



RANDOLPH COUNTY

725 McDowell Road
PO Box 4728
Asheboro, NC 27204-4728
Tel: (336) 318-6304
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Email: ahalexander@co.randolph.nc.us

REQUEST FOR QUOTES

Quote# 08-0601

FOR

2009 CALENDARS

Issued on: Monday, August 25, 2008
Due Date: Tuesday, September 2, 2008 at 1:00 PM EST

Administered by: Audrey H. Alexander, Purchasing Officer

Randolph County is soliciting quotes for 2009 Calendars. Quotes are due by **Tuesday, September 2, 2008 at 1:00 PM EST.** The quote form outlining the calendars requested is found on page 4 of this document.

Randolph County reserves the right to award and/or reject any and/or all quotes and waive any technicalities or irregularities.

Questions regarding this Request for Quotes shall be directed in writing to:

Randolph County Purchasing

ATTN: Audrey Alexander

PO Box 4728

Asheboro, NC 27204-4728

Phone: (336) 318-6304

Fax: (336) 636-7568

Email: ahalexander@co.randolph.nc.us.

Instructions:

1. The quote form provided in this document shall be the form on which a quote is submitted. Please complete this form with per calendar or per item cost in the "Price" column. The completed "Quote Form – 2009 Calendars" along with a completed and signed "Vendor Information Form" shall be faxed, e-mailed, mailed or delivered to Audrey Alexander at 336-636-7568 or ahalexander@co.randolph.nc.us
2. Calendars are to be quoted on a per calendar or each price.
3. Orders will be placed individually by approximately 15 different departments directly with the successful bidder. These orders may be submitted using a completed "Quote/Order Form", or the orders may be submitted as a purchase order. Shipment of calendars shall be made to each of the 15 different department locations.
4. Delivery of calendars shall be made by the successful bidder as soon as the order(s) or purchase order(s) are received from the departments. The successful bidder shall complete shipment of the orders by 5:00 P.M. on Friday, September 19, 2008. Failure to comply shall be grounds to reject outstanding order(s) at the expense of the successful vendor and at the sole discretion of Randolph County. It is imperative for some departments to receive their calendars as soon as possible and no later than the September 19th date. Therefore, all calendars quoted must be available for shipment and delivery no later than 5:00 P.M. on Friday, September 19, 2008.
5. **NO BACKORDER(S) OF CALENDARS WILL BE ACCEPTED.**
6. Any and all shipping/handling fees must be included in the price quoted.

General Terms and Conditions:

1. Any and all products proposed and delivered shall be NEW.
2. **No Substitutions.** Quote only the calendars listed on the "Quote Form."
3. The successful bidder shall deliver products to the specified "Ship to" locations as soon as the orders are placed. No delivery shall be later than 5:00 P.M. on Friday, September 19, 2008.
4. Should any product proposed and delivered by the successful bidder be defective, Randolph County reserves the right to reject such defective products within thirty (30) days of date of delivery and the successful bidder shall replace the product with a new, like product at no charge to Randolph County.
5. Separate invoices must be issued to the address indicated on the Order Form or Purchase Order and to which the order is delivered.
6. Payment terms shall be net 30.
7. It is the intent of Randolph County to award the contract to the lowest *responsive, responsible bidder* meeting specifications. The County reserves the right to determine the lowest responsive, responsible bidder on the basis of an individual item, groups of items, or any way determined to be in the best interest of the County. Award shall be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish and overall quality.
8. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.
9. Addenda to these conditions and/or specifications shall be made in writing. Information provided verbally outside the bid specifications shall not be binding.

QUOTE FORM -- 2009 CALENDARS

Item #	Description	Size	Price
AAG-7006405	MONTHLY POCKET PLANNER DELUXE	3 1/2 x 6 1/8	
AAG-7090605	APPOINTMENT REFILL FOR 70-064	3 1/2 x 6 1/8	
AAG-7012005	MONTHLY CLASSIC PLANNER	6 7/8 x 8 3/4	
AAG-7026005	MONTHLY PLANNER	9 x 11	
AAG-7043105	MONTHLY POCKET PLANNER -- DELUXE	3 1/4 x 5 3/4	
AAG-7086505	PROFESSIONAL WEEKLY	6 7/8 x 8 3/4	
AAG-7095005	WEEKLY CLASSIC PROFESSIONAL--BLACK	8 1/4 x 10 7/8	
AAG-70950P05	WEEKLY PROFESSIONAL APPOINT. - PLUS	8 1/4 x 10 7/8	
AAG-760105	WKLY/MTLY SELF MANAGEMENT SYS.	8 x 9 7/8	
AAG-89801	MOTIVATIONAL DESK PAD	22 x 17	
AAG-E01750	TWO COLOR DAILY	3 1/2 x 6	
AAG-E51750	QUICKNOTES REFILL	3 1/2 x 6	
AAG-E71750	DAILY DESK CALENDAR REFILL	3 1/2 x 6	
AAG-E717T50	DAILY DESK CALENDAR REFILL -- WITH TABS	3 1/2 x 6	
AAG-G47000	14 MONTH PLANNER / DAYMINDER	7 7/8 x 11 7/8	
AAG-G21000	WEEKLY APPOINTMENT BOOK	4-7/8 x 8	
AAG-G52000	WEEKLY APPOINTMENT BOOK -- BLACK	8 x 11	
AAG-G54500	EXECUTIVE WEEKLY/MONTHLY PLANNER	6 7/8 x 8 3/4	
AAG-G54550	DAY MINDER WEEKLY REFILL -- For G545	6 7/8 x 8 3/4	
AAG-GG2500	TWO COLOR DESK PAD	22 x 17	
AAG-PM128	MONTHLY WALL CALENDAR	8 x 11	
AAG-PM1228	YEARLY WALL CALENDAR	24 x 36	
AAG-PM17028	MONTHLY DESK WALL CALENDAR	11 x 8 1/2	
AAG-PM2628	FULL YEAR PLANNER	24 x 36	
AAG-PM228	MONTHLY WALL	12 x 17	
AAG-PM328	MONTHLY WALL	15 1/2 x 22 3/4	
AAG-PM428	MONTHLY WALL	20 x 30	
AAG-SK1400	COMPACT DESK PAD -- BLACK	17 3/4 x 10 7/8	
AAG-SK2250	DESK PAD REFILL	22 x 17	
AAG-SK2400	MONTHLY DESK PAD	22 x 17	
AAG-SK2517	FASHION MONTHLY DESK PAD - Dark Blue	22 x 17	
AAG-SK4800	WEEKLY PLANNER, RULED, NO APPT. HOURS	3 1/2 x 6 3/16	
DRN061-685Y	DAY RUNNER 2-PAGE MONTHLY TAB - REFILL	5 1/2 x 8 1/2	

VENDOR INFORMATION FORM

Instructions: Complete all parts of this quote form.

PART I: Delivery Date:

Please acknowledge acceptance for complete delivery of 2009 calendar orders to the designated County locations as soon as orders are received. All deliveries shall be completed no later than **5:00 P.M.** on **Friday, September 19, 2008.**

<i>Signature</i>	Delivery Date: Friday, September 19, 2008

PART II: Vendor Information:

Vendor Name	
Address	
Telephone	
Fax	
E-Mail Address	
Representative (print name)	
Signature of Representative	
Date Submitted	