



Department of Purchasing & Contract Compliance

Cecil S. Moore, Director

REQUEST FOR QUOTE NUMBER:		11CT78684A
WILL BE RECEIVED UNTIL		Tuesday, May 24, 2011 @ 2:00pm EST.
DESCRIPTION: Office Supplies – Human Services Department		
Quotes must be submitted electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.fulton.ga.us . You must be a registered vendor in order to respond to quotes.		
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.		
CONTACT NAME: Carolyn Towns	E-Mail Address : Carolyn.towns@fultoncountyga.gov	Telephone Number: (404) 612 4208
All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.		
Company Name: Not applicable		
Company Address: Not applicable		
City Not applicable	State Not applicable	Zip Code
Telephone Number: Not applicable	Fax Number: Not applicable	E-Mail Address:
RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.fulton.ga.us BY THE TIME AND DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title Not applicable		
*Signature of the person submitting QUOTE: Not applicable		
*The individual submitting this e-quote must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.		

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REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorelfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

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10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required,

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may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

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Office Supplies – Human Services
Jefferson Place

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide **Office Supplies** for the Human Services Department.

2. CONTACT PERSON

Please contact Carolyn Towns, Procurement Officer at (404) 612-4208 or by e-mail carolyn.towns@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Requesting prices for OEM products, no remanufactured toners accepted. All quantities are based on an annual usage estimate.

4. PRICING SHEETS

No lines	Descriptions	Manuf#	Manuf names	Quantity	Unit Price
1.	2"Vinyl Round Ring View Binder, Black	Universal	UNV-20981	120 ea	\$
2.	3" Vinyl Round Ring View Binder, Black	Universal	UNV-20991	120 ea	\$
3.	1-1/2" Vinyl Round Ring View Binder, Black	Universal	UNV-20971	120 ea	\$

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4.	10X13 Brown Kraft Clasp Envelopes	Universal	Unv-35267	10 bx	\$
5.	5 Tab Multicolor Index Dividers	Avery	Ave-11816	100 pks	\$
6.	8 Tab Multicolor Index Dividers	Avery	Ave-11817	100 pks	\$
7.	Toner Cartridge for HP Laser Jet 2420	HP	HewQ6511A	10 ea	\$
8.	Toner, Black Cartridge for Dell 3110CN; 5,000 yields	Dell	310-8093	6 ea	\$
9.	Toner, Cyan Cartridge for Dell 3110CN; 4,000 yields	Dell	310-8095	6 ea	\$
10.	Toner, Magenta Cartridge for Dell 3110CN; 4,000 yields	Dell	310-8097	6 ea	\$
11.	Toner, Yellow Cartridge for Dell 3110CN; 4,000 yields	Dell	310-8099	6 ea	\$
12.	Drum for MFC 7220	Brother	Brittn250	3 ea	\$
13.	8 Tab Quick Step - One Step Bulk Index System	Cardinal	Crd-60838	50 ea	\$
14.	Wire-bound Message Books, Black-Print Carbonless Duplicated	Universal	Unv-48003	24 ea	\$
15.	Ink-pen, Signo 207Gel Retractable Roller Ball, Black	Sanford	San33950	24 dz	\$
16.	Signo 207 Gel Retractable Roller Ball, Assorted Colors	Sanford	San40110	24 dz	\$
17.	Shredder	Fellowes	Fel-3227901	3 ea	\$
18.	Commercial Electric Hole Punch	Swingline	Swi-74535	2 ea	\$

