



CITY OF RICHMOND REQUEST FOR QUOTATION

Fax response back to Fax Number: _____ Due date: _____ Time: _____

Refer questions to _____ Phone Number _____

Bidder: _____ Agency: _____
Fax Number: _____

This solicitation is subject to the provisions of the City of Richmond General Terms and Conditions.

Required if checked: { } Insurance { } Contractor License. License Number _____

The right is reserved to make an award on a line item, group, or total sum basis.

The following checked specification and/or bid procedure applies to this request:

- { } Service: Submit quote based on description of service.
{ } Generic: Bidder must list make, model and/or product description offered that will meet the below specified performance requirements.
{ } Brand Name or Equal: Bidder is not restricted to the specific brand name, but if an equal is quoted, sufficient descriptive literature must be faxed with the quote.
{ } Brand Name: Quotes will only be accepted for exact brand and model listed.

Quote F.O.B. Destination, and Installed pricing, if applicable.

Quotes shall remain fixed for 30 days

Table with 6 columns: Item, Description of Item/Service, Quantity, Unit, Price, Total

Delivery Time (ARO): _____

Grand Total \$ _____

Prompt Payment Discount Terms: _____

Quoted By (Print Name): _____

FIN/FEI Number: _____

Bidder Signature: _____

Phone: _____

Date: _____