



Washoe County School District
Request for Quote (RFQ) – PRODUCTS
Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521
Phone (775) 850-8025
Email: solicitations@washoeschools.net
Facilitating Buyer: Monica Schuerr-Howden

Quote Title: Instructional Supplies for Warehouse Inventory

Quote #: MS-1108-19

Washoe County School District (WCSD) is soliciting for formal quotes for certain PRODUCTS identified on the QUOTE FORM included in accordance with all defined terms and conditions in this document. RFQ submittals must be submitted on this form only and received in a sealed envelope or emailed directly to: solicitations@washoeschools.net for award consideration. RFQs that are received via facsimile, any other email other than that listed above, or outside of a sealed envelope will NOT be accepted.

Posting Date: Monday, February 11, 2019

Due Date: February 28, 2019 at 10:00 am (local time) *Samples are due prior to DUE DATE and Time*

GENERAL TERMS & CONDITIONS OF QUOTE

- FORMS:** Vendor must submit quote on this form only.
- LATE QUOTES:** Quotes received after the due date and time will not be accepted. The WCSD reserves the right to reject any quote not in compliance with all prescribed public procedures and requirements and to reject for good cause any or all quotes upon finding that it is in the WCSD's best interest to do so.
- CONTRACT TERM:** Vendor will receive a WCSD Purchase Order (PO); the General Terms and Conditions of this RFQ are hereby incorporated by reference. Acceptance of WCSD's PO includes all terms, prices, delivery, specifications and conditions stated herein. Contract term is for two (2) years from date of award with two (2) additional one (1) year renewals, providing the terms and conditions remain unchanged. WCSD reserves the right to terminate this agreement in whole or in part upon providing Vendor thirty (30) days written notice.
- FIRM PRICING:** Pricing provided on the QUOTE FORM under the awarded Vendor, shall not increase during the initial contract term of two (2) years. After the initial contract term, a price adjustment may be reviewed/authorized. WCSD may grant a price adjustment in a situation where (all) manufacturers/distributors of the products to be procured, as a result of award of this Request for Bid, adjust the prices of their products to all dealers or distributors. In this case, a permissible increase may be authorized and may be equal to only that increase by the manufacturers or distributors of that market. Prior to permitting any increase, evidence of such an increase, in the form of a letter on the manufacturer's/distributor's letterhead shall be provided to buyer no later than thirty (30) days prior to the proposed price increase. Letter shall include name of manufacturer/distributor, series or product numbers of the Bid item being increased, the amount and effective date of any and all increases to all dealers and distributors. In any case the price increase may not be greater than five percent (5%).
- QUANTITY:** The quantities listed in this quote are estimated. The WCSD's requirements may change prior to issuing a PO and the WCSD reserves the right to increase or decrease quantities at its discretion.
- INVOICING AND PAYMENT:** Vendor must issue a separate invoice for each shipment. Invoice is to be issued upon delivery only, not before. Payment terms are Net 30 upon receipt of a proper invoice. The WCSD is tax exempt and does not pay state/local taxes or interest or late fees. Payments shall be made only for actual quantities furnished by Vendor upon order from WCSD.

7. **ITEM SPECIFICATIONS:** If applicable, specifications contained herein may reflect items of known quality and are acceptable to the WCSD. If the item specifications indicate "or equal," Vendor may offer other than the specified item if the item offered is equal in general style, type, quality, workmanship, economy of operation, performance, characteristics and suitability for the

purpose intended. Vendor must identify the name brand offered, provide descriptive literature and be prepared to provide samples if requested for evaluation purposes. Failure to provide adequate descriptive literature may be cause to declare the quote non-responsive and reject the quote. If there is any doubt as to the suitability of a product offered on an "or equal" basis, the product will be rejected in favor of an offer to provide the product specified.

8. SHIPPING INSTRUCTIONS: The price quoted for each line item shall include all shipping and handling charges to the F.O.B. destination listed on the PO. POs issued are for "prompt or immediate shipment" of the goods contained thereon. Unless otherwise specified, delivery will be made not later than thirty (30) calendar days after receipt of a PO. The WCSD reserves the right to cancel any order if not filled within the contract time. The PO number must appear on all invoices, packing lists, packages, shipping notices and correspondence. All shipments of hazardous material must be accompanied by Safety Data Sheets (SDS).

