

REQUEST FOR QUOTATION

CITY OF WINTER HAVEN

" An Equal Opportunity Employer"

RFQ-11-09

Please return quote to:
 City of Winter Haven
 Procurement Service Division
 P.O. Box 2277
 Winter Haven, FL 33883-2277

For additional information and clarification contact:

* Department Name: Community Services

*Contact Person: Joe Hamric

Cynthia Hoodenpyle

863-291-5852

863-291- ext 251

*Telephone #:

DATE ISSUED: 10/15/2010

Please quote on the following items:

Item*	Quantity*	Banners, Flags and Mounting Hardware	Unit Cost	Total Cost
See Attached Specifications for each item				
Item 1 Banner Design:				
1	1 - 100	Custom Imprinted 2 sides - 18" x 36" Banners - Per Attached Specifications	\$	\$
1	101 - 200	Custom Imprinted 2 sides - 18" x 36" Banners - Per Attached Specifications	\$	\$
1	201 - 300	Custom Imprinted 2 sides - 18" x 36" Banners - Per Attached Specifications	\$	\$
Item 2 Large Banner Design:				
2	10 - 25	Custom Imprinted 2 sides - 24" x 72" Banners - Per Attached Specifications	\$	\$
Item 3 Flag Design:				
3	20 - 50	Custom Imprinted 1 side - 3'x5' Screen Printed Nylon Flag - per specifications	\$	\$
Item 3 (d) Flag Design (2-sides)				
3-(d)	20 - 50	Custom Imprinted 2 sides - Custom 3'x5' Screen Printed Nylon Flag	\$	\$
		Per attached specifications		
Item 4 Banner Mounting Hardware Complete Kits				
4	30 - 40	Banner Mounting Hardware Complete Kits - Per Attached Specifications	\$	\$
Product to be delivered to: City of Winter Haven				
Streets Department - 3195 Lake Conine Drive West,				
Winter Haven, FL 33881				

Prices must be valid for 90 days.

Procurement Services Division Director: 

DELIVERY WANTED: **Within 30 day of ARO**

We offer to sell you as above F.O.B., Winter Haven, Florida. Delivery can be made in _____ days from receipt of order.

Date: _____ Return this quotation **NOT LATER THAN 2:00 P.M., 11/05/10**

TO: Procurement Services Division, address above or **FAX TO 863-291-5666**

SIGNATURE: _____

**COMPANY NAME: _____

ADDRESS: _____

CITY/STATE: _____

PHONE: _____

FAX: _____

W-9 MUST BE ATTACHED TO THE RFQ WHEN RETURNED BY THE RESPONDING VENDOR.

****PAYMENT WILL BE RENDERED TO THE NAME AND ID APPEARING ON THE W-9.**

SPECIFICATIONS FOR BANNERS, FLAGS and MOUNTING HARDWARE

1. Banner Design

- a. Custom - 18"x36", Single-Ply Sunbrella – canvas fabric in fade resistant colors (banner order will be divided into two banner colors)
- b. Imprinted One Color, 2 – Sides
- c. 4" Pockets Top & Bottom and Four Grommets
- d. The City of Winter Haven will provide Centennial Logo with Text
- e. Vendor must provide Sunbrella color samples in blues and greens

2. Large Banner Design

- a. Custom - 24"x72", Single –Ply Sunbrella – canvas fabric in fade resistant colors
- b. Imprinted One Color, 2 – Sides
- c. 4" Pockets Top & Bottom and Four Grommets
- d. The City of Winter Haven will provide Centennial Logo with Text

3. Flag Design

- a. Custom - 3'x5' Screen Printed Nylon Flag with headings and grommets
- b. Flag Color - White
- c. Imprinted One Color
- d. Imprinted One Color – 2 – Sides
- e. The City of Winter Haven will provide Centennial Logo with Text
- f. The bidder shall provide material sample of nylon flag material
- g. Seaming method requires a 1 ½" leading edge resulting in a minimum 3" lap seam
- h. Finished cover size to be normal size, allowing for seams

4. Banner Mounting Hardware Complete Kits

- a. Kit to include – two – 31" banner arms, two faceplates, 4 buckles and banding for poles up to 9" diameter

Bid Award

The City of Winter Haven RFQ for Banners, Flags and Mounting Hardware will be awarded based on a combination of the lowest price for the total number of banners, flags and hardware that will be installed in celebration of the City of Winter Haven's Centennial Celebration and the number of calendar days until delivery of product. Prices are to include any set up charges and delivery cost to the location specified. The City reserves the right to make award(s) on a per item basis, or by groups of items, or in any combination thereof that is deemed to be in the best interest of the City of Winter Haven.

Chain of Lakes City
*Centennial
Celebration*



**Honoring
Our Past**

(font to match that used in logo above)

Chain of Lakes City
*Centennial
Celebration*



**Focused On
Our Future**

(font to match that used in logo above)

Chain of Lakes City
Centennial
Celebration
1911 - 2011

