

Request for Quotation Instructions and General Provisions



“Failure to comply with the following instructions may cause rejection of this quotation”

1. Administrative Authority:

The administration of this purchasing process is conducted by the Granite School District Purchasing Department. No Granite School District Board Member or employee should be contacted 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 Granite School District.

3. Granite School District 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 Granite School District. Unless specifically provided for elsewhere in this quote, multiple or alternate quotes will not be accepted. The Board of Education 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) at the quoted price. Granite School District reserves the right to cancel any item(s) not delivered after the purchase order is issued. Granite School District 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. Granite School District 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 Department 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 is 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, sealed in a properly addressed envelope, and either mailed or delivered to the Purchasing Department by the “*Due Date and Time*”. The quote number must appear on the outside of the envelope. Granite School District **Will** accept FAX quotes.
- B. Quotes, modifications, or corrections received after the closing time on the “*Due Date*” will be considered late and handled in accordance with the Granite School District Procurement Policy, Subpart 3-109.
- C. All Granite School District purchases are subject to the Utah Procurement Code. Title 63, Chapter 56 U.C.A. 1953, as amended and the Granite School District Procurement Policy as amended by the Board of Education on December 9, 1997

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: Granite School District will only pay the vendor named on the order. Granite School District 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 V1 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 Granite School District to insure that subcontractors and vendors are bound by this provision.**