9. INSTALLATION: If applicable, orders of product(s) that require installation, Vendor shall perform the installation in accordance with manufacturer specifications in a professional manner. Vendor shall leave work area clean and free of all packaging and any debris created by the work.

10. AWARD: WCSD reserves the right to award this RFQ in whole or in part, by item, group of items, or by section where such action would serve WCSD's best interest. Quotes identified exclusively on the basis of "All or Nothing" will be excluded from this provision. In the event of a tie, low quote shall be determined by extending prices out to the third decimal. If a tie still exists, award shall be determined by lottery.

11. CERTIFICATES OF INSURANCE LIABILITY: The awarded Vendor(s) shall not render any services or provide goods/products requested under this RFQ until satisfactory proof of all insurance certificates and supporting documentation has been approved by the WCSD Purchasing Department. All documentation must be submitted to:

Washoe County School District
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521

12. REQUIRED INSURANCE COVERAGE & VERIFICATION: The awarded Vendor shall, at the awarded Vendor's sole expense, procure, maintain and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this Bid. The awarded Vendors shall furnish WCSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) effecting coverage required. The authorized Insurer(s) of the awarded Vendor and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against the WCSD for payment of any premiums, costs or assessments under any form of policy. The awarded Vendor's authorized Insurer(s) shall have no right of recovery or subrogation against WCSD. The required insurance shall be in effect prior to any services rendered and/or products procured from the awarded Vendor by WCSD and shall continue in force as appropriate until the completion of the contract term. The "ACCORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by the awarded Vendor to WCSD to evidence the insurance policies and coverages required.

The COI must be signed by a person authorized to bind coverage on the behalf of the awarded Bidder. The COI must name WCSD as the "Certificate Holder" as follows:

Washoe County School District
425 E. Ninth Street
Reno, Nevada 89512

For the purpose of substantiating the requirement of the WCSD to be named as an "Additional Insured," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

The WCSD, its officers, employees and volunteers are to be named as an "Additional Insured" on the awarded Proposer's general liability. The coverages shall contain no special limitations on the scope of protection afforded to the WCSD, its officers, employees, agents or volunteers.

The COI shall state that any of the described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled or non-renewed by either the awarded Proposer or the authorized Insurer without a replacement COI being provided to WCSD during the life of the contract. Upon renewal of the policies listed, awarded Vendor or authorized Insurer(s) shall furnish

the WCSD with replacement certificates. The awarded Vendor shall furnish WCSD with COI with Additional Insured Endorsement(s) effecting coverage required. All COIs and relative endorsements are to be received upon written request by WCSD to the awarded Vendor and must be reviewed and approved by the WCSD's Purchasing Department prior to any services being rendered and/or products procured. Although not a standard practice of WCSD, WCSD reserves the right to require of the awarded Vendor to make available to WCSD for review complete, "certified" copies of all required insurance policies at any time. The awarded Vendor's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the WCSD, its officers, employees, agents or volunteers shall be in excess of the awarded Proposer's insurance and shall not contribute with it in any way. Any failure of the awarded Vendor to comply with the reporting provisions of the policies shall not affect coverage provided to the WCSD, its officers, employees, agents, or volunteers.

13. INSURANCE LIMITS:

GENERAL LIABILITY INSURANCE

During the term of this agreement, the awarded Vendor providing service to WCSD shall maintain comprehensive General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better and approved by the WCSD: (A) Premises-Operations; (B) Independent Contractor's Protection; (C) Products and Completed Operations; (D) Broad Form Property Damage; (E) Personal Injury (with Employee Exclusion deleted); (F) Blanket Contractual Liability; and (G) Property Damage Liability. Limits shall be equal to the amount carried by the successful Bidder, but shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with no less than two million dollars (\$2,000,000) aggregate.

