



EMAIL COMPLETED QUOTATION TO:
Jill Lin, Senior Buyer
JLIN@avondaleaz.gov
Phone: (623) 333-2047

Company: _____

Address: _____

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

REQUEST FOR QUOTATION

QUOTATION NO.	PR 20-043
REQ. NO.	
USING DEPT	Parks and Recreation
DUE DATE	March 12, 2020 3 P.M.

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 623-333-2029.

ITEM	DESCRIPTION	¹ QUANTITY/ 15 Gallon	UNIT PRICE	QUANTITY/ 24" box	UNIT PRICE
REQUIRED TREES:					
1	Majestic Ash	25	\$	25	\$
2	Chinese Elm (True Green)	25	\$	25	\$
3	Live Oak	25	\$	25	\$
4	Arizona Ash	25	\$	25	\$
5	Orange County Ash	25	\$	25	\$
6	Mulga	25	\$	25	\$
7	Museum Palo Verde	25	\$	25	\$
8	Vitex	25	\$	25	\$
9	Texas Mountain Laurel	25	\$	25	\$
OPTIONAL TREES					
10	Ficus nitida	1	\$	1	\$
11	Thevetia peruviana	1	\$	1	\$
12	Dalbergia sissoo	1	\$	1	\$
13	Texas Ebony	1	\$	1	\$
14	Willow Acacia	1	\$	1	\$
15	Shoestring Acacia	1	\$	1	\$
16	Mission Olive	1	\$	1	\$
17	Japanese Yew	1	\$	1	\$

VARIOUS SHRUBS		QUANTITY/ 1 Gallon	UNIT PRICE	QUANTITY/ 5 Gallon	UNIT PRICE
18	Shrub Specie:		\$		\$
19	Shrub Specie:		\$		\$
20	Shrub Specie:		\$		\$
21	Shrub Specie:		\$		\$
22	Shrub Specie:		\$		\$

¹ Quantity is an estimated annual usage; the actual number will be specified in a purchase order

DISCOUNT ON MISCELLANEOUS TREES, PLANTS AND OTHER ITEMS

Bidder must include a copy of your catalog or a catalog website. Discount must indicated on all the invoices.
 A copy of the catalog included or Catalog website: WWW. _____

I'm offering _____ % on all miscellaneous plants and items

I'm offering various discount on the following categories: (Please specify below)

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 **October 23, 2019**, 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 **October 23, 2019**.

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.

Charles A. Montoya, City Manager
