

**City of Frederick Purchasing Department  
111 Airport Drive East  
Frederick, Maryland 21701  
301-694-1194  
Fax 301-360-3871**

## **REQUEST FOR QUOTATION**

**TO:** All Qualified Bidders  
**REF:** RFQ-#  
**FROM:**  
**DATE:**

The City of Frederick is soliciting quotations for the purchase of \_\_\_\_\_ Quotations are due no later than 2 p.m.. \_\_\_\_\_, 2006, or any time prior thereto at the City of Frederick Purchasing Department, 111 Airport Drive East, Frederick Maryland, 21701; addressed to the attention of: Kandi Fullerton, Purchasing Supervisor. Quotations may also be faxed to 301-360-3871.

### **GENERAL CONDITIONS**

The City of Frederick Purchasing Department will accept quotations until 2 p.m. Eastern Standard Time, \_\_\_\_\_, 2006. Quotations received after that time will be considered late and will not be accepted.

The City of Frederick reserves the right to reject any, and all Quotations, or to waive any minor irregularities in the process. The city further reserves the right to seek new quotations when such a procedure is reasonably in the best interest of the city to do so. Minority owned and operated businesses are encouraged to participate in the submission process

### **PAYMENT**

Full payment will be made upon receipt, inspection and acceptance of a complete unit(s). No down or partial down payments will be made.

All quotation prices must be F.O.B. destination; freight prepaid Frederick, Maryland with delivery to the location specified at the time of order

### **DELIVERY TIME**

Vendors shall specify on the attached Bid Form the estimated delivery time (in calendar days) for each item.

### **WARRANTY**

The successful bidder will be required to warranty all equipment supplied. Warranty shall be described in detail on the attached Quotation Form. The location of all warranty work shall be specified in detail on the attached quotation form.

### **PRODUCT/CATALOG INFORMATION**

All bidders must submit catalog information on the unit(s) they propose to furnish on this quotation. Failure to submit such information will result in rejection of your quotation.

## **REQUEST FOR QUOTATION**

**(06-date and dpt. number)**

### **description of what your sourcing**

All equipment furnished under this request for quotation shall be new, unused and the same as the manufacturer's current production model. The omission or inclusion of any components in the detailed specifications below shall not relieve the bidder of supplying all components, equipment, and parts that are standard, or that are required to properly perform the function intended.

All equipment, options and features provided must be designed, constructed, and installed to be fully suitable for their intended use and service. All components must be new.

The successful Bidder shall be responsible for delivering equipment that is properly serviced, clean, and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:

- Cleaning of Equipment, if necessary, and removal of all unnecessary tags, stickers, papers etc
- Owner's manual and Warranty Manual to accompany each piece of equipment.
- Equipment shall be completely assembled (unless otherwise noted in this Specification), including options, and attachments and shall have been thoroughly tested and be ready for operation upon delivery.

### **EQUIPMENT MINIMUM SPECIFICATION**

Department to fill in

**REQUEST FOR QUOTATION  
(06-date and dpt. number)  
description of what your sourcing**

**QUOTATION FORM**

<p><b>CITY OF FREDERICK Purchasing Department 111 Airport Drive East, Frederick, Maryland 21701</b></p>	<p><b>description of what your sourcing and quote number</b></p>
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**REQUEST FOR QUOTATIONS SHALL BE DUE  
\_\_\_\_\_, 2006 BY 2:00 PM**

Name and Signature Requirements for Bids , Contracts and Proposals

The correct legal business name of the proposer must be used. A trade name (i.e. a shortened or different name under which the firm does business) should not be used when the legal name is different. Corporations must have names that comply with State Law. The bidders signature must conform to the following:

1. Where the bidder is a corporation, a corporate seal is required or a separate corporate officer must attest that the person signing is authorized to bind the corporation.
2. Where the bidder is a partnership, at least one general partner must sign
3. Where the bidder is a sole proprietor, the owner of the company must sign

VENDOR NAME	PHONE NUMBER (       )
VENDOR MAILING ADDRESS:	FAX NUMBER (       )
CITY, STATE AND ZIP CODE	TOLL FREE NUMBER <b>800-</b>
BID CONTACT PERSON (PLEASE PRINT CLEARLY)	F.E.I.D. NUMBER
E-Mail	Terms: net 30

**All Quotations are to be in accordance with the stated Product Minimum Specifications. Any exception to the specifications shall be listed on the Quote Form. ALL ITEMS QUOTED ARE TO BE INCLUSIVE OF FREIGHT, DELIVERY, INSTILLATION AND TRAINING IF APPLICABLE, AT THE CITY OF FREDERICK DEPARTMENT OF PUBLIC WORKS. 111 AIRPORT DRIVE EAST, FREDERICK, MARYLAND, 21701.**

ITEM	ITEM DESCRIPTION	PRICE
1		Sum Total Base Bid Items  @ _____ Dollars _____ Cents  \$ _____ (Written in numbers)