

CITY OF NIAGARA FALLS

NEW YORK

REQUEST FOR QUOTATION QUOTATION #32A-11

Quotations on items as specified herein will be accepted at City Hall until 4:00 P.M., on November 28, 2011.

COMPANY NAME	
ADDRESS	
ADDRESS	
CITY, STATE, ZIP	

Quotations must state when delivery can be made.

All quotations are subject to delivery as stated herein.

If a quotation is submitted on an article intended as a substitute for a grade or brand specified, the vendor must state the grade or brand of the substitution, otherwise it will be assumed that the quotation is based on the grade or brand specified.

The City reserves the right to accept this quotation by items, or as a whole, or to reject any or all quotations or waive informalities.

Prices are to be shown NET. Cash discounts are to be stated, if any.

All quotations must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the successful vendor.

Prices must be filled in with typewriter or ink.

MAIL QUOTATIONS TO:

CITY OF NIAGARA FALLS
PURCHASING DIVISION ROOM 14-B
PO BOX 69
NIAGARA FALLS, NY 14302-0069

OR

DELIVER QUOTATIONS TO:

CITY OF NIAGARA FALLS
PURCHASING DIVISION ROOM 14-B
745 MAIN STREET
NIAGARA FALLS, NY 14302-0069

***** PLEASE BE SURE TO FILL IN ALL INFORMATION BELOW *****

***** YOUR QUOTATION MUST BE SIGNED AND DATED *****

TOTAL NET PRICE		DELIVERY PROMISED	
\$			
CONTACT PERSON FOR QUESTIONS REGARDING THIS QUOTATION:		PHONE #	
		()	
AUTHORIZED SIGNATURE		DATE:	
PRINT NAME AND TITLE:			

DATE: 11/10/11			QUOTE #32A-11	PAGE 3 OF 4			
ITEM NO.	QNTY	UNIT	DESCRIPTION	UNIT PRICE	NET TOTAL		
			Quotations will be received by the City Purchasing Agent				
			in his office at City Hall, Room 14-B, for the purchase				
			of Xerographic Paper. ALL ON A MORE OR LESS				
			BASIS. The quantities listed are estimates of the				
			amounts to be purchased. The City reserves the right				
			to purchase more or less than the stated quantities.				
			The supplies will be purchased as needed over a six (6)				
			month period. Where applicable, the total reflects				
			Estimated quantities.				
			BIDDERS ARE REQUIRED TO SPECIFY THE				
			BRAND NAME AND NUMBER OF THE ITEMS.				
			SAMPLE REAMS OF EACH ITEM MUST BE				
			SUPPLIED WITH EACH QUOTATION.				
			All copy paper must be usable in all types of City				
			equipment, including but not limited to office copiers,				
			high speed copiers, printers, and fax machines				
			Bid prices are to be F.O.B. destination freight prepaid				
			to VARIOUS LOCATIONS WITHIN THE CITY				
			OF NIAGARA FALLS.				
			No quotations will be considered which have minimum				
			order amounts or which charge a separate price				
			for delivery.				
			Delivery is required within (5) days after receipt of				
			order. Prices are to be held firm for a period of six (6)				
			months.				
			This request for quotations is being solicited on behalf of				
			the City of Niagara Falls and the Niagara Falls Water				
			Board.				

