REQUISITION

ROCKDALE COUNTY, GEORGIA

DISTRIBUTED 8/19/16 to Procurement ✓

VENDOR # P.O.#

SHIP TO: _

958 MILSTEAD AVE, 1ST FLOOR, CONYERS, GA 30012

VENDOR QUOTATIONS REQUIREMENTS

15,000.000 and OVER - SEALED BIDS
2,500.00 TO 14,999.99 - THREE WRITTEN QUOTES
0.00 TO 2499.99 - ONE PHONE QUOTE

Department/Account	Quantity	Unit	Description	VENDOR #1 Envelopes&Forms UNIT	VENDOR #1 EXTENDED	VENDOR #2 UNIT	VENDOR #2 EXTENDED	VENDOR #3 UNIT	VENDOR #3 EXTENDED
							0.00		0.00
505-1590-523200-44	1		Postage for Water Bills&Inserts		149,066.29		0.00		0.00
505-1590-523400-44	1		Mailing Services Water Bills		33,414.70		0.00		0.00
					0.00		0.00		0.00
			Unit price contract -estimation for Oct 2016-Sept 2017		0.00		0.00		0.00
			includes anticipated increase on postage.		0.00		0.00		0.00
					0.00		0.00		0.00
			~~SOLE~~ SOURCE PROVIDER FOR OUR CURRENT		0.00		0.00		0.00
			FINANCIAL INSTITUTION		0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
			As per Contract # 2013-27 JM		0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
					0.00		0.00		0.00
			Email to Vendor:		0.00		0.00		0.00
			Email to Depart: JOANN JOHNSON - ADMIN* AF 8-17-16		0.00		0.00		0.00
					0.00		0.00		0.00
			TOTAL		182,480.99		0.00		0.00

Recommended Source of Supply:
Envelopes & Forms Inc. Attn: Surebill
2505 Meadowbrook Pwky
Duluth, Ga 30096
Contact: Jeremy Lorentz **PHONE:** 770-623-5141

Requesting Department: Water - Customer Service **Date Prepared:** 08/17/16

Elected Official Department Head: W S Wicks **Date Required:**

Purchasing Officer Use Only Below Line

Award to be made to: Envelopes & Forms

(If not low quotation, indicate reason): JM 8/22/16

Approved for preparation of Purchase Order

Accounting Officer **Date**

REQUISITION FORM 1 rev. 7/15

2016-336