New Hanover County
Property Management
200 Division Drive
Wilmington, NC 28401
Phone (910) 798-4342
Fax (910) 798-4346

June 12, 2014

TO: Prospective Bidders

FROM: Steve Bartie, Material Control Specialist

RE: Term Contract - Multi-Fold Paper Towels

PERIOD: July 1, 2014 through June 30, 2015

New Hanover County Property Management is requesting bids for cases of white multi-fold paper towels, must be 100% recycled paper. Sheet size minimum is 9.25 x 9.25, 250 towels per pack, 16 packs per case. A sample of your product will be required before the bid is awarded. Our last cost was $15.74 per case.

Contact person is Steve Bartie, Material Control Specialist for Property Management (910-798-4342).

The deadline for submitting your quote is 5 p.m. June 30, 2014. You may send your quote via:
Email to: sbartie@nhcgov.com
Fax to: Steve Bartie (910) 798-4346
Mail to: New Hanover County
Property Management
200 Division Drive
Wilmington, NC 28401

It is estimated that the County will use approximately 650 cases during the contract term period. In the event the County uses more or less, the contractor agrees that the price will remain unchanged during the contract period. Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time.

All goods shall be delivered **FOB DESTINATION within five (5) business days after receipt of order.**

Please ensure that your **quote includes the price of delivery** to the site designated by the County representative.

The New Hanover County Governing Body reserves the right to reject any and all bids.