

## Purchasing

**Kelly S. Dixon, CPPB  
Procurement Manager**



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10459 Courthouse Dr, Suite 201 • King George, VA • Telephone (540) 775-1657 • Fax (540) 775-7692

### **REQUEST FOR QUOTE - FAX-BACK**

**TO: Prospective Vendors**

**DATE: March 6, 2009**

**SUBJECT: Request for Quotes #Q-03132009-1400: Baseball Dugout/Backstop Screens & Panels**

This Request for Quote (RFQ) for baseball dugout/backstop screens and panels for use by King George County Parks & Recreation, is forwarded for your consideration.

**All screens and panels as described on page 4. If more information is necessary, please contact Kelly S. Dixon, CPPB, Procurement Manager, at 540-775-1657 or email [kdixon@co.kinggeorge.state.va.us](mailto:kdixon@co.kinggeorge.state.va.us).**

**All quotes are to be submitted to the King George County Procurement Manager no later than 2:00, March 13, 2009.** Quotes may be submitted by mail, Fax, or E-mail. Quotes received after the published deadline will be considered non-responsive and rejected.

**All quotes must be submitted on the forms provided with this Request for Quotes. (Pages 4 & 5)**

**A COPY OF YOUR FIRM'S W9 MUST ACCOMPANY THE QUOTE RESPONSE.**

If you have any questions, please feel free to contact me at (540) 775-1657, or e-mail [kdixon@co.kinggeorge.state.va.us](mailto:kdixon@co.kinggeorge.state.va.us).

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### **TERMS AND CONDITIONS:**

LEGAL STATUS: King George County, Virginia, is a political subdivision of the Commonwealth of Virginia and a body politic, (County), herein referred to as KGC

QUOTE PRICES: Quotes shall be in the form of a firm fixed delivered unit price, and total price, for each item identified on the Fax-Back form. Prices shall be for the complete, single lot, delivery of items, F.O.B. Destination, which shall include, but not be limited to, packaging, crating, pallets, insurance, and/or shipping/handling costs to the delivery destination. Extra charges will not be allowed. "Discount from list" quotes are not acceptable.

BACK ORDERS: Back orders will not be accepted.

CONDITION OF ITEMS: All items shall be new, and in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

DELIVERY: All items ordered shall be delivered F.O.B. destination. Ownership will not be accepted until items are received, and inspected. All packages or shipping containers must bear the Purchase Order Number and the Ship-To-Location as indicated on the Purchase Order. KGC reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made by the time specified and committed to unless otherwise authorized, in writing, by the Procurement Manager.

Delivery, Sealston Park – 11048 Fletcher's Chapel Rd., King George VA 22485. King George County Parks & Recreation **MUST** be phoned (540-775-4386) **PRIOR** to delivery of ALL items. **Sealston Park is an unattended site. King George County staff MUST be present to accept delivery of all items.**

**It shall be the responsibility of the Contractor to ensure that appropriate equipment (lift gate, etc.), and a sufficient number of personnel are available to offload the delivery trucks.** KGC shall not be responsible for costs incurred if such personnel are not provided.

PAYMENT TERMS: After delivery of materials, the vendor must prepare and submit an original detailed/itemized invoice to KGC. All invoices must bear the Purchase Order Number and the Ship-To Location. Invoices submitted without the required Purchase Order number and Ship-To location may be returned with subsequent delay in payment. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after approved invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 45 days.

PURCHASE ORDER AWARD: KGC reserves the right to award a purchase order in whole or in part to one or more vendors as KGC determines, in its sole discretion, to be in the best interest of the County.

QUANTITIES: The quantities specified are those intended to be purchased by KGC. The exact amount ordered will be governed by actual needs to be determined at the time of award. KGC will only be obligated, under this contract, to the extent of purchase orders issued and products received.

RECEIPT OF GOODS: Vendors shall be aware that the materials being contracted for shall be delivered in a single lot, F.O.B. Destination, and the sole property of the Vendor prior to acceptance by KGC.

TAXES: King George County is exempt from excise taxation by virtue of exemption certificate No. 54-0716449. The Purchasing Agent will complete such documents as may be necessary for the CONTRACTOR to comply with applicable tax laws and regulations. The price or prices quoted here shall include all other federal and state, direct and indirect taxes which apply.

USE OF BRAND NAMES: The name brand name, make and manufacturer listed restricts Vendors to the specific brand, make and manufacturer named.

WORK SITE DAMAGES: Any damage, including damage to grounds, facility, and finished surfaces resulting from the performance of this contract shall be repaired to KGC's satisfaction at the Contractor's expense.



**REQUEST FOR QUOTE - FAX-BACK**

Quote No: Q-03132009-1400 Close Date: March 13, 2009 Time: 2:00 PM EST

Description: Baseball Dugout/Backstop Screens & Panels

Requestor: Kelly S. Dixon, CPPB Phone: 540.775-1657 Fax: 540.775.7692

**Please note: All unit prices MUST include any applicable shipping, and handling charges. Extra charges NOT allowed.**

ITEM	QTY	DAYS TO DELIVER ARO (After Receipt of ORDER)	UNIT PRICE	TOTAL PRICE
<b>Dugouts</b>				
Sides of Dugouts – 7’ 6”	16			
Backside of Dugouts – 40’	4			
Gates 4’ 9”	8			
Dugout Canopy Screens 9’ x 40’ (Royal Blue – BSN Sports Catalog # BA-1170696 or equal)	8			
<b>Backstops</b>				
Side Panels 9’ 8”	8			
Backside Panels 19’ 9”	4			
<b>Other</b>				
Backstop and Dugout Screens 5’ High (Dark Green – BSN Sports Catalog # BS-1158670 or equal)				

This quote must be signed by an authorized representative of the firm submitting the quote. Any alterations or erasures to the quote must be initialed by the undersigned authorized representative. The below signed agrees, and certifies, that he/she is the authorized representative of the quoting firm, and that the information provided in this quote is true and accurate. The undersigned also certifies that all items quoted meet or exceed the specification provided. The signing representative also acknowledges that providing incorrect or incomplete information may be cause for quote rejection or contract termination.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

FEIN (Federal Employee ID Number) (required) \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_