



# CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

**DATE:** July 24, 2015

**FROM: CITY OF TORRINGTON**

Pennie Zucco  
140 Main Street  
Torrington, CT 06790

**PHONE:** (860)489-2225

**FAX :** (860)489-2547

**E-Mail:** pennie\_zucco@torringtonct.org

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

**INQUIRY NUMBER: HST731 HAND AND SHOP TOWELS**

**To receive consideration your quotation must be received by: July 31, 2015 11:00 AM**

Contact name \_\_\_\_\_ Phone # \_\_\_\_\_

Company name \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Quote price delivered to Equipment Maintenance Department, 107 Arthur St., Torrington, CT 06790 for the following:**

Eight (8) Cases #75190 - Scott Shop Towels – In a Box

\_\_\_\_\_ per case \_\_\_\_\_ extended price

Five (5) Cases RK350A – Tork Universal Hand towels

\_\_\_\_\_ per case \_\_\_\_\_ extended price

**ADDITIONAL ORDERS:**

The City would like the option to increase the quantity at the quoted price through additional orders. Should your Company be able to comply, please indicate the time period during which such orders can be placed: \_\_\_\_\_

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid, and to award the contract as it feels will best serve the public interest.**