



INTEROFFICE MEMORANDUM

TO: Carolyn Towns, Purchasing & Contract Compliance
FROM: Faye Hawkins, Administrative Coordinator III, MH/DD/AD
DATE: November 17, 2008
SUBJECT: Quote# 08CT65139A – Toner Cartridges

There were seven (7) responses received: R&D Computer Services, BIKO, Inc., Sunbelt Office Products, TDIR Inc., Tri State Camera, Xpress Office Equipment & Supplies, Inc. and WPS Business Products.

I recommend that the lowest responsible quote of WPS Business Products be accepted for all lines. They quoted \$1,320.00 for line#1 and \$1,120.00 for line# 2.

Please accept this recommendation for the toner cartridges and process a purchase order for this vendor in the amount of \$2,440.00.

Thank you for your assistance.

Attachment: Written Quote Package and Tabulation Sheet



Fulton County Public Bid Opening

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Bid: RFQ 755 08CT65139A

Close Date/Time: 2008-11-14 14:00:00

Commodity Group	Code	Description	Bid Amount
Vendor Code	Legal Name		
1	Default Commodity Group	57547 Microfiche/Microfilm Reader Printer Supplies: Paper, Toner	
	VS0000021722	R & D COMPUTER SERVICES	\$1,840.00
	VC0000104525	BIKO, INC.	\$2,971.60
	VS0000015495	SUNBELT OFFICE PRODUCTS	\$2,499.80
	VS0000021800	TDIR INC	\$3,321.60
	VS0000024349	TRI STATE CAMERA	\$3,000.00
	VS0000024672	XPRESS OFFICE EQUIPMENT & SUPPLIES, INC.	\$1,650.00
	VS0000024115	WPS BUSINESS PRODUCTS	\$1,320.00
2	Default Commodity Group	57547 Microfiche/Microfilm Reader Printer Supplies: Paper, Toner	
	VS0000021722	R & D COMPUTER SERVICES	\$2,620.00
	VC0000104525	BIKO, INC.	\$2,556.00
	VS0000015495	SUNBELT OFFICE PRODUCTS	\$2,179.80
	VS0000021800	TDIR INC	\$2,915.20
	VS0000024349	TRI STATE CAMERA	\$2,560.00
	VS0000024672	XPRESS OFFICE EQUIPMENT & SUPPLIES, INC.	\$2,800.00
	VS0000024115	WPS BUSINESS PRODUCTS	\$1,120.00