



MANATEE COUNTY FLORIDA

REQUEST FOR QUOTATION #13-0196BS

2013 MANATEE COUNTY GOVERNMENT CALENDAR

DATE ISSUED: October 18, 2012

DUE DATE: October 25, 2012 at 3:00pm

Submit quotation to Bonnie Sietman, Senior Buyer either by email or fax.

P 941.749.3046 F 941.749.3034

bonnie.sietman@mymanatee.org

Manatee County invites your participation in the following quotation. The specifications stated herein are of the minimum requirements:

The Information Outreach Department is seeking quotations for the 2013 Manatee County Government Calendar. Our theme is pet adoptions from Manatee County Animal Services and other local shelters.

Specifications are as follows:

28 Page plus cover
8 ½ x 11 (finished size)

Proofs: Low Res Proof for Bindery
High Res Proofs for Color

4/4: 4-Color Process
Cover: 100# Macgregor Dull Cover
Text: 100# Macgregor Dull Text

Fold, Gather, 2-Wire Saddle Stitch, Trim, Drill – 3/16" centered, and Boxed

Quantity 30,000 (+/- 10% - any overruns will be delivered at no additional cost)

Financial Management Department, Purchasing

1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205-1000

WEB: www.mymanatee.org * bonnie.sietman@mymanatee.org * PHONE: 941.749-3046

* FAX: 941.749-3034

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- ❖ Digital file to be provided to supplier by Manatee County by 11/9/2012
- ❖ Proof (for approval) to be provided to Manatee County by 11/15/2012
(a second proof may be required – if any changes are required – TBD)
- ❖ Proof approval from Manatee County provided to supplier by 11/21/2012
- ❖ Delivery - Manatee County Administration Building, 1112 Manatee Avenue West
- ❖ Delivery Date – December 10, 2012
- ❖ Option - provide pricing for spec'd calendar above in the finished size of 9x12

2012 MCG Calendar Size 8 ½ x 11 – Quantity 30,000 (+/- overrun, 1-proof, delivered)	Price per thousand: _____ Extended Price: _____
2012 MCG Calendar Size 9 x 12 – Quantity 30,000 (+/- overrun, 1-proof, delivered)	Price per thousand: _____ Extended Price: _____
Provide any additional costs to be incurred by Manatee County (not included in specification)	1) 2 nd proof if applicable \$ _____ 2) _____ \$ _____ 3) _____ \$ _____

Award shall be made to the lowest responsive, responsible quoter for the project as outlined which meet the specifications therein.

Company Name: _____

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2013 MANATEE COUNTY GOVERNMENT CALENDAR

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

(Print Name & Title of Signer) DATE _____

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEIN#.: _____

BUSINESS LICENSE NUMBER: _____

NUMBER OF YEARS COMPANY HAS BEEN IN BUSINESS: _____

Acknowledge Addendum No. ____ Dated: _____