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Department Requisition: Library Shelving

Business Office, Fort Hays Kansas State College

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DEPARTMENT REQUISITION

DEPARTMENT
REQUISITION NO. 74-120
DATE November 2, 1973
DEPT. NO. Forsyth Library

PR			GROUP		ORDER		
Fund	F	Agency	Act.	Contract No.	Act.	Object	Amount

Vendor Name and Address

403-404

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this department.

403?

Authorized Signature

Quantity Requested	Catalogue No.	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
			Unit Price	Amount
5		18' range steel double face bookstack, 20" deep by 90" high with closed 24" base shelves and twelve 10" adjustable shelves per double face unit. Consists of one each Remington Rand #LB12909 starter units, sway braces, and five each Remington Rand #LB22909 adder units; color-Fawn Beige to match and intermix with present shelving in library	\$500.00	\$2,500.00
10		Steel end panels 24" x 90" for above items. Color to be selected from Library Bureau's available finishes	35.00	350.00
		Total		\$2,850.00
		SUGGESTED VENDOR:		
		Library Bureau Division of Remington Rand P. O. Box 4361 Overland Park, Kansas 66204 Attn: Charles King		

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE

PURCHASE REQUISITION

PURCHASE DIV. _____
REFERENCE NO. _____

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
11		11-5-73	0104	3	246	02
REQUISITION NO.		DELIVERY		F. O. B.		
74-120		5992				

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

MAIL INVOICE
TO: Business Office
FHKSC
Hays, Kansas 67601

SHIP
TO: Forsyth Library
FHKSC
Hays, Kansas 67601

AUTHORIZED SIGNATURE _____

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
		5		18' range steel double face bookstack, 20" deep by 90" high with closed 24" base shelves and twelve 10" adjustable shelves per double face unit. Consists of one each Remington Rand #LB12909 starter units, sway braces, and five each Remington Rand #LB22909 adder units; color..Fawn Beige to match and intermix with present shelving in library	500.00	2,500.00
		10		Steel end panels 24" x 90" for above items. Color to be selected from Library Bureau's available finishes	35.00	350.00
DUPLICATE COPY FOR YOUR FILES						
SUGGESTED VENDOR: Library Bureau Division of Remington Rand P.O. Box 4361 Overland Park, Kansas 66204 Attn: Charles King						
P.O. # 413239 here 2-5-74						

FOR USE OF PURCHASING DIVISION ONLY

Date Received by Purch. Div.	Date Received by Buyer	Date Released by Buyer	Date Ordered Written	Advertised	Posted	Informal	OTHER
PURCHASE ORDER NOS.				APPROVED _____			
				AUTHORIZED SIGNATURE _____			

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.

REQUEST FOR QUOTATION
SUBMIT BID TO
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES
STATE OFFICE BUILDING TOPEKA, KANSAS 66612

IF ADDITIONAL INFORMATION IS DESIRED
 CONTACT MR. Stacy A. Johansen PHONE 296-2371

THIS SPACE FOR BIDDER'S NAME AND ADDRESS

THIS IS NOT AN ORDER nj

- QUOTATION No. 91647
 DATE MAILED November 8, 1973
 CLOSING 2:00 P. M. November 21, 1973
1. IN COMMUNICATING ALWAYS REFER TO THE ABOVE "QUOTATION NUMBER."
 2. IN ORDER TO RECEIVE CONSIDERATION, ONE COPY OF THIS "REQUEST FOR QUOTATION," WITH YOUR BID PROPERLY FILLED IN, MUST BE SIGNED AND RETURNED BY THE SPECIFIED CLOSING DATE.
 3. ALL PRICES AND CONDITIONS MUST BE SHOWN. ADDITIONS OR CONDITIONS NOT SHOWN ON THIS BID WILL NOT BE ALLOWED.
 4. CONTRACTS OR PURCHASE ORDERS RESULTING FROM THIS QUOTATION MAY NOT BE ASSIGNED WITHOUT WRITTEN PRIOR CONSENT OF THE DIRECTOR OF PURCHASES.
 5. THE SELLER AGREES TO PROTECT THE PURCHASER FROM ALL DAMAGES ARISING OUT OF ALLEGED INFRINGEMENTS OF PATENTS.
 6. UNLESS OTHERWISE SPECIFIED, THE RIGHT IS RESERVED TO ACCEPT OR REJECT ALL OR ANY PART OF YOUR PROPOSAL.
 7. DISCOUNT PERIODS BEGIN ON DATE OF DELIVERY AND ACCEPTANCE OR RECEIPT, BY THE RECEIVING AGENCY, OR PURCHASE ORDER VOUCHER PROPERLY SIGNED, WHICHEVER IS THE LATER.
 8. BIDS TOTALING OVER \$1,000 MUST BE ACCOMPANIED BY A CERTIFIED OR CASHIER'S CHECK FOR 5% OF THE TOTAL BID. (ANNUAL BID AND PERFORMANCE BOND MAY APPLY IF FILED AND APPROVED PRIOR TO THE TIME FOR THE BID OPENING.)
 9. ALL PRICES QUOTED ARE TO BE LESS FEDERAL EXCISE TAX AND STATE SALES TAX.

Agency Purchase Requisition(s) No. 5992
 DELIVERED F. O. B. DESTINATION: FORT HAYS KANSAS STATE COLLEGE - - Hays, Kansas

(Name and Address of Agency)

If Given an Order, Bidder Agrees to Furnish the Items Enumerated Hereon at the Price(s) and Under the Conditions Indicated

QUANTITY AND UNIT	ITEMS AND SPECIFICATIONS	UNIT PRICE	AMOUNT
5 ranges	SHEET OF 18' range steel-double-face bookstack, 20" deep by 90" high with closed 24" base shelves and twelve 10" adjustable shelves per double face unit. Consists of one each Remington Rand #LB12909 starter units, sway braces, and five each Remington Rand #LB22909 adder units; color. Fawn Beige Mfg. Name & Item No. _____		
10 ea.	Steel end panels 24" x 90" for above items. Color to be selected from available standard finishes Mfg. Name & Item No. _____		
	TOTAL		
	Bids on items comparable to the above are invited, but bidders must submit complete specifications and descriptive materials in order to have their bids considered. <u>NOTE:</u> Length of Delivery may be taken into consideration in making this award. <small>Bidder hereby agrees that should bidder be awarded this contract, bidder will not discriminate against any person who performs work thereunder because of race, religion, color, sex, national origin, or ancestry.</small>		

SHOW TERMS _____
 DELIVERY WILL BE MADE _____ DAYS
 AFTER RECEIPT OF ORDER

SIGNED BY: _____
 TITLE _____
 DATE _____