AUTOMOBILE LIABILITY INSURANCE

If applicable, during term of this agreement, the awarded Vendor shall maintain comprehensive Automobile Liability Insurance to include all owned autos, non-owned autos, and hired autos coverage through an insurance carrier(s) licensed to do business in the State of Nevada and having current A.M. Best rating of A-:VII or better and approved by the WCSD. Limits shall be equal to the amount carried by the successful Bidder, but shall not be less than one million dollars (\$1,000,000) per occurrence.

WORKERS' COMPENSATION INSURANCE

If applicable, during the term of this agreement, the awarded Vendor shall have Workers' Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage (noted at Statutory Limits) with minimum limit of one million dollars (\$1,000,000).

PROFESSIONAL LIABILITY INSURANCE

If applicable, during the term of this agreement, the awarded Vendor shall maintain Professional Liability Insurance (Errors & Omissions) with minimum limits of at least one million dollars (\$1,000,000) per occurrence. The insurance required above may be proved under primary policies or by a combination of primary and excess policies. Professional Liability is not covered under additional Umbrella Liability coverage.

***** **END OF GENERAL TERMS & CONDITIONS OF THE QUOTE** *****

SPECIAL TERMS & CONDITIONS OF QUOTE

14. **SUBMISSION REQUIREMENTS:** Even if item being quoted on is "as specified", vendor must identify brand/manufacture specified and (if applicable) model number. Failure to do so may result in rendering that particular quoted item as "not specified". All quotes submitted must have complete specifications and current catalog if quoting other than brand/manufacture specified. Failure to submit complete specifications may be cause for rejection of quote. All Vendors quoting on chemical and/or toxic products must submit a Safety Data Sheet (SDS) on each related item. When submitting SDS sheets, Vendors should identify each one with the WCSD's seven-digit stock number that is identified in this quote (Example: WCSD #571/2450).

15. **SAMPLES:** Only if Vendor is quoting other than brand specified, then samples must be provided where noted. If samples are not received prior to quote due date and time, then quoted item submission may be rejected.

16. Samples are to be sent to:

Washoe County School District
Attn: Ryan Conner, Inventory Control Technician
RE: Samples for RFQ #MS-1108-19
Purchasing Warehouse
425 E. Ninth Street
Reno, NV 89512-0106

17. **BASIS AWARD:** Quote to be awarded on an "item by item" basis to lowest priced responsive/responsible Vendor unless otherwise noted in line item description.

18. **DELIVERY SCHEDULE**

Delivery time offered shall be an important consideration in the quote evaluation and recommendation for award. In the space provided on the QUOTE FORM, submissions shall a realistic date for delivery AFTER RECEIPT OF AN ORDER (ARO). Deliveries are to be shipped to:

Washoe County School District
Purchasing Warehouse
425 E. Ninth Street
Reno, NV 89512-0106

***** **END OF SPECIAL TERMS & CONDITIONS OF THE QUOTE** *****

Quote Title: Instructional Supplies for Warehouse Inventory

Quote #: MS-1108-19

QUOTE FORM

ITEM QTY. DESCRIPTION

SAMPLES MUST BE SUBMITTED FOR BRUSHES IF NOT SPECIFIED BRAND.

- | | | |
|----|---------|--|
| 1. | 350 EA. | Brush, #8 Bristle Flat Easel. Binney & Smith (Crayola) #178, Grumbacher, Princeton #5500F-050, Standard #579-050, Charles Leonhard 73550 or equal (WCSD #111/0020)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |
| 2. | 350 EA. | Brush, #18 Bristle Flat Easel. Binney & Smith (Crayola) #178, Grumbacher, Princeton #5500F-075, Schoolmate #15340, Standard #579-075, Charles Leonhard 73575 or equal (WCSD #111/0030)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |
| 3. | 500 EA. | Brush, Varnish, 1" Brush width, Black Soft Bristle, 5-1/2" to 6-1/2", with Varnished Handle. Grumbacher, Princeton, Primex #357824, Dynasty 7422, FM Brush 103606 or equal (WCSD #111/0040)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |
| 4. | 300 EA. | Brush, #1 Watercolor. Binney & Smith (Liquitex) #1127, Grumbacher, Princeton #2540R-1, Standard #252-1, Charles Leonhard 73501 or equal (WCSD #111/0070)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |
| 5. | 500 EA. | Brush, #4 Watercolor. Binney & Smith (Liquitex) #1127, Grumbacher, Princeton #2650R-4, Standard #252-4, Charles Leonhard 73504 or equal (WCSD #111/0080)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |
| 6. | 600 EA. | Brush, #8 Watercolor. Binney & Smith (Liquitex) #1127, Grumbacher, Princeton #2650R-8, Standard #252-8, Charles Leonhard 73508 or equal (WCSD #111/0090)

