



REQUEST FOR QUOTATION

Department Name:	Document Date:
Requester:	Quote No.:
Contact No.:	Quote Due Date:
Contact Email:	Quote Due Time:

ITEM	QTY	UNIT	ITEM DESCRIPTION	DELIVERY DATE	UNIT COST	EXTENDED COST
1						
2						
3						
4						
5						
6						

Freight Terms: FOB Destination, Cheyenne WY 82007 LCCC is Tax Exempt per Federal ID #83-6009473 / Copy available upon request	Sub-Total for all Items	
	Shipping and Handling Costs	
	Grand Total	

Shipping Information

Delivered By: UPS FEDEX LTL Motor Carrier Vendor Other

Signature/Vendor Information

Quote Prepared By: Printed Name	Quote Prepared By: Signature	Date
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Company Name	Phone	Fax
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Mailing Address	City	State	Zip Code
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Email Address

QUOTE TERMS and CONDITIONS

- 1.1 **Acceptance of Subsequent Purchase Order:** By accepting a Purchase Order for the items on this Quote, successful Vendor agrees to abide by the terms and conditions of this Quote and a subsequently issued PO. By submitting a Quote, the Vendor agrees and acknowledges that the specifications are adequate, and the Vendor accepts the terms and conditions herein. Any exceptions shall be noted in the respective Quote response.
- 1.2 **Award:** It is the intent of LCCC to award this Quote in its entirety to the vendor who has the lowest total price and that can meet the "Quote Specifications, Material Specifications, and Delivery Requirements" as stated within this Quote Form. LCCC reserves the right to reject any or all Quotes, in whole or in part and is not necessarily bound to accept the lowest Quote if that Quote is contrary to the best interests of LCCC. LCCC reserves the right to reject non-conforming, conditional or incomplete Quotes.
- 1.3 **Communication with LCCC during Quote Process:** All matters, issues, questions, answers, comments, and/or clarifications concerning this Quote shall be directed to the contact individual defined per page 1 of this Quote Form, and shall be done so via written instrument, mailed, faxed or hand-delivered. LCCC will not be bound by oral responses to inquiries or written responses other than the official written LCCC response.
- 1.4 **Delivery Information:** Receiving hours: Monday through Friday, 8:00 a.m. – 3:30 p.m. (MST): 1400 East College Drive, Cheyenne, WY 82007.
- 1.5 **Freight Terms:** Deliveries must be F.O.B. Destination (Cheyenne WY 82007), shipping prepaid and added. Prices quoted must include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete a Cheyenne WY delivery.
- 1.6 **Materials:** It is the responsibility of each Vendor to verify the availability of material(s), current model and part numbers, manufacturing & delivery schedules, and other pertinent data prior to submission of their Quote; and the responsibility of the successful Vendor to provide same after award of the Quote. It is the responsibility of the Vendor to notify LCCC immediately if material(s) specified are upgraded, discontinued, replaced, or not available. LCCC shall not be liable for additional costs, including but not limited to, freight, special handling, purchase price differences and/or material delays when said items are not supplied and delivered as Quote, unless otherwise negotiated.
- 1.7 **Packaging & Packing Slips:** All shipments shall be legibly marked or labeled on the outside with the LCCC Purchase Order number. All shipments shall be properly secured and packaged to protect against potential damage that may occur during shipping/ handling and inclement weather. Merchandise must be accompanied by delivery slip or packing list which references the LCCC Purchase Order number.
- 1.8 **Payment Terms:** Upon receipt of an invoice payment terms will be net 30 unless otherwise negotiated. All invoices shall include the LCCC PO number.
- 1.9 **Standard Terms and Conditions:** LCCC Purchase Order Terms and Conditions, which can be found at lccc.wy.edu/purchasing, shall become a part and condition of this Quote and subsequent PO.