



RHODE ISLAND COMMERCE CORPORATION  
Request for Quotation  
Office Stationary

**CORPORATION'S INTENT:**

The Rhode Island Commerce Corporation (Corporation) is requesting quotations from a firm or firms to provide the printing of office stationary.

**QUOTATION REQUIREMENTS:**

In order to be considered responsive, the quote must address the following elements:

**DESCRIPTION:** Rhode Island Commerce Corporation  
**Letterhead**  
**STOCK:** 8 ½' x 11', White 28#  
**INK:** 3 colors front  
**QUANTITY:** 2,000 sheets

**DESCRIPTION:** Rhode Island Commerce Corporation  
**#10 Regular Envelope**  
**STOCK:** White  
**INK:** 3 colors  
**QUANTITY:** 500 Envelopes/1 box

**DESCRIPTION:** Rhode Island Commerce Corporation  
**#10 Regular Envelope**  
**STOCK:** White  
**INK:** Black  
**QUANTITY:** 500 Envelopes/1 box

**DESCRIPTION:** Rhode Island Commerce Corporation  
**#10 Window Envelope**  
**STOCK:** White  
**INK:** Black  
**QUANTITY:** 500 Envelopes/1 box

**DESCRIPTION:** Rhode Island Commerce Corporation  
**Business Cards—One-Sided**  
**STOCK:** White Business Cardstock  
**INK:** 3 colors  
**FONT:** Trebuchet MS  
**QUANTITY:** 1 box/500 cards  
**Note: (approximately 30 boxes on first order)**

**DESCRIPTION:** Rhode Island Commerce Corporation  
**Business Cards—Printed Two-Sided**  
**STOCK:** White Business Cardstock  
**INK:** 3 colors  
**FONT:** Trebuchet MS  
**QUANTITY:** 1 box/500 cards

**DESCRIPTION:** **Blank 2<sup>nd</sup> Sheet Letterhead**  
8 ½ x 11', White 28#  
**STOCK:** White  
**QUANTITY:** 500 sheets

**ADDITIONAL FEE(S):** Setup Fees, delivery charges, etc.  
**(If applicable)**

**LOGISTICS:**

The Corporation will provide the logo in digital/electronic format. The Corporation will also provide a template for layout/design purposes.

Responder will identify pricing for quantity discounts, if appropriate. Responder will provide turnaround time from receipt of purchase order to delivery of product on first order and subsequent orders.

Questions and further information regarding this request can be obtained by contacting Karen Kelly at 401-278-9118 or via e-mail at: [kkelly@commerceri.com](mailto:kkelly@commerceri.com).

Responses to this RFQ are due no later than **4:00 p.m., on Wednesday, January 22, 2014**. Any responses received after this time will not be considered.

1 original and 1 copy of the submittal must be delivered to:  
Rhode Island Commerce Corporation  
315 Iron Horse Way, Suite 101  
Providence, RI 02908  
Attn: Office Stationary RFQ

The Corporation reserves the right to select the vendor which it believes, in its sole and absolute discretion, will meet the RFQ requirements and provide the greatest value to the Corporation.

Further, the Corporation reserves the right to terminate this request prior to entering into any agreement with any qualified firm pursuant to this Request for Quotation, and by responding hereto, no firms are vested with any rights in any way whatsoever.