



MANATEE COUNTY FLORIDA

RFQ #16-0143BLS 2016 MANATEE COUNTY GOVERNMENT CALENDAR

DATE ISSUED: October 20, 2015

DUE DATE: October 27, 2015 at 3:00pm

Submit quotation (3 pages total) 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 the minimum requirements:

The Information Outreach Department is seeking quotations for the 2016 Manatee County Government Calendar.

Specifications are as follows:

28 pages (includes cover)

9 x 12 (finished size)

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

5/5: **4-Color Process with Spot Gloss Varnish**
(spot varnish front & back covers and all 12 calendar photos only)

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 shall 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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2016 MANATEE COUNTY GOVERNMENT CALENDAR

Please return this form completed to be considered responsive

**Manatee County would like to receive calendar shipments by November 16, 2015;
 provide a tentative schedule for our requested delivery date**

- ❖ Digital file to be provided to supplier by Manatee County by _____.
- ❖ Proof (for approval) to be provided to Manatee County _____.
 (second proof may be required – if any changes are required – TBD)
- ❖ Proof approval from Manatee County provided to supplier by _____.
- ❖ Delivery – **partial** shipments shall be delivered to the following locations:
 - ✓ Manatee County Administration Building, 1112 Manatee Ave W, Bradenton, Florida 34205
 - ✓ Central Library, 1301 Barcarrota Ave, Bradenton, FL 34205
 - ✓ Public Works, 1022 26th Ave. East, Bradenton, FL 34208
 - ✓ Utilities, 4410 66th Street West, Bradenton, FL 34210
 - ✓ Additional County locations - TBD
- ❖ Requested Delivery Date – November 16, 2015
- ❖ Cartons = 100 calendars max

2016 MCG Calendar (including freight) Size 9 x 12 – Quantity 30,000 (+/- overrun, 1-proof, delivered)	Price per thousand: _____ Extended Price: _____
Provide any additional costs that may be incurred by Manatee County (not included in specification) (not to be included for award purposes)	1) 2 nd proof if applicable \$ _____ 2) _____ \$ _____ 3) _____ \$ _____

Award shall be made to the lowest responsive, responsible quoter meeting all specifications.

Company Name: _____

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Please return this 3-page Request for Quotation form to be considered responsive

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

DATE _____

(Print Name & Title of Signer)

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEIN#: _____

BUSINESS LICENSE NUMBER: _____

NUMBER OF YEARS COMPANY HAS BEEN IN BUSINESS: _____

Acknowledge Addendum No. _____ Dated: _____