



**FLORENCE COUNTY  
Procurement Department**

**REQUEST FOR QUOTE NO. 02-17/18**

Florence County is soliciting quotes for medical supplies. Listed below are the conditions that must be met in the quoting process.

It is the intent of Florence County to enter into a contract agreement with the successful vendor(s) of this solicitation. The initial term of the contract will be for one year starting August 1, 2017 and ending on June 30, 2018. During the initial term of this contract, there shall be no increases to the prices set forth in the response to this request for quote. After the initial term, both parties will have the option of renewing annually for an additional four (4) years, one year at a time, but only upon the mutual agreement of both parties. After the initial term of the contract, the Procurement Office must be notified in writing within 30 days of any and all price increases. Florence County shall reserves the right upon any price increase to accept the price increase or subject the items to the solicitation process. Any price increase imposed without prior notice to Florence County will invalidate any contract issued as a result of this solicitation. By submitting a quote, the vendor agrees to enter into such an agreement.

**CONDITIONS OF QUOTES**

1. All items quoted must be a standard stock item from the submitting vendor.
2. Each price must include **ALL** costs including the cost of the item, applicable freight and any other associated costs excluding sales tax. Sales tax will be computed separately and should not be included in the price of the item.
3. Each price must clearly specify the exact amount of the item you are providing for the price quoted. Florence County prefers for items priced to be packaged as requested on the quote sheet.
4. Substitutions are **NOT** allowed on any marked specific name brand items.
5. Any substituted items found to be unacceptable by Florence County will be returned at the expense of the vendor.
6. Florence County reserves the right to select more than one vendor to supply the items solicited in this request for quote. The County may award one vendor with the lowest combined quote total amount or various vendors with the lowest quote amount for each item if deemed in the County's best interest to do so.
7. Florence County reserves the right to obtain clarification or additional information necessary to properly evaluate the quotations. Failure of a vendor to respond to a request for additional information or clarification could result in rejection of that vendor's quotation. Florence County reserves the right to accept or reject any and all quotes, in whole or in part, separately or together, with or without cause; to waive technicalities or submissions, to secure a product that is deemed to be in the best interest of the County. Florence County also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the County.

8. Florence County reserves the right to award the next low vendor quote if the vendor with a lower quote changes the item numbers or cannot maintain the price quoted. If this happens for any cause Florence County reserve the right not to do any further business with that vendor.
9. All quotes are due back by **August 1, 2017, by 5:00pm.**
10. Any quotes received after this date will not be accepted.
11. This sheet must be signed and returned with the quote. The quote will not be accepted without this signed sheet.
12. Please email any questions concerning this quote request to NaKeshia Fortune at [nfortune@florenceco.org](mailto:nfortune@florenceco.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_