p.m. (est)

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VENDOR RESPONSE FORM

To: Anthony Sudduth
School/Location Purchasing Department

Fax: 770-460-3522
Phone: 770-460-3883

From: _____

Date: _____

RE: Request for Quotation # 20131974

Pages: _____

Vendor Name: _____

Representative: _____

Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Vendor has read and agrees to all information contained within the General Terms and Conditions, Special Terms and Conditions and Specifications that are a part of this request for quote.

Authorized Signature: _____

Please check one of the following statements. All responses, including "No Bid" responses must be received by the date and time of bid opening.

- Bid response attached, must be received by due date and time.
- No bid response. Please keep my contact information on the Bidders List.
- No bid response. Please remove my contact information from the Bidders List.

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Instructions:

1. Read specifications carefully.
2. Complete Vendor's Response area. All information requested must be completed.

**VENDOR RESPONSE
SPECIFICATIONS AND BID SHEET**

Envelopes with Return Address

- Size - #10 Standard Size
- Paper - 24#
- No window on envelope
- Color - white, wove finish
- Printing - black ink, return address printed on top left corner front of envelope, no printing on the back of envelope flat print compatible and must be guaranteed to work in all laser & inkjet printers without smudging or smearing
- Packaging - 500 envelopes per box
- Quantity - 10,000 envelopes or 20 boxes.
- Artwork can be provided in QuarkXPress 6.1 Macintosh platform

Envelopes with Return Address

Total cost for 10,000 envelopes

Brand name of envelopes

Weight of envelopes

Type of finish

Estimated number of business days
for delivery after approval of proof

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REFERENCES

The Fayette County Board Of Education is interested in current/previous contracts with school systems or similar businesses that are similar in scope to this project. The FCBOE is interested in securing information for projects that have occurred in the past 24 months. Bidder should supply a minimum of three (3) references.

Reference 1

School District or
Company Address _____
Number and Street *City* *State* *Zip Code*

Contact Name _____ Contact Title _____

Phone _____ Email _____

Date of Project _____ Describe any Major Issues _____

Reference 2

School District or
Company Address _____
Number and Street *City* *State* *Zip Code*

Contact Name _____ Contact Title _____

Phone _____ Email _____

Date of Project _____ Describe any Major Issues _____

Reference 3

School District or
Company Address _____
Number and Street *City* *State* *Zip Code*

Contact Name _____ Contact Title _____

Phone _____ Email _____

Date of Project _____ Describe any Major Issues _____

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