July 1, 2019

TO: Prospective Bidders
FROM: Tina Lovingood, Inventory Control Specialist
RE: Term Contract – White Hard Wound Paper Towels
PERIOD: July 2019 through June 30, 2020

New Hanover County Property Management is requesting bids for cases of white hard wound paper towels, must be virgin rapidly renewable fiber from sustainably managed plantations.

White Hard Wound Paper Towels/6 rolls per case 8"x600'/18.46 lbs. per case

Currently, the County uses LIVI VPG 46530 hard wound hand towels; however, if you are bidding a different brand, a sample of your product is required when submitting your bid. Our last cost was $17.57 per case.

Contact person is Tina Lovingood, Inventory Control Specialist for Property Management (910-798-4337). All questions related to this invitation should be sent to Tina Lovingood by emailed to tlovingood@nhcgov.com no later than Monday, July 8, 2019 at 5:00 PM.

**The deadline for submitting your bid is 5 p.m. Tuesday, July 16, 2019.** You may send your bid via:
Email to: tlovingood@nhcgov.com
Fax to: Tina Lovingood (910) 798-7831
Mail to: New Hanover County Property Management 192 Division Drive Wilmington, NC 28401

It is estimated that the County will use approximately 1350 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.**