



EMAIL COMPLETED QUOTATION TO:
Tessa Prater
tprater@avondaleaz.gov
Phone: (623) 333-2043

Company: _____

Address: _____

City: _____ **State** _____ **Zip:** _____

REQUEST FOR QUOTATION

| | |
|---------------|---------------------------------------|
| QUOTATION NO. | NFS 21-045 |
| REQ. NO. | |
| USING DEPT | City Neighborhood and Family Services |
| DUE DATE | April 28, 2021 3:00 PM |

IMPORTANT QUOTING INSTRUCTIONS

1. Submit your quotation on this form. Fill out completely including delivery.
2. Include descriptive literature as necessary for evaluation.
3. Sales tax shall be included in the unit price for each item.
4. Pricing to remain firm for a period of 60 days from receipt in the Procurement Office.
5. If further information is required before quoting, please call Procurement Officer at 623-333-2043

| ITEM | DESCRIPTION | UNIT PRICE | QUANTITY | TOTAL |
|--------------|--|--|----------|-------|
| 1 | Story/Information Posts*: Aluminum Post and Frame Black Texture Powder Coat 16-20"x20-26" Panel size 45 degree angle Frame installs to (1) provided aluminum post (2) Pieces of acrylic for page display Hardware Kit Frame can contain up to ¼ thick materials including the acrylic | \$ | 16 | \$ |
| 2 | Tax | \$ | 16 | \$ |
| 3 | Delivery F.O.B Destination: The order shall be delivered by May 31, 2021. Delivery Address: 11350 Civic Center Drive Avondale, AZ 85323 <input type="checkbox"/> I acknowledge that all commodities shall be delivered by May 31, 2021 Avondale Contact: XXXXX | \$ | 1 | \$ |
| | Other Story/Information Post Related Product: Please include product brochure and pricing as a separate attachment if there are other related products you wish to offer. | Bidder must include a separate attachment. | | |
| Total | | | | \$ |

THIS IS NOT A PURCHASE ORDER

By executing this document and/or submitting a quotation or delivering goods to the City of Avondale, the authorized agent agrees (i) he/she has read the City's Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website: (<http://https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020.

| | |
|-------------------------------|-------|
| SIGNATURE OF AUTHORIZED AGENT | |
| TYPED OR PRINTED NAME | TITLE |
| TELEPHONE NO | DATE |

INSTRUCTIONS AND CONDITIONS

1. Bid price shall be made F.O.B. Destination to the designated delivery points within the City.
2. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must be signed with the firm name and by an authorized agent, officer or employee.
4. Award will be made on an individual or overall lowest price basis, whichever is most advantageous to the City of Avondale.
5. Quantity is an estimated usage; the actual number will be specified in a purchase order.
At the City's discretion, the Contract created by this request and the resulting quotation can be renewed for up to four successive one-year terms (each, a "Renewal Term").

(City Manager Signature required for awards over \$25,000.00). Quotations resulting in \$50,000 or greater will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Vendor Quotation Offer is hereby accepted. The Vendor shall not commence any billable work or provide any materials under this Contract prior to the date a purchase order is issued by the City of Avondale.

City of Avondale,
an Arizona municipal corporation.

Charles A. Montoya, City Manager
