



**RETURN COMPLETED QUOTATION TO:**  
**CITY OF AVONDALE**  
**PROCUREMENT DEPARTMENT**  
**11465 W. Civic Center Drive**  
**Suite 250**  
**Avondale, Arizona 85323-6807**  
**Attn: Brian Garcia, Senior Buyer**  
**Phone: (623) 333-2050**  
**Fax: (623) 333-0200**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**REQUEST FOR QUOTATION**  
**COMMODITIES-Small Purchase**

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 Senior Buyer at 623-333-2050.

QUOTATION NO.	PD 21-013
QSP REQ. NO.	
USING DEPT	Police
DUE DATE	August 24, 2020

ITEM #	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
1	48" Bench Top Cyanoacrylate Chamber	1	\$	\$
2	Heavy Duty Steel cart with casters	1	\$	\$
3	UV System	1	\$	\$
4	Advance Hot Plate	1	\$	\$
5	Humidity Filters – Pack of 4	2	\$	\$
6	Pre-Filters – Pack of 6	2	\$	\$
7	Circulation Fan Prefilters – Pack of 10	2	\$	\$
8	Main Carbon Filter	2	\$	\$
9	Sleeve of 100 tin dishes	1	\$	\$
10	500 gram bottle of Cyanoacrylate	1	\$	\$
11	59" Advanced Ductless Fume Hood	1	\$	\$
12	HEPA/ACI Filter	4	\$	\$
13			Subtotal	\$
14			Tax	\$
15			Total	\$
16	Catalog Discounts (if any)		% off Catalog	
17	Hourly Rate (Installation/Maintenance)	Hourly	\$	

Vendors must submit warranty paperwork

Delivery address is within the city limit, please indicate the delivery days:  day.

This quotation shall be F.O.B. DESTINATION, please indicate estimated freight charge: \$

Payment Term:

**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 17, 2020, as set forth on the City of Avondale website: (<http://www.avondaleaz.gov/government/departments/finance-budget>), 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 17, 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.

**(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.

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Charles Montoya, City Manager

