6-27-2016

Department Requisition: Library Shelving

Business Office, Fort Hays Kansas State College

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**DEPARTMENT REQUISITION**

<table>
<thead>
<tr>
<th>PR</th>
<th>GROUP</th>
<th>ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor Name and Address

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.

Authorized Signature

<table>
<thead>
<tr>
<th>Quantity Requested</th>
<th>Catalogue No.</th>
<th>DESCRIPTION OF ARTICLE OR SERVICE</th>
<th>ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unit Price</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>18&quot; range steel double face bookstack, 20&quot; deep by 90&quot; high with closed 24&quot; base shelves and twelve 10&quot; 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</td>
<td>$500.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Steel end panels 24&quot; x 90&quot; for above items. Color to be selected from Library Bureau's available finishes</td>
<td>35.00</td>
</tr>
</tbody>
</table>

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
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.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ARTICLE OR SERVICE</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
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<td>35.00</td>
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</tr>
</tbody>
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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.
**REQUEST FOR QUOTATION**  
SUBMIT BID TO  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES  
STATE OFFICE BUILDING  
TOPEKA, KANSAS  

IF ADDITIONAL INFORMATION IS DESIRED  
CONTACT MR. STACY A. JOHANSEN  
PHONE 296-2371

THIS SPACE FOR BIDDER'S NAME AND ADDRESS

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**THIS IS NOT AN ORDER**

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

If given an order, bidder agrees to furnish the items enumerated hereon at the price(s) and under the conditions indicated.

<table>
<thead>
<tr>
<th>QUANTITY AND UNIT</th>
<th>ITEMS AND SPECIFICATIONS</th>
</tr>
</thead>
</table>
| **SHEET OF**  
5 ranges  
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. |

**UNIT PRICE AMOUNT**

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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.

**NOTE:** Length of Delivery may be taken into consideration in making this award.

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SHOW TERMS
DELIVERY WILL BE MADE DAYS AFTER RECEIPT OF ORDER

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SIGNED BY:  
TITLE:  
DATE: