



REQUEST FOR WRITTEN QUOTATION  
-THIS IS A PRICING INQUIRY ONLY, NOT AN ORDER-

Date of Issuance:	<input type="text"/>	Contact Person:	<input type="text"/>
Contact Phone and Email:	<input type="text"/>		
Instructions for returning quotes:	<input type="text"/>		
Deadline for delivery of quote: Time:	<input type="text"/>	Date:	<input type="text"/>
Description of Goods or Services Needed:	<input type="text"/>		
Date Needed:	<input type="text"/>		
Contractor:	<input type="text"/>	Quote Number:	<input type="text"/>
Street Address:	<input type="text"/>	Date:	<input type="text"/>
City, State and Zip:	<input type="text"/>	Salesperson:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

Any reference to brand names is meant as descriptive not restrictive. Alternative bids will be considered on products which meet or exceed products indicated on quote. Vendor is to mark clearly alternative proposals.

"OR EQUAL": Any brand name listed in the specifications as "or equal" or "or equivalent" shall establish the minimum requirements for quality, utility, durability, function, purpose, etc. Other product brands may be offered that are equal to or better than the product brand name. Bidder may show cost differences, alternates and options in the space provided in the quote. This clause is not meant to be restrictive, but to set the minimum standard. COLUMBIA GORGE COMMUNITY COLLEGE SHALL DETERMINE, IN ITS SOLE DISCRETION, WHETHER A PRODUCT OFFERED IS "EQUAL". When the designation is "or equal" or "equivalent" College shall make its decision after Bid Closing.

Note: Selected Contractor will be required to enter into a Small Construction Contract with the College. Please review the attached contract and all requirements prior to submitting a quote.

If the contract price exceeds \$50,000, Contractor and any subcontractors shall pay not less than prevailing wages to its worker as required by ORS 279C.840 and set forth in the document entitled "Prevailing Wage Rates for Public Works Contracts in Oregon", as issued by the Commissioner of the Bureau of Labor and Industries, and dated [insert applicable date here]. This document can be reviewed or downloaded at [www.boli.state.or.us](http://www.boli.state.or.us).

Special Instructions:

All Pricing Must Be Held Firm for 30 Days

Description	Materials	Labor	Total
		Total	

Printed Name and Title:

Signature

Date