

ATTACHMENT – EQUIPMENT / PRODUCT DEMONSTRATION TEMPLATE

Dear Sir or Madam:

The Cameron County \_\_\_\_\_ Department is interested in a product / equipment demo. We

(agree to demo) as offered by Vendor

(are requesting) inquiring as to whether your Company would be interested in providing a product / equipment demonstration.

The product demonstration would be provided as a one-time demonstration or your company would agree to provide the product to our department on a no-cost, trial basis for \_\_\_\_\_ days deadline (**not to exceed 30 days**). Vendor must pick up demo prior to the deadline.

**Demo start date** \_\_\_\_\_ **Demo end date** \_\_\_\_\_

Please note that in the event your company decides to provide a product / equipment demonstration, the costs incurred by your company to provide the product demonstration shall be the sole responsibility of your company. Cameron County will not be liable for any costs associated with the product demonstration, such as shipping, installation and set-up, training, travel, etc. Changes to the terms of this agreement will not be accepted. Cameron County will not be responsible for damages to the product while in our possession, unless caused by the sole negligence of Cameron County. Finally, your participation in any demonstration does not imply or guarantee that a contract award or Purchase order or purchase of this equipment / product will be forthcoming from Cameron County.

Please contact the Purchasing Dept. if your company is interested in participating in our equipment / product demonstration. If you are in agreement with these understandings, **please endorse this letter and return to the Purchasing Department, County Courthouse (Dancy Bldg.) 1100 E. Monroe St, 3<sup>rd</sup> Floor, Room 345, Brownsville, Texas 78520, and copy the requesting Department prior to delivering any demo equipment / products to any County Departments.**

If you have any questions, please contact Mike Forbes, Purchasing Agent at (956) 544-0871 or contact at: [mforbes@co.cameron.tx.us](mailto:mforbes@co.cameron.tx.us)

**County Demo Procedures link:** <http://www.co.cameron.tx.us/purchasing/ip.htm>

We appreciate your consideration in this matter.

Sincerely,

**Vendor endorsement:**

\_\_\_\_\_  
Requesting Dept. Head

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date  
County Purchasing Dept. Acknowledgment