



CAMERON COUNTY PURCHASING

CAMERON COUNTY, TEXAS

1100 E. Monroe Street

Brownsville, Texas 78523

TELEPHONE (956) 544-0871 FAX (956) 550-7219

Michael Forbes, CPM
PURCHASING AGENT

Annual Written Quotation

INFORMAL BIDS

REQUEST FOR WRITTEN QUOTATION - \$500 - \$14,999

(\$15,000 - \$24,999 WITH COMM. COURT APPROVAL ONLY)

DEPARTMENT REQUESTING QUOTE: _____

PERSON REQUESTING QUOTE: _____

PHONE: _____

DATE QUOTES ARE BEING FAXED OUT TO ALL BIDDERS AND PURCHASING DEPT.: _____

NOTE TO VENDOR: THIS IS NOT AN ORDER

(VENDOR MUST HAVE A PURCHASE ORDER NO. BEFORE PROCEEDING IN ANY MANNER) Pricing must be filled in by the company

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL NET PRICE
Co-op pricing will also be considered - Please specify contract #			TOTAL	
Total installation cost (if applicable) Yes No: _____				
Warranty period on items bid: _____				
Cost and period of extended warranty available: _____				
Do you service the product being quoted? _____				
If "yes", where is the closest service center? _____				
If "no", who will service and where? _____				

Did you disclose the above quote prices to any County Employee or other individual prior to submitting this quote? Yes No

COMPANY _____ SIGNATURE _____ DATE _____

Above Prices are F.O.B. Destination - Inside Delivery Terms _____ (2% - 10th unless otherwise stated)

Quoted Prices good for 365 days. (Firm unless otherwise stated)

Shipment will be made from: _____ Delivery date to County _____

All property of Cameron County must remain in the United States at all times - without exception - unless prior approval has been given by Commissioners Court.

PLEASE FAX COMPLETED REQUEST TO FAX NO. (956) 550-7219, or E-MAIL roberto.luna@co.cameron.tx.us ,

DELIVER OR MAIL TO CAMERON COUNTY PURCHASING DEPARTMENT 1100 E. MONROE ST., BROWNSVILLE, TEXAS 78520

ATTN: ROBERTO C. LUNA, PURCHASING MANAGER FOR QUESTIONS CALL (956) 544-0846

DATE _____ TIME _____

QUOTE DEADLINE: MUST BE RECEIVED IN THE COUNTY PURCHASING OFFICE BY: _____ AT _____
(MUST ALLOW AT LEAST 4 BUSINESS DAYS TO DEADLINE DATE FOR AWARD, UNLESS THE NEED IS BASED ON AN EMERGENCY)

If all (3) three quotations have not been received (as required by Commissioners Court) by the quotation deadline, the deadline may be extended to comply with 3 quotes **minimum requirement**. Vendors that have already submitted quotes prior to the deadline may requote (if they so desire) during the time of extension (revision date) period.

WRITTEN QUOTATIONS WILL BE HELD "CONFIDENTIAL" BY PURCHASING DEPARTMENT UNTIL DEADLINE, AT WHICH TIME VENDORS AND DEPARTMENT STAFF REQUESTING QUOTES ARE WELCOME TO BE PRESENT FOR READING OF PRICES.

All quotation requirements may not be changed by verbal notification - but can only be changed in writing by issuance of a revised quotation.

(copies of quotations will be given to department staff to attach to requisitions)