## QUOTATION FOR SMALL PURCHASES (QSP) NO. S19002

## **Document Shredding Services**

## **QSP INFORMATION AT A GLANCE**

AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to "Contracting Officer" or "(CO)" shall be a reference to Ms. Lefler.)	Cheryl Lefler, Assistant Director Telephone: (309)342-8129, ext. 214 E-mail: clefler@knoxhousing.org 216 W. Simmons Street, Galesburg, IL 61401 TDD/TTY: (800)526-0844
HOW TO OBTAIN THE QSP DOCUMENTS ON THE APPLICABLE INTERNET SITE	<ol> <li>Access nahro.economicengine.com (no "www").</li> <li>Click on the "Login" button in the upper left side.</li> <li>Follow the listed directions.</li> <li>If you have any problems in accessing or registering on the system, please call customer support at (866)526-9266.</li> </ol>
PRE-QUOTE CONFERENCE	NONE SCHEDULED
DEADLINE TO SUBMIT QUESTIONS	Friday, March 15, 2019, 3:00 p.m. CT
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE SUBMITTAL	Please see the following Section 3.1 on page 8 of this QSP document.
QUOTE SUBMITTAL RETURN & DEADLINE	Wednesday, March 20, 2019, 3:00 p.m. CT