



# Riverton City Purchasing

12830 South 1700 West \* Riverton, Utah 84065

## REQUEST FOR QUOTATION

Quotation No.: CC17109

**BEFORE REPLYING TO THIS QUOTATION PLEASE READ THE INSTRUCTIONS AND GENERAL PROVISIONS PROVIDED WITH THIS DOCUMENT**  
**REPLIES MUST BE LEGIBLE**

Department: \_\_\_\_\_

Requisition Number: **156251**

Inquiries Sent To: **Craig Calvert**

E-Mail: [ccalvert@rivertoncity.com](mailto:ccalvert@rivertoncity.com)

Phone: **801-208-3175** Date Sent: **8/11/2017**

Company: \_\_\_\_\_ Fed. ID No. \_\_\_\_\_

Legal Status: Sole Proprietor Non-Profit Corp. Profit Corp. Partnership Gov.

Ordering Address: \_\_\_\_\_

\_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Remit Address: \_\_\_\_\_

\_\_\_\_\_ Price Guaranteed Until - Date: \_\_\_\_\_

Payment Terms: \_\_\_\_\_ Shipment will be made \_\_\_\_\_ A.R.O.

- The item(s) specified on this quotation are produced, mined, grown, manufactured, or performed in Utah? Yes  No   
 IF **No** then where produced, etc.: \_\_\_\_\_
- Quotations must include manufacturer's descriptive literature & F.O.B. origin and destination freight cost or freight allowed or they may be rejected.
- Terms of shipment for F.O.B. origin means: Shipper load, carrier count and stow, consignee unload, freight collect!**

**RETURN QUOTATION TO:**

**Riverton City**

Attn: Purchasing  
 12830 S. Redwood Road  
 Riverton, Utah 84065

Phone: 801-208-3175  
 Fax: 801-208-3176

Visit the Riverton City Home Page at: [www.rivertoncity.com](http://www.rivertoncity.com)

**Note:** Quotations MUST be received by:

**August 15, 2017**

**THE QUOTATION NUMBER LISTED IN THE UPPER RIGHT-HAND CORNER OF THIS DOCUMENT MUST BE REFERENCED WHEN RETURNED.**

**FREIGHT INFORMATION:**

Shipping point and zip code: \_\_\_\_\_

National Motor Freight Classification: \_\_\_\_\_

Shipping Weight: \_\_\_\_\_

Item(s) and Specifications	Quantity	Unit	Net Unit Price	Extended Price
The following two items are to embroidered in two locations: 1st location - front, full color, City Logo, 2nd location, either on the back or side, one color, wording only "#AGreatPlacetoLive" or our website "rivertoncity.com" Pricing must include embroidery.				-
Washed Ball Cap, 4-Imprint 103288 or acceptable substitute	100	Ea		
Rugby Knit Beanie, 4-Imprint 109604 or acceptable substitute	100	Ea		
<b>Total Price, without freight (FOB Origin) \$</b> _____ -			<b>Total Price, with freight (FOB Destination) \$</b> _____ -	

Receipt of addendum acknowledgement. Addendum # 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_

The undersigned certifies that the vendor is willing and able to furnish the item(s) specified on this quotation!

**Vendors Authorized Agent:** type or print NAME and TITLE) \_\_\_\_\_

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

*Please SIGN IN INK or this quote may be rejected, Your signature indicates you have read and agreed to the Instructions & General Provisions.*

*Electronic submittal Implies signature*

# Request for Quotation Instructions and General Provisions

## "Failure to comply with the following instructions may cause rejection of this quotation"

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### 1. Administrative Authority:

The administration of this purchasing process is conducted by the Riverton City Purchasing Agent. No contact of the City Mayor, City Council or any employee in regards to this solicitation other than those listed herein.

### 2. No Obligation Implied:

This Request for Quotation implies no obligation on the part of Riverton City.

### 3. Riverton City Reservations:

The right is reserved to cancel this Request for Quotation or to accept or reject any or all quotes, and to waive any informality or technicality in any quote, in the interest of Riverton City. Riverton City reserves the right to award multiple contracts to more than one vendor for the same or similar items. Riverton City reserves the right for an option to renew or extend any contract that may arise from this Request for Quotation, not to exceed four (4) renewals or extensions. Unless specifically provided for elsewhere in this quote, multiple or alternate quotes will not be accepted. The City Mayor and City Council reserves the right to purchase such brands as it desires, irrespective of price. The right is reserved, unless supplier countermands, to increase or decrease the quantity of any item(s) as the quoted price. Riverton City reserves the right to cancel any item(s) not delivered after the purchase order issued. Riverton City reserves the right to select some or all of the items from any vendor unless an "all or nothing" statement is included in the quote. Riverton City does not guarantee to make any purchase from this quote. Estimated quantities are for quoting purposes only and are not to be interpreted as a guarantee to purchase any amount.

### 4. Failure to Quote:

Failure to respond may result in the removal of your firm from the vendor's list for the commodity(s) listed. Unless you advise the Purchasing Agent prior to the quote due date that you desire to receive future invitations to quote on this commodity. Three consecutive no responses will result in removal

### 5. Quote Preparation:

- A. Fill out this quote form completely filling in all blanks, either in ink or typewritten. All information provided must be legible.
- B. Errors may be crossed out and corrections made in ink or typewritten (no type covers) adjacent and must be initialed in ink by the person signing the quote.
- C. Any manufacturer's name, trade names, brand names or catalog number(s) used in this specification are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive, and quotes are invited on these and comparable brands or products by any manufacturer. All items will be evaluated on an "**acceptable substitute**" basis unless stated otherwise.
- D. Price each item separately and extend, unless each item makes up a complete system or a lot price requested. Unit price will govern if there is an error in the extension.
- E. Furnish descriptive literature for each item quoted. If a substitute is offered make a full written explanation on the quote as to its brand name, model number etc.
- F. Submit your quote on the documents furnished herein.
- G. Do not quote on items you cannot supply promptly.
- H. Provide information on local availability of parts and service for all items quoted and service literature to allow for in-house maintenance and repairs

### 6. Quote Submittal:

- A. The quote must be signed in ink and delivered to Purchasing by the "*Due Date & Time.*" Quotes may be delivered via mail, fax or electronic means. **Electronic submittal implies signature.**
- B. Quotes, modifications, or corrections received after the closing time on the "*Due Date*" will be considered late.
- C. All purchases are subject to Riverton City purchasing ordinance.

### 7. Warranties:

Describe any and all warranties on parts and labor for each item quoted.

### 8. Conformance Warranty:

Vendor warrants the item(s) quoted will conform to the description as quoted, and applicable specifications, and shall be of good and merchantable quality for the known purpose for which it is sold.

### 9. Quote Evaluation:

Any item quoted is subject to evaluation. Any item which fails to qualify for approval when evaluated shall not be accepted regardless of compliance to quote requirements. **Quotes will not be accepted from vendors who require assignment of payment to another agent. Note: Riverton City will only pay the vendor named on the order. Riverton City will not deal with a factor or make payment to such.**

### 10. Antidiscrimination Act:

The vendor agrees to abide by the provisions of the Utah Antidiscrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap. This purchase may be canceled if the vendor fails to comply with the provisions of these laws and regulations. **Vendor must include this provision in every subcontract or purchase order relating to purchases by Riverton City to insure that subcontractors and vendors are bound by this provision.**