



RFQ 411

RFQ37403 2

ABOVE RFQ NUMBER MUST APPEAR ON ALL CORRESPONDENCE.

STATE OF IOWA  
**REQUEST FOR QUOTE**

**\*\*THIS IS NOT AN ORDER\*\***

DATE: 08/13/2020  
 PAGE: 1 of 3  
 FUNCTION: Modification  
 PHASE: Final  
 DUE DATE: 08/31/2020  
 DUE TIME: 2:00:00 PM CST

**NOTICE: DIRECT ALL QUESTIONS TO THE FOLLOWING:**

Karen Callaway  
 kcallaw@dhs.state.ia.us  
 712-525-1484 EXT: FAX: 712-525-1389

**REQUEST FOR QUOTE (RFQ)**

REQUEST FOR QUOTE DOCUMENTS MUST INLCUDE 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: GLENWOOD RESOURCE CTR  
 KAREN CALLAWAY  
 711 S VINE  
 GLENWOOD, IA 51534**

**SOLICITATION DESCRIPTION**

**DRINKING CUPS**

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
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1	270.00000	CASE	64050	\$ _____	\$ _____
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**Paper Products: Cups, Doilies, Napkins, Plates, Straws, Faci**  
**Paper Products: Cups, Doilies, Napkins, Plates, Straws, Faci**  
 THE GLENWOOD RESOURCE CENTER IS SEEKING BIDS FOR THE FOLLOWING DRINKING CUPS  
 270 CASES - DRINKING CUP  
 \*12 OZ.  
 \*WAX COATED PAPER DISPOSABLE  
 (TOTAL CUPS 540,000)

2	200.00000	CASE	64050	\$ _____	\$ _____
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**Paper Products: Cups, Doilies, Napkins, Plates, Straws, Faci**  
**Paper Products: Cups, Doilies, Napkins, Plates, Straws, Faci**  
 200 CASES - DRINKING CUP  
 \*7 OZ.  
 \*WAX COATED PAPER DISPOSABLE  
 (TOTAL CUPS 400,000)

WITH YOUR BID, PLEASE STATE THE BRAND OF CUP YOU ARE BIDDING.

PLEASE SEND A SAMPLE OF THE CUPS YOU ARE BIDDING TO:  
 KAREN CALLAWAY  
 PURCHASING DEPT  
 711 S VINE ST  
 GLENWOOD, IA 51534

DELIVERY INSTRUCTIONS WHEN AWARDED:

PLEASE DELIVER TO THE GLENWOOD RESOURCE CENTER, 711 S. VINE, GLENWOOD, IA 51534 BY 3:30PM CENTRAL. ALL DELIVERIES MUST GO THROUGH THE STOREROOM, BLDG 121. DO NOT DELIVER TO ANY OTHER AREA ON THE GRC CAMPUS AS THEY WILL BE REFUSED.



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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>