SPECIFIED BRAND UNIT COST: \$ _____

"EQUAL" BRAND: _____ UNIT COST: \$ _____ |

Vendor Name: _____

7. 300 EA. Brush #10 Watercolor. Binney & Smith (Liquitex) #1127, Grumbacher, Princeton #2650R-10, Standard #252-10, Charles Leonard 73510 or equal (WCSD #111/0100)
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
8. 500 EA. Brush #4 Bristle Flat Easel. Binney & Smith (Crayola) #178, Grumbacher, Princeton #5500F-025, Standard #579-025, Charles Leonard 73525 or equal (WCSD #111/0010)
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____

NO SUBSTITUTES WILL BE ACCEPTED/ALLOWED ON CRAYONS.
ITEMS 9, 10 AND 11 (CRAYONS) TO BE AWARDED ON AN "ALL OR NONE" BASIS.

9. 14,000 BX. Crayons, Assorted Colors, (Box of 16 Sticks) Non-Toxic. Binney & Smith (Crayola) #16 (WCSD #111/0200) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
10. 2000 BX. Crayons, Assorted Colors, (Box of 8 Sticks) Non-Toxic. Binney & Smith (Crayola) #8 (WCSD #111/0210) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
11. 2000 BX. Crayons, Primary, Assorted Colors, (Box of 8 Sticks) Non-Toxic. Binney & Smith (Crayola) #80 (WCSD #111/0220) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____

SAMPLES MUST BE SUBMITTED FOR ERASERS IF NOTED.

12. 200 BX. Erasers, Art Gum (1" x 1"), 24/Bx. Castell #211, Empire "Pedigree", Vitagum, Classroom Select #1107 (021069), School Smart #077359, Eterna 13-008 or equal (WCSD #111/0230) **SAMPLE REQUIRED**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
13. 200 PKG. Erasers, Multi-Purpose, 5", All Felt, Sewn, 12/Pkg. for all dry erase surfaces and standard chalkboards, Baker #EN005, Chalkbuster #2010, Status Plus 25-020 or equal (WCSD #571/2450)
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____

Vendor Name: _____

14. 600 QT. Glue, White (Qt. Bottles), Non-Toxic, with Nozzle Spout, Elmer's, Ross or equal (WCSD #111/0250)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

OR

1200 BTL. Glue, White, 16 OZ., Non Toxic, with Nozzle Spout or equal
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

**SAMPLES MUST BE SUBMITTED ON TEMPERA PAINT IF NOT SPECIFIED BRAND.
ITEMS 15 THROUGH 25 (PAINT, LIQUID TEMPERA) TO BE AWARDED ON AN "ALL OR NONE" BASIS.**

15. 500 BTL. Paint, Liquid Tempera-**Black**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Prang, Rich Art or equal (WCSD #111/0260)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

16. 700 BTL. Paint, Liquid Tempera-**Blue**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0270)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

17. 400 BTL. Paint, Liquid Tempera-**Brown**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0280)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

18. 500 BTL. Paint, Liquid Tempera-**Green**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0290)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

19. 500 BTL. Paint, Liquid Tempera-**Orange**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0300)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

Vendor Name: _____

20. 200 BTL. Paint, Liquid Tempera-**Peach**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0310)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

21. 800 BTL. Paint, Liquid Tempera-**Red**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0320)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

22. 350 BTL. Paint, Liquid Tempera-**Violet**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0330)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

23. 900 BTL. Paint, Liquid Tempera-**White**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0340)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

