



INTER-OFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Interim Director Purchasing Dept.
FROM: Cathelene "Tina" Robinson, Clerk of Superior Court
SUBJECT: Cancellation/Acceptance Quote 12VR85671AA, 2013 Civil
File Folders
DATE: November 1, 2012

A handwritten signature in black ink that reads "Cathelene Robinson".

The purpose of this communiqué is to formally cancel our acceptance for Der Graphics, Inc as the lowest responsive bidder and accept American Specialty Office Product as the lowest, responsive, responsible bidder on Quote# 12VR85671AA for our request for the 2013 Civil File Folders with the following:

1. 23,000 reinforced end tab file folders at a unit cost of \$1,547.50/M for a total of \$35,592.50.

This acceptance includes shipping and handling.



Fulton County Public Bid Opening

Page: 1

Bid: RFQ 470 12VR85671AA

Close Date/Time: 2012-10-11 14:00:00

Commodity Group	Code	Description	Bid Amount
Vendor Code	Legal Name		
1	Default	61545 File Folders, Regular, Legal & Letter Sizes	
	VS0000024396	RETRIEVAL BUSINESS SYSTEMS INC.	\$37,444.00
	VS0000029633	TERESA JACKSON	\$28,290.00
	SOUT550288-A	SOUTHERN BUSINESS SYSTEMS INC	\$36,432.00
	VC0000111078	DER GRAPHICS, INC.	\$26,910.00
	VS0000040777	COLORTRIEVE SYSTEMS INC.	\$28,589.00
	VS0000024603	AMERICAN SPECIALTY OFFICE PRODUCTS	\$35,592.50
	VS0000032023	BIBBERO SYSTEMS, INC.	\$44,390.00