



**INVITATION TO QUOTE
(ITQ)**

QUOTE NUMBER: _____
(For City Use)
DATE ISSUED: _____

SUBMIT QUOTE TO:

TO ATTENTION OF:

DEPT: Procurement Services Office/DMA
ADDRESS: Third (3rd) Floor, City Hall
300 South Adams Street
Tallahassee, Florida 32301-1731

NAME: _____
PHONE: 850-891-_____
FAX: (850) 891-0940 or 891-8788
EMAIL: [user name] @mail.ci.tlh.fl.us

NOTICE TO VENDORS

1. Quotes may be submitted by (check all that apply): MAIL(); EMAIL(); FAX(); TELEPHONE(
NOTE: Signature of vendor's authorized agent is MANDATORY below: YES () NO (X)
2. Provide quotes on the below listed items **NO LATER THAN:** (CLOSING DATE).
3. All prices shall be:
 - a. **FIRM-FIXED** (not subject to any escalations);
 - b. **FOB DESTINATION** to: (Department).
(Specific Delivery Location/Address)
(NOTE: Include prepaid freight/handling charges in price, unless vendors are asked to provide freight/handling charges as a separate line item below); and
 - c. Firm for a minimum of thirty (30) calendar days after the closing date stated above;
4. Does vendor accept **VISA** charge card? YES () NO ()
5. Is vendor Certified by the City of Tallahassee (COT) as a **Minority Business Enterprise**? YES () NO ()
6. Attached "**Terms and Conditions**" shall apply to any order resulting from this ITQ.
7. Direct all **inquiries** to the Purchasing Agent in the "TO ATTENTION OF" block above or at TDD 1-800-955-8771.

QUOTES

Item No.	Quantity	Unit of Issue	Item/Nomenclature Description	Unit Price	Item Total Price	Delivery Days ARO
THE CITY RESERVES THE RIGHT TO PURCHASE ALL ABOVE ITEMS FROM ONE VENDOR OR FROM MULTIPLE VENDORS RESULTING FROM THIS INVITATION TO QUOTE				GRAND TOTAL AMOUNT		PROVIDE ARO** FOR EACH ITEM

VENDOR/QUOTER INFORMATION

COMPANY NAME: _____
STREET ADDRESS: _____
CITY, ST, ZIP CODE: _____
PHONE NUMBERS: VOICE () _____
(ASK FOR TOLL-FREE) **FAX:** () _____
EMAIL: _____

QUOTED BY AUTHORIZED AGENT

NAME: _____
TITLE: _____

SIGNATURE OF AGENT **DATE SIGNED**

TERMS AND CONDITIONS

The following terms and conditions shall apply to any order issued by the City of Tallahassee, hereafter referred to as "City", resulting from an INVITATION TO QUOTE:

A. General:

- (1) An order shall constitute as a binding contract when accepted by the seller by acknowledgment or commencement of shipment/delivery. The order and all rights and duties of the seller and the City will be governed by the provisions of the Uniform Commercial Code: Sales, Article II, Chapter 672, Florida Statutes.
- (2) No substitutions, quantity changes, or price increases shall be made without prior written consent of the City's Procurement Services Office, unless specified in the order.
- (3) The City reserves the right to cancel this order in its entirety or any part thereof, without obligation, if delivery is NOT made in accordance with the delivery schedule specified in the order.
- (4) Materials will be properly packaged and marked with the purchase order number.
- (5) All goods purchased hereunder shall be subject to inspection by the buyer to the extent practicable at all times and places, including the period of manufacture. Notwithstanding any prior inspections or payments hereunder, all items shall also be subject to final inspection prior to acceptance within a reasonable time after delivery. No inspection or test made prior to acceptance shall relieve the seller from responsibility for defects or other failure to meet the requirements of this order. Rejected materials will be returned to the vendor at the vendor's risk and expense.
- (6) All materials, drawings or other items provided by the City to the seller remain the property of the City and will be returned to the City upon demand. Any and all artwork, typeset photo ready material that has been paid for in the initial set up charge, or has been sent to a vendor for reproduction by the City will be returned to the City before final payment has been made.
- (7) All containers, reels or pallets shipped with goods by the seller are to remain the property of the City, unless otherwise agreed.
- (8) The items covered by this order will comply with all federal, state or local laws relative thereto, and the vendor will defend all actions or claims brought against the City, and save harmless the City from all losses, costs or damages, related to actual or alleged infringement of letters, patent or copyrights. All merchandise must meet and conform to manufacturer's specifications and warranties or the specification of this purchase order.
- (9) Vendor must submit Material Safety Data Sheets with shipment for toxic substances found on the current Florida Substances List, in accordance with Florida Statutes, Chapter 442, Section 106.

B. Submission of a "Proper" Invoice.

The City reserves the right to return any invoice (payment request) not considered "proper". An invoice is considered proper when it conforms to the following requirements:

- (1) Complies with all terms/conditions of the order governing the purchase of the goods (or equipment) and/or services;
- (2) Must be submitted in original (and copies, if required by the order);
- (3) Is delivered to the location(s) designated in the order;
- (4) Contains the following information:
 - (a) Vendor name, address, and telephone number (include toll-free if not local);
 - (b) Vendor's Federal Identification Number;
 - (c) Date invoice prepared;
 - (d) Invoice number (to facilitate identification);
 - (e) City's Purchase Order number;
 - (f) Itemized list of all goods and/or services for which payment is requested (include accurate descriptions, quantities, unit prices, extended total costs, and locations and dates of deliveries);
 - (g) Shipping/handling charges, if not included in the price of the goods and/or services;
 - (h) Any applicable discounts (quantity discounts, prompt payment discounts, etc); and
 - (i) Payment remittance address (including telephone number of vendor's Accounts Payable Section);

C. Payment of Invoices

- (1) Payment will be made --
 - (a) After receipt of a "proper" invoice (see paragraph B above); and
 - (b) All goods and/or services reflected on the invoice have been received, inspected, and accepted by the City. **C.O.D shipments will NOT be accepted.**
- (1) The City will fully implement the provisions of the State of Florida Prompt Payment Act. For more information, refer to Florida State Statute, Chapter 218, Section 7.
- (2) The City is generally exempt from Florida State sales tax.
- (3) Direct all inquiries concerning payment of invoices, to the Finance Office at (850) 891-8427 or TDD (800) 955-8771