



REQUEST FOR FAX QUOTATION # 3075269

THIS IS NOT AN ORDER!

DATE: 4/23/15

This fax consists of **FIVE (5)** pages, including the cover page. Please complete the information below and on the following page(s), and fax or **email (preferred way)** back to:

Katherine Quinn, Management Assistant

City of Los Angeles, Supply Chain Services, Procurement Section

Fax: (213) 928-9518

E-Mail: Katherine.Quinn@lacity.org

Phone: (213) 928-9554

Company Name _____

ADDRESS: _____

Quoted By: _____

Phone& Fax #: _____

E-Mail Address: _____

Payment Terms: _____

Delivery Time ARO: _____

FOB Point: _____

Freight Cost: _____

Bidder's Instructions and General Terms and Conditions for City of Los Angeles Purchasing Agent Contracts are applicable and in force. To get a copy, call the Procurement Analyst listed above at (213) 928-9554, or on the web at www.lacity.org/gsd/supprog.htm.

PLEASE RETURN YOUR QUOTATION ON OR BEFORE 11:00 A.M. PST ON MONDAY (4-27-15). FAILURE TO RESPOND MAY CAUSE REJECTION OF YOUR QUOTATION.



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Line	Description	Qty	UOM	Unit Price	Extended Price
1	Flash Survivor Stealth USB Mfr: Corsair, 128GB USB Flash Drive Part# CMFSS3-128GB Waterproof, Vibration Resistant, Shock Resistant Bidder quoting on same product, state "as specified" below. If quoting on an equivalent, bidder to state the brand and catalog/part number quoting on: <hr/> <hr/>	20	EA		

TOTAL: \$ _____

ATTENTION BIDDERS: IF YOU ARE NOT SUBMITTING A BID.

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The City Purchasing Agent is interested to hear from companies that decide to not bid on the City's supplies, materials and equipment needs. If you are not submitting a bid for the attached items, please take a moment to tell us about your decision.

Bidders who do not respond to three Requests for Quotation risk having their Supplier or Bidder status inactivated. A "No Bid" is considered a valid response for this purpose. You only need to return this page with your comments to be considered as responding to the City's request.

Please initial and complete the information below, then submit this page to the Purchasing Agent at the address shown above.

_____ My Company is not submitting a bid for the following reason(s):

COMPANY INFORMATION:

Company Name: _____

Contact Person: _____

Title: _____

Telephone No.: _____

E-Mail Address: _____

Open Market Requirement: * Flash Survivor Stealth USB Flash Drive *****

Quotes are requested for furnishing the requirements of the City of Los Angeles for the goods and/or services described within this document. DO NOT INCLUDE SALES/USE TAX IN YOUR QUOTATION PRICES. ANY APPLICABLE TAXES WILL BE ADDED AT THE TIME OF ORDER.

OFF-PEAK DELIVERY AND PICK-UP HOURS:

The City of Los Angeles requires off-peak delivery and pickup of all commodities by City suppliers between the hours of 9:00 AM and 3:30 PM, Monday through Friday, to reduce traffic and vehicle emissions during morning and afternoon commute times. Suppliers are determined in compliance if the actual delivery or pickup time provides for arrival at the City location on or after 9:00 AM and on or before 3:30 PM.

Unless otherwise instructed by authorized City personnel, suppliers are required to schedule deliveries and/or pickups during the off-peak period. City departments sharing facilities that order products from the same supplier shall make every effort to coordinate off-peak deliveries and pickups with the supplier.

Emergency and critical need orders, or other non-conforming deliveries and pickups specifically requested by City departments shall not constitute a violation of this requirement. In addition, circumstances that are outside of the supplier's control and documented by the supplier to the ordering department's or the City Purchasing Agent's satisfaction shall not constitute a violation of this requirement.

Noncompliance with this requirement may result in cancellation of a Purchase Order(s) or termination of Contract(s) between the City and the supplier.

