CAMERON COUNTY PURCHASING

CAMERON COUNTY, TEXAS
1100 E. Monroe Street
Brownsville, Texas 78523
TELEPHONE (956) 544-0871 FAX (956) 550-7219

Michael Forbes, CPM
PURCHASING AGENT

Written Quotation
INFORMAL BIDS
REQUEST FOR WRITTEN QUOTATION - $500 - $14,999
($15,000 -$24,999 WITH COMM. COURT APPROVAL ONLY)

DEPARTMENT REQUESTING QUOTE: _____ PERSON REQUESTING QUOTE: _____ PHONE: _____

DATE QUOTES ARE BEING FAXED OUT TO ALL BIDDERS AND PURCHASING DEPT.: _____

NOTE TO VENDOR: THIS IS NOT AN ORDER
(VENDOR MUST HAVE A PURCHASE ORDER NO. BEFORE PROCEEDING IN ANY MANNER) Pricing must be filled in by the company

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL NET PRICE
Co-op pricing will also be considered - Please specify contract #				

Total installation cost (if applicable) Yes No: _____
Warranty period on items bid: _____
Cost and period of extended warranty available: _____
Do you service the product being quoted? _____
If "yes", where is the closest service center? _____
If "no", who will service and where? _____

COMPANY'S NAME_____ SIGNATURE_____ DATE_____

Above Prices are F.O.B. Destination - Inside Delivery Terms _____
(2% - 10th unless otherwise stated)

Quoted Prices good for_____days. (Firm unless otherwise stated)

Shipment will be made from:_____Delivery date to County _____

PLEASE FAX COMPLETED REQUEST TO FAX NO. (956) 550-7219, or E-MAIL *ngarcia@co.cameron.tx.us* ,
DELIVER OR MAIL TO CAMERON COUNTY PURCHASING DEPARTMENT 1100 E. MONROE ST., BROWNSVILLE, TEXAS 78520
ATTN: NOEMI GARCIA, PURCHASING MANAGER, FOR QUESTIONS CALL (956) 544-0846

DATE **TIME**

QUOTE DEADLINE: MUST BE RECEIVED IN THE COUNTY PURCHASING OFFICE BY: _____ AT _____

(MUST ALLOW AT LEAST 4 BUSINESS DAYS TO DEADLINE DATE FOR AWARD, UNLESS THE NEED IS BASED ON AN EMERGENCY)

If all (3) three quotations have not been received (as required by Commissioners Court) by the quotation deadline, the deadline may be extended to comply with **3** quotes ***minimum requirement*** . Vendors that have already submitted quotes prior to the deadline may requote (if they so desire) during the time of extension (revision date) period.

WRITTEN QUOTATIONS WILL BE HELD "CONFIDENTIAL" BY PURCHASING DEPARTMENT UNTIL DEADLINE, AT WHICH TIME VENDORS AND DEPARTMENT STAFF REQUESTING QUOTES ARE WELCOME TO BE PRESENT FOR READING OF PRICES.

All quotation requirements may not be changed by verbal notification - but can only be changed in writing by issuance of a revised quotation.

(copies of quotations will be given to department staff to attach to requisitions)