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19.	Laminated Two-Pocket Portfolio Cover	Oxford	Ess-51743	2 bx	\$
20.	White Card Stock	Pacon creative pro	PAC-101188	25 pks	\$
21.	Cruzer USB Flash Drive, 8GB	SanDisk	SDI-cz36008ga11	10 ea	\$
22.	CD-R, Write Once Media	Sony	Son-100cdq80rs	1 pks	\$
23.	CD/DVD Envelopes with Poly Window	Innovera	IVR-39404	2 pks	\$
24.	View Tab Transparent Index Dividers	Wilson Jones	WLJ-55066	20 sets	\$
25.	Double Docket Ruled Pads, white, 8-1/2 x 11-3/4, package of 4	Tops	Top-99612	10 pks	\$
26.	Economy Ruled Writing Pads	Universal	Unv-46300	12 dz	\$
27.	Ink-pen, Signo 207 Gel Retractable Roller Ball, Blue	Sanford	San-61256	24 dz	\$
28.	Ink-pen, Signo 207 Gel Retractable Roller Ball, Red	Sanford	San-61257	3 dz	\$
29.	R.S.V.P. Stick Ballpoint Pen (Black)	Pentel	Pen-bk93-A	3 dz	\$
30.	R.S.V.P. Stick Ballpoint Pen (Blue)	Pental	Pen-BK93-C	3 dz	\$
31.	Rechargeable NiMH 15-Minute Battery Charger	Energizier	EVE-Ch15MNCP4	2 ea	\$
32.	Portable Desktop Calculator	Sharp	Shr-el334tb	2 ea	\$
33.	Graphing Calculator	Texco Instrument	Tex-TI84PLUSSE	1 ea	\$
34.	Optima 45 Electronic Stapler	Swingline	SWI-48209	1 ea	\$
35.	Optima Staples	Swingline	SWI-35556	10 bx	\$
36.	Compact Commercial Stapler	Swingline	SWI-71201	1 ea	\$

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37.	Trimming Board	Fellowes	FEL-5413001	1 ea	\$
38..	Squeegee-Style Dry Erase Board Eraser	The Board Dude	BDU_3336BDUA-24	5 ea	\$
39.	Pinnacle 27 EZload Roll Laminator	GBC	GBC-1701720	1 ea	\$
40.	Heat Seal EZload Nap-Lam II Film	GBC	GBC-3748204EZ	3 bx	\$
41.	Desktop Copyholder	Innovera	IVR-59001	1 ea	\$
42.	Thermal Binding Machine	Fellows	FEL-5219301	1 ea	\$
43.	Thermal Binding System Presentation Covers	Fellows	FEL-5222701	8 pks	\$
44.	Thermal Binding System Presentation Covers	Fellows	FEL-5222801	8 pks	\$
45.	Binding Covers	GBC	GBC-200041	6 bx	\$
46.	Binding Machine Spine 5/8"	GBC	GBC-4090312	4 bx	\$
47.	Binding Machine Spine 1/2"	GBC	GBC-4090310	4 bx	\$
48.	Binding Machine Spine 3/4"	GBC	GBC-4090314	4 bx	\$
49.	Large Executive Notebook, Black	Blueline	RED-A1081	10 ea	\$
50.	Card Stock, White	Pacon Creative Product	PAC-101188	25 pks	\$
51.	Stock, Assorted Bright Pastel	Pacon Creative Product	PAC-101195	6 pks	\$
52.	Tabs, Printable Self-Adhesive	Avery	AVE-16282	8 pks	\$
53.	Square Base Triangle Counter Pen, Black	PM Company	PMC-05057	20 ea	\$
54.	Shredder Bags	Universal	UNV-35947	2 bx	\$
55.	Ink Print Cartridge, Black	HP	HEW-C8727AN	6 ea	\$
56.	Toner Cartridge, Black	Brother	BRT-TN620	6 ea	\$
57.	Luggage Tag (with loops) Premium	GBC	GBC-3202105	4 ea	\$

