



BETHUNE-COOKMAN UNIVERSITY

QUOTE REQUEST

640 DR. MARY MCLEOD BETHUNE BLVD.
DAYTONA BEACH, FL 32114

COMPANY NAME:

ADDRESS:

PHONE #:

FAX#:

CONTACT NAME:

EMAIL:

****Please fill in correct address and contact information above*

Bethune-Cookman University (B-CU) of behalf of the {XXX} Department is requesting a price quote to source **a new {brief statement of product/service}**. The {product/service} shall demonstrate capabilities to perform requirement as outlined below. A purchase order or agreement shall be executed with the awarded company. The University reserves the right to make any changes to this quote request, or to reject any and all price quotes, or parts of any and all quotes, or accept any quote or portion thereof deemed to be in the best interest of the University, or postpone, or cancel this quote request at any time. The Procurement Manager may waive any irregularities in this quote or in the offers received as a result of quote request. The University also reserves the right to request clarification or information from any vendor that submitted a price quote. The University is not liable for any expenses incurred by a company as a result of being a respondent to this request.

- Quote to be received on and/or before **{date}, 202X @ {time}PM** EST to Bethune-Cookman University: {XXX} Department located at {location} Daytona Beach, FL 32114.
- SUBMITTAL: Please provide the completed quote request solicitation and supporting documentation to be accepted by the {XXX} Department via the following methods -
 - Email: XXX@cookman.edu
 - Fax #: 386-481-XXXX
 - Overnight & Priority (FedEx, DHL, etc.) mailings: {location} Daytona Beach, FL 32114.
- USPS (stamped) mailings: 640 Dr. Mary McLeod Bethune Blvd., Daytona Beach, FL 32114.
***NOTE: B-CU utilizes a campus courier system which handles all of its stamped mailings. Therefore, there may be a delay of two (2) days before actual receipt to the {XX} Department. Please be advised not to wait until the last minute to avoid delays and/or rejection of submittal due to late receipt. The {XXX} Department is the official recipient.
- SCOPE/SPECIFICATION: The service must be made and/or able to perform under requested use and provide functions as detailed. {state all the important thing(s) that you are needing. Please be as accurate as possible and provide any pertinent general information or obligation that vendor will consider essential in order to provide a qualified response. This way everyone has same information and review/evaluation will be "apple to apples". If you give a specific brand (unless we're under an executed contract or marketing sponsorship obligation) state that "brand named is for informational purposes only to provide minimal quality or performance standard". If applicable, please include an overview of data/technical information of proposed solution with vendor's submittal for review.

5. EXCEPTIONS/ADDITIONAL CAPABILITIES: Vendor shall indicate and detail any exception(s), alternative(s), or additional capabilities to the above checklist of requested features and/or functions. Please use separate sheets of paper and make document information part of submittal. NOTE: Bethune-Cookman University shall be the sole and final determination of equivalence and/or acceptance of feature or applicable performance based on submittal information and/or test. {unless you are not accepting any substitutions, then state "No alternative/substitution will be accepted" and there need to be some justification on file to support that decision}.
6. PRICING: _____ Total Cost (LSM) for vendor to provide product/service to B-CU.

{if looking for multiple items, please setup a table (similar to below)}:

All prices must be firm for the item(s)/service listed herein. Quote stipulating "price in effect at time of shipment", "start", or other similar conditions will be considered not responsive to the quote request and will not be accepted.

DESCRIPTION	Reference (Sku/Brand)	QTY	UOM	UNIT PRICE	TOTAL PRICE
A. Item 1, specifics: dimensions, color, etc.		1	EACH		
B. Item 2, specifics: dimensions, color, etc.		1	BOX		
OTHER TYPES					
C. Travel <i>(If Charged Direct)</i>	Destination	# of Trips X	# of Persons	Fare = (Per Person)	TOTAL PRICE
D. Service/Repair Is B-CU charged a parts markup? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Mark-up not to exceed 20%</i>		12	MON		
E. Labor	Job/Position	1	HR		
F. Subscription/Annual Service (12-month term)		1	YR		
QUOTE TOTAL					\$

7. VALIDITY: Price bid in the quote request must remain valid for a period of ninety (90) days from the date of the quote opening unless stipulated otherwise in the document (including all issued addenda).
8. DELIVERY TIME: _____(calendar days). The vendor shall indicate the number of days it will require in order for B-CU to receive/be fully operational the proposed solution. Delivery shall be made to: B-CU Central Shipping & Receiving, 169 N. Lincoln St., Daytona Beach, FL 32114. {unless other location address applies or no delivery required}
9. REFERENCES: Vendor shall provide a minimum 3/maximum 5 listing of higher education, governmental, or commercial entities that are currently utilizing the proposed solution. Please provide current contact information: Entity name, Contact, Phone, and Email for verification.

10. DEPOSIT: The University shall not be responsible for any pre-payment or deposit. University shall issue a purchase order as commitment and legally binding agreement to pay or product and/or services rendered upon satisfactory receipt, inspection, and acceptance in accordance with State of Florida Prompt Payment Act 218.70.
11. AWARD (Purchase Order): The University shall be the sole judge of the quote and the resulting agreement that is in the best interest, and its decision shall be final.
12. CONTACT: All questions or clarifications should be directed to: {dept contact & title} at ph# 386-481-2XXX or email: XX@cookman.edu . Questions regarding the resulting purchase order, procurement policies, or discrepancies shall be directed to April Chapman, Procurement Manager at ph#386-48-2357 or email: chapmanap@cookman.edu .
13. HOLD HARMLESS CLAUSE: The Company shall, during the term of the transaction or contract including any warranty period shall hold harmless the University, it's officials, employees, students, agents, and representative thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights sustained by any person or property in consequence of any neglect in safeguarding work or on account of any act or omission by the company or its employees, of from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation, or decree. The company agrees that this clause shall include claims involving infringement of patent or copyright.

I have read and agree to all terms and conditions of Bethune-Cookman University adopted procedures and the purchase from the University per the above stated quote request. I have fully reviewed the specification/scope and associated details and agree to provide the product/service herein.

The undersigned declare that the person signing this quote is fully authorized to sign on behalf of the company listed to fully bind the company to all terms of the quote request. Thereby agrees that no person, persons, or company other than the company listed above or as otherwise indicated has any interest whatsoever in this quote or resulting contract that may be entered into as a result of the submittal and that in all respects is legal and firm, submitted in good faith without collusion or fraud.

Authorized Signature

Date

Printed Name

Title

Please return "Request for Quote" via email or fax to the above listed department/person.

DUE DATE/TIME: {day}, {month} {date}, 2022 BY {time}P.M.