



## City of Cottonwood Request for Quotation

The City of Cottonwood (City) is soliciting quotations for services to provide printed T-shirts for the 2015 Brian Mickelson Marathon. This solicitation is for quotations only and is not a sealed bid process. The City will select a vendor based on the lowest, responsible quotation for the following services:

### PROCUREMENT CRITERIA

The City of Cottonwood's Parks and Recreation Department is soliciting quotations for approximately 800 printed t-shirts/tanks for the 2015 Brian Mickelson Marathon, as specified in Table 1 of the offer section.

### Specifications:

**Please see Table 1 (T-Shirt Specifications) included in the offer section and the logo included in Attachment #1 for complete requirements.** For the purposes of this bid, all quantities as listed in Table 1 are approximate and are supplied to assist the Bidder. Quotes should include costs for: printed shirts; freight charges for delivery to site; and any applicable tax.

### IMPORTANT INFORMATION

Quotations will be accepted until 3:00 p.m. (local Arizona time) on February 13<sup>th</sup>, 2015 and may be submitted by mail at the address listed below or via email or faxed.

Jeff Cook  
Administrative Services Department  
Purchasing Division  
816 N. Main Street  
Cottonwood, AZ. 86326  
[jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov)  
(928) 340-2714 Voice  
(928) 634-3727 Fax

# QUOTE SECTION

1. Vendor Information:

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Principal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Type of Organization: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ License #: \_\_\_\_\_

2. Prices:

Table 1—T-Shirt Specifications

For the purposes of this bid, all quantities as listed are approximate and are supplied to assist the Bidder.

Description	Material Required	Estimated Quantity	Price per shirt	Extended Price
Volunteer Shirts—Color logo front and single color sponsors on back	50/50 Cotton/Polyester	100 ea		
2 Mile Shirts—Color logo front and single color sponsors on back	50/50 Cotton/Polyester	150 ea		
Men’s Technical Tank—Color logo front and single color sponsors on back	100% Polyester	50 ea		
Women’s Technical Tank—Color logo front and single color sponsors on back	100% Polyester	50 ea		
Men’s Technical Running T-Shirt—Color logo front and single color sponsors on back	100% Polyester	225 ea		
Women’s Technical Running T-Shirt—Color logo front and single color sponsors on back	100% Polyester	225 ea		
			Subtotal	
			Tax	
			Freight	
			<b>TOTAL</b>	

3. References (must be provided)

Provide names, addresses and telephone numbers of government agencies/businesses to which you have provided similar goods or services.

A. Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Goods or services supplied and when provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Goods or services supplied and when provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Goods or services supplied and when provided: \_\_\_\_\_

\_\_\_\_\_

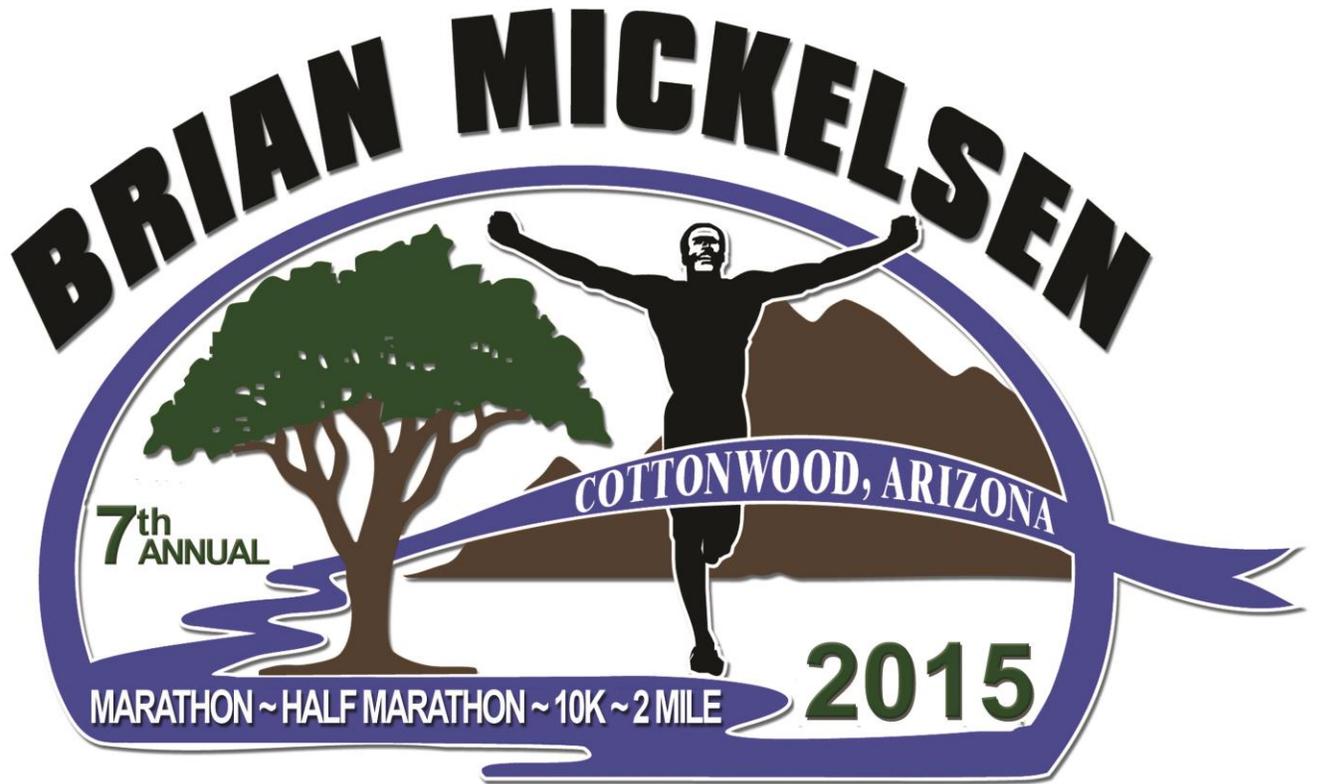
\_\_\_\_\_

4. Intent to be bound by Quote: \_\_\_\_\_

(Signature of Individual Authorized to Sign Quote)

\_\_\_\_\_

(Printed Name of Individual Authorized to Sign Quote)



# MEMORIAL RUN/WALK