



CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

DATE: September 23, 2016

FROM: CITY OF TORRINGTON

Pennie Zucco
140 Main Street
Torrington, CT 06790

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The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

INQUIRY NUMBER: STE930 SHOP TOWELS

To receive consideration your quotation must be received by: September 30, 2016 11:00 AM

Contact name _____ Phone # _____

Company name _____ Fax # _____

Address _____ Email _____

City, State, Zip _____

Quote price delivered to Equipment Maintenance Department, 107 Arthur St., Torrington, CT 06790 for the following:

Approximately Eight (8) Cases #75190 - Scott Shop Towels – In a Box

_____ per case _____ extended price

ADDITIONAL ORDERS:

The City would like the option to increase the quantity at the quoted price through additional orders. Should your Company be able to comply, please indicate the time period during which such orders can be placed. _____

- **City has option to extend contract for additional year(s) with awarded contractor.**

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.