Request for Quotation

RFQ# LK18-004, 08-02-17
Boise State University Purchasing Dept.
5 p.m. MT Aug 10, 2017 Boise, Idaho 83725
Boise State University Drive
Buyer: Lesley Knight – lesknight@boisestate.edu
(208) 426-2226
EMAILED RESPONSES PREFERRED

1. Specifications:
   • All goods or services quoted must meet or exceed the listed specifications. Boise State University (“University”), at its discretion, will determine whether quoted item(s) meet the minimum, required specifications. The University reserves the right to waive immaterial variations.
   • NO Substitutions Allowed.
   • Winning vendor must provide sample of headrest portion of chair with “B” emblem embroidery for University and Office of Trademark Licensing approval prior to going to manufacture. Vendor must follow Boise State University Brand Standards as found at https://brandstandards.boisestate.edu/.
   • Winning vendor will not be required to obtain a one-time license from the University Office of Trademark Licensing.

2. Please quote the following item:

   Item: Quantity: 22 chairs
   Description:
   Global Mirage, Black Leather Seat, Chrome Legs
   #2790LM-4 High Back Task Chair, Dimensions W26.5” x D26.5”xH42.5”

   Boise State “B” emblem embroidered on headrest portion of chair as follows:
   Logo to be two-tone Boise State University “B” logo (blue outlined in orange).
   Size: “B” emblem 4 inches from the bottom edge to the top edge.
   Exact location to be determined upon award.
   See attached photos.

   Warranty: __________________

   Unit Price: $_________/per chair Sub-Total: $____________

3. Total Quoted Price:

   TOTAL QUOTE: $__________________

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4. **Delivery and Installation:**
   - Delivery shall be FOB Destination, Boise State University, exact location to be determined at time of bid.
   - What is the earliest date you can deliver all completed chairs? ________________
   - Chairs to be delivered fully assembled.

5. **Award Information:**
   - Award will be all or none from the lowest responsive, responsible vendor that can meet the requirements listed in this RFQ.
   - Delivery date may be a factor of the award.
   - Embroidery vendor must be approved as a licensed vendor with the Boise State Office of Trademark Licensing and Enforcement.

6. **General Information:**
   - Late quotes are not allowed or accepted.
   - Invoices should be emailed to: A/P at accounts_payable@boisestate.edu.
   - Payment terms are Net 30 after delivery and acceptance.
   - Contact the Buyer listed at the top of this RFQ with any questions.
   - If Contractor will be onsite, a current Certificate of Insurance meeting the University’s requirements (per Boise State’s Office of Risk Management & Insurance forms webpage at https://rmi.boisestate.edu/forms-listing/) must be on file prior to vendor arriving on campus.

7. **Terms and Conditions:**
   **BOISE STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS**
   **and BOISE STATE UNIVERSITY SOLICITATION INSTRUCTIONS TO VENDORS**
   (located at https://vpfa.boisestate.edu/purchasing/vendor-information/) are incorporated herein by reference as though set forth in full.

   Additional terms and conditions are specifically rejected unless specifically accepted by the University in writing.

8. **Signature:**
   I certify that the named Vendor will provide the goods or services listed in this RFQ at the prices listed, and guarantee if the order is placed with the named Vendor, they will furnish these goods in accordance with the specifications and terms and conditions contained herein unless otherwise indicated. As the undersigned, I certify I am authorized to sign and submit this response for the named Vendor. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.
Company ___________________________ EIN/TIN ___________________________

Address ________________________________________________________________

Authorized
Signature _____________________________________________________________ Email ___________________________

Printed Name __________________________________________ Phone ___________________________

The above information must be provided for quote to be valid.

Attachment: “B” emblem example
Example of Chair with embroidery placement:
Specifications per RFQ

Example of B logo:
(Per dimensions in RFQ specifications)