

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. 19404
Bidders need to complete and submit this form.

Submission Date 09/14/2018	10:00 am
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Qty	Description
	Scott County is seeking envelopes
40 cases	#9 White Wove, envelopes, 30% PCW, 2500/case
80 cases	#10 White wove, standard window envelope, 30% PCW, 2500 per case (5 boxes per case)
	Flap needs to be minimum 1 1/2" at web curved
	(current envelope is side seam, either diagonal or side seam is acceptable- flap size is critical requirement)
	Please include price per case and total including delivery in quote
	This is a plain window envelope, no printing, no security requirements, position of window is lower left side, no self-sticking
	Delivery to one location in Davenport, IA 52807
	Deliveries preferred on Friday mornings between 9:00 and 11:00 am at warehouse location (forklift available if cases are palletized) (warehouse has large overhead door-no dock)
	Submit responses to www.publicpurchase.com
	Please register at www.publicpurchase.com
	Delivery Included, price quotation good for 60 days
	From time to time, it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Name

Title

Company

Date

Released by:
(Scott County Use Only)

Date: 9/4/2018
Time: 10:00 am

PLEASE NOTE:
Bidders **must** provide an estimated
delivery date in their bid response!

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”