

City of Hot Springs, Arkansas

Quote Form				
<b>Description</b>				
Office Supplies				
<b>Specifications (if not attached)</b>				
SEE ATTACHED				
Pages to be returned with bid (in order for bid not to be rejected)				
<b>Pricing</b>				
	Description	Quantity	Unit Price	Extended Price
Item 1	Office Supplies- Please see attachment	1		
Item 2				
Item 3				
Item 4				
Item 5				
Total (use this line if there is a separate cost sheet)				
Freight/Delivery (must be shown separately)		<i>11/3/2020</i>		XXXXXXXXXXXX
Bid Total		<i>Dwight N. Yater</i>		
<b>Number of 12-month extensions (see bid for conditions):</b>				
Bid includes total for materials, taxes and all related cost (freight, etc.)				
Taxes - Taxable goods and services delivered inside the City of Hot Springs will have a tax rate of 9.5%. This <b>should not</b> be included in the totals above. All other goods and services will be taxed at the rate required by the applicable governing bodies.				
<b>Guaranteed Date of Delivery (if applicable):</b>				
<b>Execution of Bid (to be completed by bidder)</b>				
Upon signing this bid, I/we have read and agree to the requirements set forth in this bid request and proposal including specifications, instructions to bidders, terms and conditions of bidding, terms and conditions of purchase and pertinent information regarding this bid, and agree to furnish the requested items at the price stated above. <b>UNSIGNED BIDS WILL BE REJECTED.</b>				
Name of Bidder		Phone Number		
Street/PO Address				
City, State, ZIP		Fax Number		
Email Address				
Signature		AR Tax Permit#		
Printed Name				
Title		State Contractor License #		
<b>Do you have a City of Hot Springs business license?</b>		YES	NO	

## STATEMENT OF COMPLIANCE

Bidder shall read all attachments and instructions carefully. Failure to completely become familiar with all attachments and notes will not be deemed just cause for claims or errors.

Any EXCEPTIONS to specifications, individual data sheets, drawings, terms and conditions or any other documents forming part of this Invitation to Bid must be clearly defined and set forth in Bidder's response on this form. To be considered for an award, the Bidder must certify to either A or B below and explain exceptions, if any, on this form (and attachments, if needed).

A. "This bid is in exact accordance with the specifications, drawings, terms and conditions and other requirements of this Invitation to Bid with NO EXCEPTIONS."

\*\*\*OR\*\*\*

B. "This bid is in exact accordance with the specifications, drawings terms and conditions and other requirements of this Invitation to Bid with the EXCEPTIONS listed below:" (List the number of or restate the specification excepted and in detail explain the exception. Add additional pages if necessary.)

Specification Number	DESCRIPTION (MARK EITHER "A" OR "B" ABOVE. IF "B" SHOW HERE AND/OR ATTACH A SHEET DETAILING EXCEPTIONS)

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Bidder's Trade Name (Company, Individual, etc.)

\_\_\_\_\_  
Date Signed

**QUOTE SPECIFICATIONS  
FOR  
OFFICE SUPPLIES AT FINANCE DEPARTMENT**

The City of Hot Springs is accepting quotes for providing office supplies at the Finance Department, 324 Malvern Ave, 2<sup>nd</sup> Floor, Hot Springs, AR. The following specifications described are the minimum requirements.

Quantity	Price	Total Price
• (3) Boxes – Swingline Staples		
○ 15/16” Heavy duty 1,000/Box	_____	_____
• (1) High Yield Toner Cartridge		
○ HP CF258X (Black)	_____	_____
○ HP W2021X (Cyan)	_____	_____
○ HP W2023X (Magenta)	_____	_____
○ HP W2022X (Yellow)	_____	_____
• (2) High Yield Toner Cartridge		
○ HP W2020X (Black)	_____	_____
• (7) High Yield Toner Cartridge		
○ HP CF226X (Black)	_____	_____
• (2) Bic Wite-Out EZ Correct Correction Tap		
○ Pack of 10	_____	_____
• (5) Manila File Folders, 1/3 Cut Top Tabs Folders		
○ 100/Box	_____	_____
• (2) 78” High Storage Cabinet		
○ W/Adjustable Shelves 36w x24d (Black)		
This item should be curbside delivery only	_____	_____

PRICE QUOTED MUST EXCLUDE FREIGHT/DELIVERY AND MISCELLANEOUS.

EMAIL QUOTES TO [OTHOMASON@CITYHS.NET](mailto:OTHOMASON@CITYHS.NET)

OR FAX 501-321-6833 PHONE 501-321-6892

– **SUBMIT QUOTES NO LATER THAN 5:00 PM, FRIDAY, NOVEMBER 13, 2020**