24. 600 BTL. Paint, Liquid Tempera-**Yellow**, Non-Toxic (16 Fl. Oz.). Certified Color (BesTemp), Binney & Smith, Rich Art, Prang or equal (WCSD #111/0350)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

25. 2000 Ea. Paint, Watercolor (8 Assorted Colors), Plastic Container, Oval Pans, Natural Hair Brush, Non-Toxic. Binney & Smith Crayola #BIN-080, Dixon (Prang) #00800 or equal (WCSD #111/0365) (**SAMPLE REQUIRED**)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

26. 1200 EA. Pans, Watercolor (Plastic). Montrose Product #WC-3, Richeson #400203, SchoolSmart #30085876 or equal (WCSD #111/0370)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

27. 2000 EA. Pencil Grip, Primary, Assorted Colors, Stetro #ST-100, Moon BX/100 (25/Pkg. or 100/Pkg.) or equal (WCSD #261/1440)
SPECIFIED BRAND UNIT COST: \$ _____
"EQUAL" BRAND: _____ UNIT COST: \$ _____

Vendor Name: _____

28. 1900 PR. Scissors, 5", Blunt, Adjustable Screw. **Double pack**, Molded Polypropylene Handles for Right or Left Hand use. Cuts Felt, Fabric, Yarn, String & Paper, Fiskars #9416 (WCSD #571/3255) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
29. 3800 EA. Scissors, 5", Blunt, Adjustable Screw. **Single pack**, Molded Polypropylene Handles for Right or Left Hand use. Cuts Felt, Fabric, Yarn, String & Paper, Fiskars #9416 (WCSD #571/3250) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
30. 2000 EA. Scissors, 5 1/2", Safety, Plastic, Inlaid Stainless Steel Blades. WTN, Kingshead Kids Saf-T-Cut, WTN 5 1/2", Status Plus 26-115 or equal (WCSD #571/3260) **SAMPLE REQUIRED**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
31. 1600 EA. Scissors, 8", Sharp, Stainless Steel Blades, Precision Grounded, Adjustable Screw, Molded Propylene Handles for Left or Right Hand Use. Fiskars #9451, Durasharp #1500, Gurst-Metall Norwegia 26-213 (WCSD #571/3280) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____
32. 400 BX. Chalk, assorted colors, box of 12, Hygieia stick assorted color dustless chalk, nontoxic, Prang #61400 (WCSD 111/0110) **NO SUBSTITUTES**
- SPECIFIED BRAND UNIT COST: \$ _____
33. 250 LBS. Clay, Assorted Colors (1 Lb. Pkgs.), Non-Toxic. Dixon (Prang) #740, Kleen Klay, OmyaColor, Schoolmate, Happy Stix #4-1 or equal (WCSD #111/0160) **SAMPLE REQUIRED**
- SPECIFIED BRAND UNIT COST: \$ _____
- "EQUAL" BRAND: _____ UNIT COST: \$ _____

Vendor Name: _____

Quote Title: Instructional Supplies for Warehouse Inventory

Quote #: MS-1108-19

In compliance with this quote and subject to all the terms and conditions thereof, the undersigned authorized agent offers and agrees, if this quote is accepted to furnish any or all of the items herein at the prices, terms and delivery stated.

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax Number: _____

Company Email Address: _____

Delivery will be complete in _____ days ARO. Payment Terms: _____

EXCEPTIONS TO RFQ TERMS, CONDITIONS AND SPECIFICATIONS (GENERAL AND/OR SPECIAL):

Exceptions to the Terms, Conditions and Specifications of this RFQ must be noted in the space provided. Failure to note said exceptions shall be interpreted to convey that Vendor shall propose to perform in the manner described and/or specified. If more space is required, please attach additional sheet(s) referencing RFQ Title and Number. This form must be signed regardless if exceptions are noted.

AUTHORIZED SIGNATURE:

In compliance with this RFQ and subject to all the terms and conditions thereof, the undersigned authorized agent offers and agrees, if this quote is accepted to furnish any or all of the items herein at the prices, terms and delivery stated.

Authorized Agent Signature

Authorized Agent Name (Printed)

Title

Direct Email

Date