

REQUEST FOR QUOTE

Vermilion County is currently seeking quotes for copy paper.

Paper Specifications: 8 1/2" x 11" (letter size) copy paper
20 lb bond
White
92 Brightness (minimum)

Requested quantity is 320 cases.

All deliveries must contain an complete and accurate packing slip and/or bill of lading.

Quote amount must include all delivery charges and fees.

Delivery is to be made to the designated door of the County Services Building, 123 N. Hazel St., Danville, IL 61832. Prices are to be good for a 30 day period after the quote opening date. A Purchase Order Number will be provided at the time of ordering and payment will be made within 30 days of receipt of goods and invoice.

The paper is to be delivered in one shipment and only after arrangements are made with Mark Cravens of our Building & Grounds department.

This delivery must be a tailgate delivery as there is no loading dock available. The Vermilion County Staff will retrieve the paper from the delivery vehicle with a forklift but has no means of moving the pallets from beyond the reach from the ground of that forklift. The delivering party will be required to get the pallets to the back of the vehicle.

The paper must be on non returnable, 4-sided entry pallets with no more than 40 cartons per pallet. The pallets must be tightly wrapped and secured so the load will not shift or collapse during delivery. Damaged goods or fallen stacks may be rejected at the time of delivery.

The delivery will be required to be scheduled within a 2 hour window so that the needed personnel can be present at the facility. The delivery driver or other party may update that scheduled time, as needed, on the day of delivery via telephone. Contact information will be given to the party providing the accepted and approved winning quote.

All interested parties are required to have a good understanding of the "Vermilion County Policy for Selecting Contractors" supplied on the Vermilion County Auditor's webpage. Such document is to be considered part of the overall bid package.

Since this paper is needed immediately, bids must be received by us no later than:

1:00 pm (CST), Friday, May 9, 2014.

All quotes must include a completed W-9 form. Blank W-9 forms may be acquired from <http://vcauditor.com/Form%20W-9.pdf>

Quotes will be accepted and the results will be posted to the Vermilion County Auditor's website within 48 business hours of being closed.

The party winning the quote will also be notified by the Auditor's Office, via phone or email.

Quotes are to be submitted, in writing, using one of the following:

In Person (between the hours of 8am and 3pm (CST): Vermilion County Auditor's Office
6 N. Vermilion St.
Courthouse Annex
Danville, IL 61832

Via e-mail: bids@vcauditor.com

Via Fax: (217) 554-6024

Direct any questions to bids@vcauditor.com or (217) 554-6022

Vermilion County Copy Paper Quote Submission Form

Contact Name: _____

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Quoted Specifics: _____

Brand: _____

Paper Density (bond weight): _____

Color: _____

Whiteness Rating: _____

Per Carton Price: _____

Quantity: _____

Total Price: _____

By submitting this quote, I hereby decalre that all information provided is accurate and complete to the best of my ability. I understand that acceptance of this quote will enter myself and/or my company in a legal and binding contract to provide the aforementioned item(s) following all the guidelines of the original request for quote. Furthermore, I understand that failure to meet these requirements and complete the contract as stated may cause debarment from future quotes, bids and proposals by Vermilion County.

Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
	-
	-
Employer identification number	
	-
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

QUOTE OPENING TALLY SHEET

Reference Number:	RFQ 2014-05-0001
Description:	Copy Paper Bulk Purchase Quote Request
Opening Date & Time:	05/09/14 - 3:00 pm

AWARDED TO:	Quill
Cost:	\$26.89 (per case)

Present at Opening:	Linda Anstey	
	Michael Lucas	

Quote Tally Section

Quote # 1	Submitted By:	Midland Paper
	Received:	May 6, 2014
Bid Info	Brand	Independence
	Bond	20 lb
	Whiteness	92
	Price Each	\$28.73
Bid Total:		\$9,193.60

Quote # 2	Submitted By:	Quill
	Received:	May 8, 2014
Bid Info	Brand	Quill
	Bond	20 lb
	Whiteness	92
	Price Each	\$26.89
Bid Total:		\$8,604.80