

Request for Quotes ("RFQ") for C-Fold Towel

Lehman College ("College") of The City University of New York ("University")

QUOTE

Vendor: Provide name, address, contact information: Name _____ Address _____ Phone # _____ Fax # _____ Email _____		Vendor: Complete, sign, and submit your Quote on this form to the RFQ Administrator: <u>Raj Mohabir</u> Name of RFQ Administrator <u>250 Bedford Park Blvd. W.</u> Address <u>Bronx, NY 10468</u> Address <u>718-960-8071</u> <u>718-960-8124</u> Phone Number / Fax Number <u>Raj.Mohabir@lehman.cuny.edu</u> Purchasing Dept (RFQ) Email Address		MWBE Goals: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES: _____% Minority- and Women-owned Business Enterprise Participation _____% Minority-owned Business Enterprise Participation _____% Women-owned Business Enterprise Participation
ITEM #	DESCRIPTION of COMMODITIES and/or SERVICES ("Work") and UNIT of MEASURE	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	<u>C-Fold Towel, Natural White, 100% Recycled Eco Soft Paper Products (Green Seal Certified) or Approved Equal</u> <u>Size: 10.125" x 13" (25.7 cm x 33 cm)</u> <u>150 Towels per Package, 16 Package per Case</u> <u>Note:</u> <ul style="list-style-type: none"> <u>Three Shipments Four (4) months apart</u> <u>Pallets should be 6 cases high</u> <u>Please submit samples with your RFQ package</u> <u>Lehman College shall have the right in its best interest to renew this RFQ for up to (4) additional one (1) year periods.</u> <i>Contract Term: 1 Yr + 4 renewal</i> <i>For Commodities: Delivery Date, F.O.B. DESTINATION on or before _____, 2016, inside delivery and assembled. or <input type="checkbox"/> n/a</i>	2,000	\$ _____	\$ _____
Responder offers its Quote Price which is firm for 90 days from RFQ Submission Deadline.			Quote Price:	\$ _____
Specifications: Attached: <input type="checkbox"/> yes, # of pages attached _____ or <input checked="" type="checkbox"/> no				

All responding vendors ("Respondents") must submit quotes ("Quotes") using this form, and no exceptions or additional terms and conditions will be accepted by the University except as specified in this RFQ. Each Respondent must enter its name, address, and contact information in the box at the top left, enter Unit Prices and Extended Prices for each Item, and enter the sum of all Extended Prices as its Quote Price. Each Respondent must offer the University its most favorable pricing (or better) offered currently to any customer of the Respondent for the same or generally similar types and amounts of goods and/or services. Respondents must direct any questions concerning this RFQ to the RFQ Administrator identified above. The Quote Price offered and any purchase that results from this RFQ shall be governed by the terms and conditions of this two-page RFQ and any attached specifications and any other terms and conditions attached hereto or incorporated by reference (see details on page 2).

By signing below I certify that I am an authorized representative of the vendor named above and below. The vendor hereby offers to provide the commodities and/or services described in this RFQ for the Quote Price and agrees to the terms and conditions of this RFQ.

Vendor Name _____ Signature _____
 Vendor _____ EIN _____ signature of authorized representative of Vendor
 Date _____ print name _____
 print title _____

Request for Quotes Terms and Conditions

Prices must include all costs for each Item of Work, including, without limitation, all services and other work set forth in its corresponding specifications, indoor delivery F.O.B. the destination specified by the College, and assembly. Sales to the University are not subject to sales and use tax. Do not include any tax in your Quote.

Respondents must submit Quotes using this form, and no exceptions or additional terms and conditions will be accepted by the University. For purchases of software licenses only, Respondent's terms regarding the University's allowable use(s) of the software, if submitted with its Quote, will be considered by the University on a case-by-case basis.

The University reserves the right to negotiate better prices than submitted in response to this RFQ and to make no purchases as a result of this RFQ. Any purchase resulting from this RFQ is subject to the requirements of applicable law and University policy, and the University reserves the right to require the submission of additional documents, information, and/or certifications from any Respondent as a condition of purchase. Any Quote that substitutes goods or services other than those specified must include information that demonstrates that the substitution will conform to the function, performance, maintenance requirements, durability, quality, strength, and cost, in addition to any other attributes the University deems relevant, of the specified Item. The University reserves the right to request samples, additional information, and demonstrations of claims about a proposed substitute. No substitution offered will be accepted unless and until the University accepts the proposed substitution in writing as satisfactory to the University. The University may make purchases using its discretionary authority under law and University policy.

Quotes must be signed by the Respondent and transmitted to the RFQ Administrator by mail, hand delivery, email, or fax by the RFQ Response Deadline. Delivery by the RFQ Response Deadline to the RFQ Administrator, including the correct room if by mail or hand delivery, is the sole responsibility of each Respondent. Respondents bear the risk of the failure of delivery for any reason, including, without limitation, due to electronic failure or mechanical breakdown for any faxed or emailed Quotes.

Respondents must direct any questions concerning this RFQ to the RFQ Administrator identified on page 1.

Do not contact anyone at the College other than the RFQ Administrator.

The Quote Price offered and any purchase that results from this RFQ shall be governed by the terms and conditions of this RFQ (including, without limitation, any attached specifications and any other terms and conditions attached hereto or incorporated by reference) and by the University's standard Purchase Order Terms and Conditions and Appendix A, Standard Clauses for New York State Contracts ("NYS Appendix A"), which are incorporated by reference with the same effect as if written here. For purchases of commodities and/or services over \$25,000, the University's Executive Law Article 15-A Provisions ("Article 15-A Provisions") shall also apply, in accordance with law and University policy. The Purchase Order Terms and Conditions, NYS Appendix A, and the Article 15-A Provisions may be obtained from the College's Purchasing Office if not attached hereto. By responding to this RFQ, you are making an offer to contract with the University on the terms contemplated herein, and the University's issuance of a formal Purchase Order document ("Purchase Order") shall create a binding contract with the University for the Work specified in such Purchase Order. The University may issue subsequent Purchase Orders for additional Work not to exceed (individually or in the aggregate) the quantities provided by the University in the RFQ or the Quote Price provided by the Respondent in its Quote. The University shall have no responsibility to pay for anything delivered or performed prior to the University's issuance of a Purchase Order. Respondents accept these terms and conditions by signing the Quote, by delivering any of the Work, or otherwise performing the terms and conditions of this RFQ, and/or by accepting payment from the University.

Additional Vendor Information - Please indicate below if any of the following apply to you:

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| <input type="checkbox"/> is State-certified minority owned | <input type="checkbox"/> sells recycled or remanufactured commodities or technology |
| <input type="checkbox"/> is State-certified woman owned | <input type="checkbox"/> is a small business |
| <input type="checkbox"/> is City-certified minority owned | <input type="checkbox"/> is none of the above |
| <input type="checkbox"/> is City-certified woman owned | |