If circumstances related to department operations preclude regularly scheduled deliveries between the hours of 9:00 AM and 3:30 PM, Monday through Friday, the affected City department shall notify the supplier of any allowable exception(s). If the department identifies and determines such circumstances as permanent, the department shall notify the City Purchasing Agent of the department's intent to exclude the specific Contract(s) and/or commodities.

SHIP-TO ADDRESS:

555 Ramirez Street Space 212
Los Angeles, CA 90012

PAYMENT DISCOUNT TERMS:

Payment terms are Net 30 Days unless bidder otherwise quotes cash discount terms. The supplier agrees to offer the City any payment discount terms that are offered to its best customers, and apply such discount to payments made that meet the discount terms.

Cash discounts offered for payment less than 25 days will NOT be considered by the City when evaluating Quotations. All cash discounts shall be taken and computed from the date of delivery or completion and acceptance of the material or

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service, or from the date of receipt of the invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of the supplier's invoice.

Payment Discount offered the City: ____ % for payment within ____ days.

ADDITIONAL QUANTITIES:

The City desires the option to purchase additional quantities of the requested item(s). State if you will accept orders for additional quantities at the same prices, terms and conditions, providing the City exercises the option before [December 31, 2015](#).

____ Option granted ____ Option not granted

If option is not granted, state length of time prices are good and additional orders acceptable.

Prices good until _____.

Any extension(s) beyond above stated expiration date shall be upon mutual consent between the City and the supplier. In addition, any extension(s) agreed upon by both parties shall not exceed three (3) months after the original expiration date

SALES/USE TAX DIRECT PAYMENT:

The City of Los Angeles participates in the "State of California Use Tax Direct Payment Permit Program" for purchases and orders placed with out-of-state suppliers. Under this program the City will assess and self pay the California Use Tax equivalent of California Sales Tax directly to the California State Board of Equalization.

The City will neither include nor pay California Sales Tax to out-of-state suppliers on the purchase of materials, supplies, and equipment when the shipment originates outside California and is shipped directly to the City via a common carrier, even if the supplier has a valid California sales tax permit.

The City will include and pay California Sales Tax to those out-of-state suppliers who have a valid California sales tax permit and the shipment originates inside California.

Out-of-state bidder or bidder with a remittance address outside the State of California, whose shipments originate within California, and has a California State Board of Equalization Permit to collect California State Sales Tax shall enter the permit number in the space provided below.

Permit Number: _____ - _____ - _____ - _____

If bidder has no permit number, check below and sign.

No Permit Number: ____

Signature: _____

If shipment originates outside the State of California, bidder shall state below the point of origin:

STANDARD PRODUCT WARRANTY:

The manufacturer's standard warranty shall be included with all products delivered to the City of Los Angeles. If an express warranty does not exist for the products delivered, the bidder shall state the product's warranty for defects in material and labor/workmanship.

Warranty for material defects: _____ years

Warranty for labor/workmanship defects: _____ years

In no case shall the bidder's warranty period be less than, but may be longer than any express warranty or implied

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warranty of merchantability or fitness for use.

ON-LINE BIDDER INFORMATION AND FORMS:

All companies wishing to bid on City of Los Angeles purchases are directed to the Los Angeles Business Assistance Virtual Network - www.labavn.org - to register as bidders and to complete the City's Equal Benefits Ordinance; Non-Discrimination/Equal Employment Practices/Affirmative Action Program; and Slavery Disclosure Ordinance Affidavits.

Questions regarding the Affidavits and compliance with the City's requirements should be directed to the Bureau of Contract Administration, (213) 847-2625 or (213) 847-2631, or via e-mail to bca.eeoe@lacity.org.

SMALL LOCAL BUSINESS (SLB)

Bidder to state below if the company is registered in the City of Los Angeles as Small Local Business (SLB):

Bidder's Reply: YES _____ NO _____

AUTHORIZED DISTRIBUTOR/DEALER:

Bidder must indicate if it is an authorized factory distributor/dealer for the manufacturer being quoted (please initial).

Yes: _____ No: _____

If bidder is not an authorized distributor/dealer, the bidder shall submit with its Quotation a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the bidder.

The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.