



RFQ 407

407JP2117501 1

ABOVE RFQ NUMBER MUST APPEAR ON ALL  
CORRESPONDENCE.STATE OF IOWA  
**REQUEST FOR QUOTE****\*\*THIS IS NOT AN ORDER\*\***DATE: 06/28/2021  
PAGE: 1 of 3  
FUNCTION: New  
PHASE: Final  
DUE DATE: 07/08/2021  
DUE TIME: 11:00:00 AM CST**NOTICE: DIRECT ALL QUESTIONS TO THE FOLLOWING:**Jill Peterson  
jpeters2@dhs.state.ia.us  
(712) 225-2594 EXT: FAX:**REQUEST FOR QUOTE (RFQ)**

REQUEST FOR QUOTE DOCUMENTS MUST INCLUDE THE RFQ NUMBER, DUE DATE, SIGNATURE, AND MAY BE FAXED OR E-MAILED TO THE ISSUER LISTED ABOVE. LATE BIDS WILL NOT BE CONSIDERED. A LATE BID IS ANY BID RECEIVED AFTER THE DUE DATE AND TIME (CENTRAL TIME ZONE), AS NOTED ABOVE. THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

RFQ DOCUMENTS MAY BE SENT BY MAIL OR COURIER SERVICE ADDRESSED TO THE BID RECEIVING LOCATION LISTED BELOW:

BID RECEIVING LOCATION: CHEROKEE MENTAL HEALTH INSTITUTE

JILL PETERSON  
1251 W CEDAR LOOP

CHEROKEE, IA 51012

**SOLICITATION DESCRIPTION****41 BOXES OF GBS 20 PT FOLDERS**

The bidder accepts the following unless otherwise specified:	Approved By: Authorized Signature	
FOB Destination/	Company	
Payment terms	Address	
Bid is valid for 90 Days	City, St, Zip	
Delivery Date	Phone Fax	
FEIN #	E-mail Address	



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST	EXT COST / CONTRACT AMT
1	41.00000	EA	615	\$ _____	\$ _____

**OFFICE SUPPLIES, GENERAL**

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CHEROKEE MENTAL HEALTH INSTITUTE IS REQUESTING BIDS FOR THE FOLLOWING: GBS20 PT END  
TAB COLOR FILE FOLDERS WITH EXPANSION

IN THE FOLLOWING COLORS:

3 BOXES GREEN (50 PER BOX)  
5 BOXES BROWN (50 PER BOX)  
4 BOXES WHITE (50 PER BOX)  
3 BOXES PURPLE (50 PER BOX)  
3 BOXES PINK (50 PER BOX)  
5 BOXES ORANGE (50 PER BOX)  
6 BOXES LT BLUE (50 PER BOX)  
2 BOXES TAN (50 PER BOX)  
3 BOXES RED (50 PER BOX)  
7 BOXES YELLOW (50 PER BOX)

NEEDS TO MEET OR EXCEED SPECIFICATIONS OF KARDEX BRAND

**BILL TO:** CHEROKEE MENTAL HEALTH INSTITUTE  
JILL PETERSON  
1251 W CEDAR LOOP  
CHEROKEE , IA 51012

**SHIP TO:** CHEROKEE MENTAL HEALTH INSTITUTE  
JILL PETERSON  
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**TERMS AND CONDITIONS**

**Goods Effective 1 May 16**

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for goods contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>