



Granite School District Purchasing
2500 South State Street
Salt Lake City, UT 84115

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. ADMINISTRATIVE AUTHORITY: The administration of this purchasing process is conducted by the Granite School District Purchasing Department. No Granite School District Board Member or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your quotation.

2. SUBMITTING THE QUOTATION: (a) The Granite School District Purchasing Department (hereafter referred to as DEPARTMENT) allows for quotations be submitted electronically. Electronic quotations may be submitted through a secure mailbox at SciQuest until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their quotation reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Granite School District electronic quotations via SciQuest. (b) Electronic quotations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files. (c) If the supplier chooses to submit the quote directly to the DEPARTMENT in writing: The quote must be signed in ink and delivered to the Granite School District Purchasing Department, 2500 South State Street, Salt Lake City, UT 84115 or faxed to (385) 646-4209 by the due date and time. The "Solicitation Number" and "Due Date" must appear on the outside of the envelope or on the fax cover page. All prices and notations must be in ink or typewritten. Each item must be priced separately. Unit price shall be shown and a total price shall be entered for each item quoted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. Unit price will govern, if there is an error in the extension. (d) The DEPARTMENT will consider faxed quotes. Faxed quotes are submitted at the sole option and risk of the supplier. Access to the DEPARTMENT fax machine is on a "first come first served" basis and the DEPARTMENT does not guarantee the supplier's access to the machine at any particular time.

3. QUOTATION PREPARATION: (a) Delivery time is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the DEPARTMENT. If the supplier lists a trade name and/or catalog number in the bid, the DEPARTMENT will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) By submitting the quotation the supplier certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (d) This quote may not be withdrawn for a period of 60 days from quote due date. (e) Incomplete quotes may be rejected. (f) Unless specifically provided for elsewhere in this quotation, multiple or alternate quotations will not be accepted. (g) Provide information on local availability of parts and service for all items quotation and service literature to allow for in-house maintenance and repairs. (h) Quotations will not be accepted from vendors who require assignment of payment to another agent. Note: Granite School District will only pay the vendor named on the Purchase Order. Granite School District will not deal with a factor or make payment to such.

4. FREIGHT COST: (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. The DEPARTMENT will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by the DEPARTMENT's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.

5. SOLICITATION AMENDMENTS: Any changes to this solicitation will be made through written

addendum only. Answers to questions submitted through SciQuest shall be considered addenda to the solicitation documents. Suppliers/Contractors are cautioned not to consider verbal modifications.

6. PROTECTED INFORMATION: Suppliers are required to mark any specific information contained in their quotation which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the quotation. Each request for non-disclosure must be made by completing the "Confidentiality Claim Form" with a specific justification explaining why the information is to be protected. Pricing and service elements of any quotation will not be considered proprietary. All material becomes the property of the DEPARTMENT and may be returned only at the DEPARTMENT's option. Quotations submitted may to be reviewed and evaluated by any persons at the discretion of the DEPARTMENT.

7. SAMPLES: Samples of item(s) specified in this quotation, when required by DEPARTMENT, must to be furnished free of charge to DEPARTMENT. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

8. AWARD OF CONTRACT: (a) This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after award. To obtain a copy of the tabulation and award information please contact the buyer in the DEPARTMENT. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible supplier that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The DEPARTMENT may accept any item or group of items, or overall low quotation. The DEPARTMENT has the right to cancel this invitation to quotation at any time prior to the award of contract. (d) The DEPARTMENT can reject any or all quotations, and it can waive any informality, or technicality in any quotation received, if the DEPARTMENT believes it would serve the best interest of the Granite School District. (e) Before, or after, the award of a contract the DEPARTMENT has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DEPARTMENT does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63G-6a-1002 and 63G-6a-1003, Utah Code Annotated. (h) Multiple contracts may be awarded if the DEPARTMENT determines it would be in its best interest. (i) The Board of Education reserves the right to purchase such brands as it desires, irrespective of price.

9. DEPARTMENT APPROVAL: Purchase orders placed, or contracts written, with Granite School District, as a result of this quotation, will not be legally binding without the written approval of the director of the DEPARTMENT.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the DEPARTMENT.

11. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. Granite School District also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

12. GOVERNING LAWS AND REGULATIONS: All Granite School District purchases are subject to the Utah Procurement Code, Title 63 Chapter 6a U.C.A. 1953, as amended, and the Granite School District Procurement policies as amended by the Granite School District Board of Education in May, 2015. These are available on the Internet at www.purchasing.utah.gov and www.graniteschools.org, Purchasing Department.

13. SHERMAN ANTITRUST ACT (Restraint of free trade): Supplier or contractor certifies compliance with all provisions of the federal Sherman Act including "independent price determination".

14. FEDERAL W-9 FORM: The W-9 form is to be submitted by all bidders who have not received a payment from Granite School District in the past. The form is to be filled out completely, signed, scanned, and attached with your bidding documents titled "Federal W-9 Form".