



Request for Quote for the Purchase of Custom Printing

Quote Deadline: 2/19/2020 by 12:00 P.M. Central Standard Time if Possible

Direct Questions Regarding this quote to: _____ **Quote Type:** By Item All None

Department: _NLC Office of the President _____ Date: _2/13/2020 _____

Name: _Elisa B. Nava-Garcia _____ Reference No. _____

Email: _enava@alamo.edu _____ Phone No.: 210-485-0054 _____

Is this item(s) available on Coop contract?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, indicate name & number of contract.	CONTRACT NAME: CONTRACT NUMBER:
Is the firm a currently certified HUB, Small, Minority, Women or Veteran Business Enterprise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Certification Designation	HUB <input type="checkbox"/> SMALL <input type="checkbox"/> Minority <input type="checkbox"/> Women <input type="checkbox"/> Veteran <input type="checkbox"/>
Certification Ethnicity, if applicable	Asian Pacific <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/>

All quotes are to be **F.O.B Destination** with freight cost included in unit cost. No additional freight charges are allowed.

DESCRIPTION	PART NUMBER	U/M	QTY	UNIT COST	EXTENDED COST
Manufacture and Install Section A - Digitally Printed custom perf material with customer provided photos. Section B – Etched glass vinyl with letters “WELLNESS” reverse cut out of vinyl. Section C –Etched glass vinyl with letters “CENTER” reverse cut out of vinyl with Alamo logo digitally printed on material. Section D – Digitally printed custom perf material with customer provided photos to in include the Alamo Colleges District logo printed on per material over the doors. (See attachments)					
Installation					
Section A of Custom Printed Perf Material					
Section B of Custom Etched Glass Vinyl					
Section C of Custom Etched Glass Vinyl					
Section D of Custom Printed Perf material					
2 x Scissor Lift					
Alamo Colleges District Logo printed on Perf material installed over doors					
Does this require an Inside Delivery? <input type="checkbox"/> YES <input type="checkbox"/> NO					
TOTAL					

ESTIMATED DELIVERY TIME: _____ days

Award may be made to the low responsible bid for each item. “All or None” bids are not accepted unless requested. Alamo Colleges District may request proof of insurance (General and Auto Liability; Worker’s Compensation) prior to contract award for quotes that require provision of on-site services. **This form is intended for informal purchases when anticipated expenses in a twelve-month period are less than \$50,000.00.**



ALAMO
COLLEGES
DISTRICT

Company Name: _____

Quote No.: _____

Vendor Signature: _____

Quote valid for _____ days.

Print Name: _____

QUOTE MUST BE VALID A MINIMUM OF 30 CALENDAR DAYS AFTER DEADLINE DATE