



RETURN COMPLETED QUOTATION TO:

CITY OF AVONDALE
 Development and Engineering
 Services Department
 11465 W. Civic Center Drive
 Suite 250
 Avondale, Arizona 85323-6807
 Attn: Kristen Taylor
 ktaylor@avondalez.gov
 Phone: (623) 333-4030

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 Kristen Taylor 623-333-4030.

QUOTATION NO.	EN 19-200
QSP REQ. NO.	
USING DEPT	Development and Eng. Services
DUE DATE	June 3, 2019 – 5:00 pm

ITEM	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
1	40' Mobile Storage Container-Used-Cargo worthy	1 Each		
2	3' steel Man-door w/ Puck lock	1 Each		
3	Grind, prime and paint exterior of 40' mobile storage container in standard beige	1 Each		
4	Lockbox (Cargo Doors)	1 Each		
5	Delivery and Installation	1 Each		
Delivery by June 30, 2019 to Municipal Operations Service Center - 399 E. Lower Buckeye Road, Avondale, AZ 85323 THIS QUOTATION SHALL BE F.O.B. DESTINATION Please indicate estimated tax and freight charge \$ _____		Terms: Less: _____		

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 10, 2018, as set forth on the City of Avondale website: (<http://www.avondalez.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 October 10, 2018.

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 Montoya, City Manager
