



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 3, 2012

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 quotes for:

**100 student chair desks, inside delivery to:
James F. Byrnes High School
150 East Main Street
Duncan, SC 29334**

<u>Quantity</u>	<u>Description</u>
<u>100</u>	Student chair desk, 4-leg combo unit, wire bookrack, 18"x 21"x 30" 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

(continued)



- In order to be considered, your written quote must be received by: 1:00 PM, on July 16, 2012.
- 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 5 Schools of Spartanburg County
Student Chair Desk
Price Sheet

100 Chair desk, 4 leg combo unit, wire bookrack, 18"x 21"x 30" 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

Delivery address:
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