

State of Michigan REQUEST FOR QUOTE

(This is NOT an order. Vendors not authorized to ship goods or perform service without a formal PO. No verbal orders.)

VENDOR NAME	QUOTE DUE DATE / TIME	DATE
VENDOR ADDRESS	CONTACT NAME:	PHONE NO.:
	E-MAIL:	FAX NO.:
SHIP TO ADDRESS	CONTACT NAME:	PHONE NO.:
	E-MAIL:	FAX NO.:

DESCRIPTION OF SERVICES OR COMMODITY

ITEM #	SPECIFICATIONS	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE

Total Price:	
Delivery Time in business days, after receipt of order (ARO):	

Quote must be provided in writing (post, fax or e-mail). By submitting a quote, the vendor agrees to the following:

Shipping Point shall be FOB Destination: All quoted prices must include shipping charges to the above stated Ship to Address. The State will not pay for separate shipping charges.

Specifications: Vendor must state any deviations from the required specifications in the table, above. Lack of response will be interpreted as agreement to supply to specifications as written.

Overages and Shortages: The State will not pay for overages in excess of 5% per line item. Overages in excess of 5% will be retained by the State at no cost to the State, or the vendor may pick up the overages within 10 business days.

The State expects deliveries to be made complete without shortages or backorders within the time frame specified. Shortages of 5% or less may be accepted. In the event that the quoted items are on backorder, the State reserves the right to cancel the purchase order and to purchase the items from other sources.

Palletizing: Packaging must be optimized to permit the lowest freight rate. Shipments must be palletized whenever possible using manufacturer's standard 4-way shipping pallets. Pallets must be securely banded or shrink wrapped.

Quote Time Period: The vendor's quote must be valid for a minimum 60 calendar days.

Unit Price: Unit price shall be to the second decimal point, from all vendors (e.g. \$4.99).

Acceptance: Signing for delivery does not constitute acceptance. There is no time limit for State of Michigan to verify the products conform to specifications of the Purchase Order contract or verify the quantities are accurate.

Payment: If awarded, vendor will be required to be registered in SIGMA VSS and agree to EFT payment method. Payment will be made Net 45.

Contract Terms: See attached contract terms.