



# Request for Quotation- Services

## This is not an Order

### RFQ#

|   |  |                            |
|---|--|----------------------------|
| <b>Eastern Kentucky University</b><br><b>Commonwealth Bldg.</b><br><b>14<sup>th</sup> Floor, Room 1411</b><br><b>521 Lancaster Avenue</b><br><b>Richmond, KY 40475</b><br><br><b>Department:</b> <u>Purchases &amp; Stores</u><br><b>Contact:</b><br><b>Tel:</b><br><b>Email:</b> | <b>Contractor:</b> _____<br><b>Contact:</b> _____<br><b>Fax:</b> _____ |                            |
|   | <b>Request date:</b>   | <b>RFQ No.:</b>            |
|   | <b>Closing date:</b>   | <b>Subject of the RFQ:</b> |

For each item quoted, the pricing structure should be as indicated below. The Contractor offers to supply to the University the services listed below, to the terms and conditions of the University and in this Request for Quotation and any addendum annexed hereto:

**Scope of Services:**

**Contract Terms:** The Contract resulting from this RFQ and the Successful Offeror's Proposal shall have a term of \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_  
 The University reserves the right to renegotiate any term and/or condition as may be necessary to meet requirements for any renewal period. The Successful Offeror will be advised of any proposed revisions prior to the renewal period.

**Other Specifications**

|                                |                                 |                       |  |
|--------------------------------|---------------------------------|-----------------------|--|
| <b>Delivery:</b>               | <b>Contract terms (months):</b> | <b>Delivery date:</b> | <b>Quotation No.:</b><br><b>Valid until:</b> |
| <b>Name of the Contractor:</b> | <b>Telephone No.:</b>           | <b>Signature</b>      | <b>Date:</b>                                 |

- Quotation must be delivered on or before
- Any proposal not supported by the information requested in this RFQ, or not complying with this RFQ, may not be considered.
- This RFQ is part of a competitive procurement process, which helps to serve the best interests of the University. The award will be made to the Offeror(s) whose proposal is determined to be the most advantageous to the University.
- The University reserves the right, at the time of evaluation of any proposal to request any additional information that it deems necessary in order to make a decision on any proposed offer.
- The University reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the University, in its own best interest at this time, has determined not to pursue this issue. The University may at its own discretion, invite one or more Offeror(s) to participate in a competitive negotiation process.
- This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the above address. This request does not commit EKU to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by Offeror. Any representations and/or certifications attached to this Request for Quotation must be completed by the Offeror.