

REQUEST FOR QUOTATION

INSTRUCTIONS

1. Vendors are encouraged to electronically respond to Requests for Quotation. Go to www.tucsonaz.gov/bsol/login.jsp to find quotes issued to your company and to respond electronically.
2. "Paper" quotes should be submitted on the City of Tucson Request for Quotation (RFQ) form. Preprinted terms and conditions on a vendor's quote form may be invalid and subject to rejection.
3. Quotes received after close of business on the specified due date might not be considered.
4. "Paper" quotes must be signed by authorized person of the company.
5. Phone quotes may be accepted by the buyer prior to the due date with written confirmation from the vendor to follow.
6. The City is not responsible for the vendor's errors and omissions.
7. Quotes must include FOB, Payment Terms, Delivery, and Warranty (if applicable). Payment terms will be considered in determining the low price. If not stated, a 2%-21 days cash discount will be assumed as allowable and will be considered in determining the award.
8. Quotes submitted as equals must be submitted with detailed literature suitable for evaluation.
9. The City reserves the right to award by individual line item, by group, or as a total, whichever is deemed most advantageous.

TERMS AND CONDITIONS

1. Vendor shall abide by the provisions of the Tucson Procurement Code Chapter 28, Article XII (www.tucsonprocurement.com; click on Procurement Code on the left).
2. Any purchase order issued resulting from the RFQ shall be subject to these General Terms and Conditions. Exceptions to these terms/conditions must be submitted in writing and returned with vendor's quote. If Special Terms and Conditions apply, they will be stated on the RFQ.
3. Prior to the issuance of a Purchase Order, vendor must obtain a City of Tucson Business License or a written determination that a business license is not required issued by the City's Business License Section. The business license must remain valid throughout the life of the Purchase Order. Application for a license can be completed at www.tucsonaz.gov/etax. For questions, contact (520) 791-4566 or tax-license@tucsonaz.gov.
4. Insofar as is practical and where a sufficient number of certified Small Business Enterprise (SBE) firms exist to comply with the small purchase requirements set forth in Tucson Procurement Code Section 28-20(2) and (3), the director of procurement may reserve competition for small purchases for goods and services to certified Small Business Enterprises (SBEs). Where insufficient certified SBEs exist, non-SBEs may be included in the quoting process for small purchases. When certified SBEs compete against non-SBEs, the price of a quote received from a certified SBE shall be adjusted by seven (7) percent for purposes of evaluating price.
5. The City will pay only those sales taxes applicable by law.
6. The City's preferred method of payment is via credit card. Upon issuance of a Purchase Order, the City will either provide a credit card for payment at the time of ordering or pay subsequent invoices by credit card upon receipt of goods or services in good order. However, not all City employees will possess a credit card and, therefore, the City reserves the right to make payment by check as it deems necessary. Unless payment is made by credit card at time of order or point of sale, a separate invoice shall be issued for each shipment of material or service performed, and no payment shall be issued prior to receipt of material or service and correct invoice. The City shall make every effort to process payment for the purchase of materials or services within twenty-one (21) calendar days after receipt of materials or services and a correct invoice.
7. Prices shall be F.O.B. Destination Freight Prepaid to the delivery location designated on the subsequent purchase order. The vendor shall retain title and control of all goods until they are delivered and the coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the vendor. All claims for visible or concealed damage shall be filed by the vendor. The City will assist the vendor in arranging for inspection.

The vendor agrees that in those cases where the City agrees to a term of FOB Origin, goods shall be shipped PRE-PAID only. The vendor will pay freight charges directly to the freight company and include documented freight charges on his invoice to the City. Bids submitted with FOB Origin terms must include freight charges in addition to and separate from price of items. For FOB Origin, the City reserves the right to use third-party freight carrier service.

8. Warranties shall guarantee accepted trade standards of quality, fitness for the intended uses, and conformance to promises or specifications.
9. If applicable, successful vendors must furnish Material Safety Data Sheets (MSDS) pursuant to OSHA Hazard Communications Regulations per 29 CFR Part 1910.1200.
10. Vendor agrees to furnish any or all of the quoted items at prices shown. Quotes shall be held firm for 30 days.