



District Five Schools of Spartanburg County
P. O. Box 307
100 North Danzler Road
Duncan, SC 29334
Telephone: 864-949-2350
Fax: 864-439-0051

WRITTEN QUOTE REQUEST FORM

DATE: July 8, 2013

TO: _____

FROM: *(Buyer's name)* District 5 Schools of Spartanburg County-Brenda Roberts
(Buyer's address) 100 N. Danzler Road, Duncan, SC 29334
(Buyer's telephone) 864-949-2350
(Buyer's fax) 864-439-0051
(Buyer's e-mail) brenda.roberts@spart5.net

RE: District Five Schools of Spartanburg County is seeking written quote for:

Grand Total of 140 student chair desks with inside delivery for 2 locations. Number of desks needed at each school will be listed on purchase order.

**James F. Byrnes Freshman Academy
100 Rowe Street
Duncan, SC 29334**

**James F. Byrnes High School
150 East Main Street
Duncan, SC 29334**

<u>Quantity</u>	<u>Description</u>
<u>140</u>	<u>Student chair desk, 4-leg combo unit, wire bookrack, 18"x21"x30" hard plastic top with arm support, nylon gliders, hard plastic seat and back. Color: navy blue seat and back, sandstone desk top with chrome legs. Virco #3400LABR, or acceptable equivalent.</u>

(continued)

- In order to be considered, your written quote must be received by: 11:00 AM, on Tuesday, July 16, 2013.
- Quotes (using the attached Price Sheet) may be mailed, faxed, or e-mailed to the buyer listed above.
- No late price quotes will be accepted.
- Furniture is replacing damaged inventory and must match existing furniture.
- Quote must include inside delivery and 6% sales tax.
- If you quote equivalent product (other than the specified brand), please include all back-up information. If back-up information is not received or sufficient, your written quote will not be considered. District Five Schools will determine equality of products submitted.



District Five Schools of Spartanburg County
 P. O. Box 307
 100 North Danzler Road
 Duncan, SC 29334
 Telephone: 864-949-2350
 Fax: 864-439-0051

**District 5 Schools of Spartanburg County
 Student Chair Desk
 Price Sheet**

Quantity Description

140 Student chair desk, 4-leg combo unit, wire bookrack, 18"x21"x30"
 hard plastic top with arm support, nylon gliders, hard plastic seat and back.
 Color: navy blue seat and back, sandstone desk top with chrome legs.
 Virco #3400LABR, or acceptable equivalent.
 Price per each \$ _____

\$ _____

Delivery addresses:
James F. Byrnes Freshman Academy
100 Rowe Street
Duncan, SC 29334

James F. Byrnes High School
150 East Main Street
Duncan, SC 29334

Inside delivery charge \$ _____

Sales Tax (6%) \$ _____

GRAND TOTAL \$ _____

Company Name

Phone Number

Contact Person

Fax Number