



QUOTE SHEET

Description of purchase and/or project: The printing of 32 separate files (one file for each district) for a total of 79,000 pages. Printed two-sided on 20# bond and 3 hole punched. Delivered to the Hubbard County Courthouse within 10 days of file sent.

QUOTE

\$1500.00 to \$25,000 at least 2 written quotes attached to form.
Quotes necessary for equipment related items only e.g.: not to include normal office supplies or normal recurring operating purchases
Per M.S. §471.345 Subd 4 purchases exceeding \$25,000 but not greater than \$100,000 may be completed by 2 or more quotes, no advertising required.

#	NAME OF VENDOR	ADDRESS OF VENDOR	AMOUNT OF QUOTE	MISCELLANEOUS INFORMATION
1	Arrow Printing	Box 609, Bemidji, MN	\$1,510.25	
2	Haas Printing	300 Industrial Park Rd, Park Rapids, MN	\$4,062.00	
3	Lakes Printing	1223 Oak Street, Brainerd, MN	\$2,986.55	
4	Midwest Printing	1204 Washington Ave, Detroit Lakes, MN	\$2,830.00	

Recommended quote number:

1

Quote Awarded to number:

Payment to be made from

Assessor

Account number:

01.106.6231

Reason(s) for award:

We have reviewed the quotes, attest the awarded quote does meet the specification requirements and award the quote for the reasons stated above.

Date: _____

Department Manager

County Coordinator

Date of Board Approval of Quote



**P.O. Box 609
Bemidji, MN 56619-0609**

www.arrowprintinginc.com

**218.751.1564
f 218.751.2183**

Quote 1

Quotation 82293

Date: 01/07/19

**Maria Shepherd
Hubbard County Assessors Office
Deputy Assessor
301 Court Ave
Park Rapids MN 56470**

SHIP TO:

Hubbard County Assessors Office
Deputy Assessor
301 Court Ave
Park Rapids MN 56470

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
5062	Maria Shepherd	218-732-3452			Jerry	Jerry
Quantity	Description				Unit Price	Price
1	<p><i>Thank you for the opportunity to bid on this project. Our production time is typically 5-7 Days. Production time begins when we receive the order, art, proof approval and all necessary materials to complete the job. Please call me at 218-751-1564 if you have any questions, Jerry</i></p> <p>Hubbard County Report Copies - 32 districts</p>				1510.2500/Ea	1,510.25
Terms	Subtotal	Shipping	Postage	Tax	Total	
Net 30 Days	1,510.25	0.00	0.00	0.00	1,510.25	

1.5% monthly finance charge on all past due accounts.

Arrow Printing · P.O. Box 609 · Bemidji MN 56619 · (218) 751-1564

Date: 1/7/2019

We are pleased to provide you with the following estimate based on the specifications you provided.



Quote 2

Estimate
E#190107873

Haas Printing, Inc.
300 Industrial Park Road
PO Box 271
Park Rapids, MN 56470
(218) 732-1430

Estimate-2.rpt 3/14/18

Maria Shepherd
Hubbard County Assessor
301 Court Avenue
Park Rapids MN 56470

Phone: 218-732-3452

Cell:

Fax:

Email: mshepherd@co.hubbard.mn.us

Customer ID:
1749-

Price: \$4,062.00

Quantity: 1

Job Description: District Printouts (39500 Pieces)

Finished Size: 11 x 8.5

Stock: 20# White Smooth Offset

Ink: Black (Front) / Black (Back)

Hole Drilling (3) 1/4" on Long Edge (11")

COMPUTER FILES WILL BE PROVIDED BY THE CUSTOMER

If Haas Printing needs to make alterations to your computer file, additional charges at a rate of \$30.00 per hour will apply.

This estimate includes all operations and materials to complete the work as specified based on standard printing terms and conditions of sale. http://www.haasprinting.com/downloads/Terms_and_Conditions_of_Sale.pdf.

This estimate is valid for 90 days from the date that is printed on this form. Add 7.375% Sales Tax, if applicable.

We honor VISA, MasterCard, and Discover. Shipping F.O.B. Park Rapids, Minnesota.

If you have any questions about this estimate, please contact us as soon as possible.

We appreciate doing business with you and hope that in the near future we can be of service to you.

Quote 3

Ginger Woodrum

From: Maria Shepherd <mshepherd@co.hubbard.mn.us>
Sent: Wednesday, January 02, 2019 8:09 AM
To: 'Lauren Anderson'
Subject: FW: District Books Quote

Here is another quote received.

Maria Shepherd, AMA
Deputy Assessor
Hubbard County Assessors Office
301 Court Avenue
Park Rapids, MN 56470
218-732-3452 ph
www.co.hubbard.mn.us

Disclaimer: This message is intended only for the use of the individual or entity to which it is addressed. Information in this message or an attachment may be government data and thereby subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, may be subject to attorney-client or work product privilege or may be confidential, privileged, proprietary, or otherwise protected. The unauthorized review, copying, retransmission, or other use or disclosure of the information is strictly prohibited. If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message and any attached files from your computer system and physically destroy any paper copies.

-----Original Message-----

From: Paul Johnson [mailto:pjohnson@lakesprinting.com]
Sent: Friday, December 21, 2018 11:35 AM
To: Maria Shepherd <mshepherd@co.hubbard.mn.us>
Subject: District Books Quote

Hi Maria,

I have a quote for you for your project. (All figures are before tax.)

\$2,986.55

This would be for printing 32 files, totaling 79,000 8.5 x 11 pages, printed two-sided black ink on 20# bond and 3 hole punched. These would be delivered to Park Rapids on a date yet to be determined.

Let me know if you would like to proceed and thank you for considering us.

Sincerely,

--

Paul Johnson
Lakes Printing
Sales Associate
218-824-8161

Subject: RE: Printing Quote

Importance: High

Quote 4

Hi Maria,

The price for 79,000 pages or 39,500 sheets, printed on both sides, black ink and standard 3 hole punched along the 11" edge, will be \$2,830.

Let me know if you have any questions!

**See Quote Terms & Conditions below

Thank you,

Jessica Davis

Accounting/Estimating

Midwest Printing, Inc.

1204 Washington Ave.

Detroit Lakes, MN 56501

218.847.6663

midwestprintinginc.com

****Quote Terms & Conditions:**

All orders are subject to a 10% over or under run. The above figure is a cost estimate based on material and/or verbal description provided at the time of the bid. Such costs may vary due to layout changes and/or paper stock and labor increases. Graphic design and artwork estimates are only rough estimates and should not be interpreted as exact costs. Midwest Printing, Inc. reserves the right to review these costs after 30 days. Sales tax is not included in the estimate.

From: Maria Shepherd <mshepherd@co.hubbard.mn.us>

Sent: Monday, January 7, 2019 10:46 AM

To: 'Info - Midwest Printing, Inc.' <info@midwestprintinginc.com>

Subject: RE: Printing Quote

Hi Jessica,

Yes to both questions. Black and white only and standard copy paper. Thank you so much. I appreciate it.

Maria Shepherd, AMA

Deputy Assessor

Hubbard County Assessors Office

301 Court Avenue

Park Rapids, MN 56470

218-732-3452 ph

www.co.hubbard.mn.us

Disclaimer: This message is intended only for the use of the individual or entity to which it is addressed. Information in this message or an attachment may be government data and thereby subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, may be subject to attorney-client or work product privilege or may be confidential, privileged, proprietary, or otherwise protected. The unauthorized review, copying, retransmission, or other use or disclosure of the information is strictly prohibited. If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message and any attached files from your computer system and physically destroy any paper copies.