



OREGON STATE UNIVERSITY REQUEST FOR QUOTE (RFQ)

		ISSUE DATE:	April 11, 2018		
RFQ #	Q99888958JK		RFQ DUE DATE:	April 16, 2018 10am PDT	
DELIVER TO:			REQUESTED BY / RETURN QUOTE TO:		
DEPARTMENT:	University Housing & Dining		NAME:	Jennifer Koehne	
ADDRESS:	Arnold Service Center 681 SW 26 th St		E-MAIL:	jennifer.koehne@oregonstate.edu	
CITY, STATE ZIP:	Corvallis OR 97331		TELEPHONE:	541-737-7353	
REQUIRED DELIVERY DATE:	ASAP		FAX:	541-737-2170	
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Florence Corporation 1700 Series Horizontal Mailboxes for Private Delivery, Rear Load, A doors 6 wide by 8 high- 28.5" width by 46.5" height Anodized Aluminum Finish	16	EA		
2	Combination Locks	768	EA		
3	Mailbox Installation Per USPS and Manufacturer Specifications into walls prepped for work, Including miscellaneous material, equipment and any travel or expense	1	EA		
4	Discounts (any applicable discounts)	1	EA		
<u>BRAND SPECIFIC, NO SUBSTITUTIONS</u>					
<u>SHIPPING AND HANDLING TO BE INCLUDED</u>					
<u>AT NO ADDITIONAL CHARGE</u>					
Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.					TOTAL
DELIVERY TIME AFTER RECEIPT OF ORDER:			PRICES VALID THROUGH:		
SPECIAL INSTRUCTIONS:		VENDOR INFORMATION:			
<p>1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.</p> <p>2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU.</p> <p>3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.</p> <p>4. Only documents issued as addenda by OSU serve to change the RFQ in any way.</p> <p>5. OSU reserves the right to make the award by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.</p> <p>6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.</p> <p>7. This RFQ form must be completed, signed and returned with all required documents.</p>		COMPANY:			
		ADDRESS:			
		CITY, STATE, ZIP:			
		CONTACT NAME:			
		E-MAIL:			
		TELEPHONE:			
		FAX:			
VENDOR SIGNATURE:					
<i>By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.</i>					
SIGNATURE:					
NAME/TITLE:					

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for: Goods Services Purchase Order Construction Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>