

CITY OF NEWPORT, RHODE ISLAND
PURCHASING DIVISION
NOTICE TO BIDDERS

QUICK QUOTE
Q03272013

A Quick Quote is being request to provide the items listed on the attached. This informal quote is used for those items or services possibly under \$5000 dollars and the formal bid process does not apply.

The quick quote will be received in the Purchasing Office, City Hall, 43 Broadway, Newport RI until:

**Ten (10) o'clock A.M., Local Time
2 April 2013**

QUOTES MUST BE FAXED TO 401-845-5447

Quotations must be submitted on the form(s) attached only. You may enclose additional information and or multiple forms. Make sure to place your company name in the vendor block (so I know who). Note: THIS IS NOT AN ORDER – QUOTE ONLY.

The Purchasing process and City of Newport Ordinance §2.112.020 states that purchases between \$1000 dollars and \$5000 dollars shall be made only after INFORMAL quotations have been received. The general rule for competition is three (3) quotes.

If it is found that the quote is over \$5000 dollars, then a formal bid will be process if needed.

Please FAX the completed quote to (401) 845-5447.

CITY OF NEWPORT, RHODE ISLAND

Erin Mulligan

Erin Mulligan
Purchasing Agent
(401) 845-5414

Quick Quote Sheet
Q03272013

Date: _____

I/We _____ the undersigned do hereby propose to furnish the City of Newport, Rhode Island, **Interior Doors (2)** (as described), in accordance with all terms and specifications contained herein:

Generic Specifications:

- 2 – Wooden Interior Doors for the Rotunda Ballroom at Easton’s Beach, 175 Memorial Blvd., Newport, RI 02840, including:
 - Removal and disposal of current wooden doors
 - All materials needed for product installation
 - Door Louvers on both doors
 - Door Handles and Locks Keyed the same
 - Complete installation by April 19, 2013
- Approximate Sizes (Vendor responsible for taking their own measurements)
 - Door #1 (82” (H) x 29 3/4” (W) x 1 3/8” (D))
 - Door #2 (80” (H) x 29 5/8” (W) x 1 3/8” (D))



- To arrange a site visit, please email ereis@cityofnewport.com or call 401-714-8163.

Lump Sum, including delivery and installation:

\$ _____

Please attach price sheet(s) and description info.

NAME OF FIRM

SIGNATURE & TITLE

ADDRESS, CITY, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

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