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	Laminating Pouches				
58.	Deluxe Lanyard J-Hook Badge Holder, Black, 36" 50 per package	Advantus	AVT-75424	100 bx	\$
59.	14-Month Ruled Monthly Planner	House of Doolittle	HOD-262-02	35 ea	\$
60.	Calendars, Desk Pads	At-A-Glance	AGG-SK25-03	55 ea	\$
61.	Self-Adhesive Name Badges, Visitor Box of 100	C-Line	CLI-92245	5 bx	\$
62.	Laminating Pouches	Fellowes	FEL-52031	4 pks	\$
63.	Dry Erase Board, Black, 27 X 34	Quartet	QRT-101EL	1 ea	\$
64.	Waste Paper Basket, 7 Gal, Black	Rubbermaid	RCP-295600BK	2 ea	\$
65.	Pastel Paper, Assorted Colors	Pacon creative Pro	PAC-101135	3 reams	\$
66.	Parchment Paper, Assorted Colors	Pacon creative Pro	PAC-101235	6 pks	\$
67.	Paper, Astrobright Assorted Colors	Wausau	WAU-21289	6 reams	\$
68.	Paper, Astrobright Assorted Colors	Wausau	WAU-21224	6 reams	\$
69.	Chair, Executive High-Back	Basyx	BSX-VL691SP11	2 ea	\$
70.	File Cabinet, Lateral, 2-Drawer, 36w X 24d X 29- 1/2h, Mahogany	Hon	HON-118690NN	1 ea	\$
71.	Dry Erase Markers, 24 Assorted Colors	Avery	AVE-98188	2 ea	\$
72.	Desk Stapler, Black	Swingline	SWI-44401S	2 ea	\$
73.	Six-Shelf File Cabinet with Receding Doors, Putty, 36 x 13-3/4	Hon	HON-6266LL	1 ea	\$

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	x 75-7/8				
74.	Ink Cartridge Toner for 5610xi, Black	HP	HEWC-6656AN	4 ea	\$
75.	Rolling Writer Stick Roller Ball Pen, Black	Pentel	PEN-R100-A	2 dz	\$
76.	Easel Pads, Unruled, 27 X 34	Tops	TOP-7903	4 ea	\$
77.	Standard Dry Erase Easel	Quartet	QRT-67E	2 ea	\$
78.	Certificate Holders, Black	Geographics	GEO-45331	30 pks	\$
79.	Clear Poly Index Folder, File Jackets, 10/pk	Pendaflex	ESS-50981	6 pks	\$
80.	Staples for 270 Electric Stapler	Swingline	SWI-69495	4 rls	\$
81.	Binder Clips, ¼ clip capacity	Universal	UNV-10199	4 dz	\$
82.	Ink Cartridge Toner for 5610xi, Tri- Color	HP	HEWC-9352AN	1 ea	\$
83.	Dust Free Multipurpose Duster Cleaner, 6/Box	Read Right	REA-RR3760	2 bx	\$
84.	#12, Medium, Large Rubber Finger Tips, dozen	Swingline	SWI-54032	2 dz	\$
85.	#14, X-large Rubber Finger Tips, dozen	Swingline	SWI-54014	2 dz	\$
86.	Time Trax EX Time and Attendance System Time Clock	Pyramid	PTI-TTEZEK	4 ea	\$
87.	Time Trax Time Card Badges, PK/50	Pyramid	PTI-41304	2 pks	\$
88.	Workstation Desk, with return on left, Mahogany, 66 X 30 X 29-1/2	Hon	Hon-94283RNN	1 ea	\$
89.	Workstation with return on left, Mahogany, 48 X	Hon	Hon-94216LNN	1 ea	\$

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	24 X 29-1/2				
90.	Double Pedestal Desk, Mahogany, 60"	Hon	Hon-94251NN	1 ea	\$
91.	Lateral File, Three Drawer, Putty, 42 X 19-1/4 X 40-7/8	Hon	Hon-793LL	1 ea	\$

5. SPECIAL CONDITIONS/INSTRUCTIONS

- a. Shipping cost (if any) to be included in the unit cost of the item.

6. INSURANCE & RISK MANAGEMENT PROVISIONS

N/A