

ELECTRONIC REQUEST FOR QUOTATIONS

1. General Information: The City of Richmond, California, is electronically requesting quotations for the items specified herein. Vendors shall submit electronic quotations using the BidsOnLine™ system. Vendors are responsible for ensuring that quotes are submitted accurately.
 2. Form of Quotation: Vendors shall submit pricing for their quotation using the BidsOnline™ system. Any required additional information, ie. catalog, drawing, photograph or explanatory letter, etc. may be submitted by fax, or as an attachment to an e-mail reply.
 3. Addenda: If any addenda are issued for any Request for Quotation issued in BidsOnLine™, the vendor will be notified by e-mail. The BidsOnLine™ system also will not accept any quote from the vendor if the addenda are not acknowledged.
 3. Deadline: Vendors shall enter quotations into the BidsOnline™ system on or before the date and time specified. The BidsOnLine™ system will prevent quotes from being entered after the specified closing date and time. If a vendor requires more time, contact the Buyer listed as the contact for that specific request for quotation and they may amend the closing date and time if such an amendment would be in the City's best interest. Any required additional information must also be received by the Buyer no later than the date and time for closing of the request for quotations.
 4. Award: Award may be made at any time after the closing time for receipt of quotations. Generally award will be made to the lowest responsive, responsible offeror. However, other factors such as critical delivery time and relative quality of the product or service may be considered in the award decision. The City reserves the right to split an award among two or more offerors, to reject any and all quotations, and to waive any irregularities or informalities. If a vendor specifies "all or none" in its quotation, that vendor will not be considered for any split award that may result from that specific request for quotation.
 5. Alternates: The make or brand and grade of the article on which the quotation is submitted should be stated on the quotation form. If alternates are quoted, literature must be submitted with quotation in order for alternate to be considered. All items on which quotations are submitted must in all cases be equal or better in quality and utility to those specified by the City. Alternatives which do not substantially comply with the City's specifications cannot be considered. Conditional quotations cannot be accepted. Notwithstanding the foregoing, the City may impose additional restrictions in the Specifications.
- Determination of the acceptability of any product offered shall be solely at the discretion of the City of Richmond.
6. Terms and Conditions: The [City of Richmond Terms and Conditions dated February 19, 2003](#) will be applicable to any purchase order resulting from this electronic request for quotations.
 7. FOB Point: It is understood that the vendor agrees to deliver FOB Destination. Transportation charges shall be prepaid by the Seller and added to the invoice. THE ORIGINAL FREIGHT BILL MUST BE ATTACHED TO THE SHIPMENT. No charges for transportation, containers, packing, handling, or inside delivery will be allowed unless specifically stated in the purchase order.
 8. Tax: No quotation shall include federal excise tax, inasmuch as the City is exempt and will furnish exemption certificates upon request. Unless otherwise specified, quotations shall not include state sales or use tax. The City will pay applicable state sales or use taxes.
 9. Warranty: Terms of any warranty offered by the manufacturer or the vendor shall be included with the quotation.