

QUICK QUOTE REQUIREMENTS (SERVICES)

1. SCOPE REQUIREMENTS

A. Subsection

i. Sub Subsection

a. Sub Sub Subsection

- Bullets

B. Subsection

i. Sub Subsection

2. EXPERIENCE ☐ *Not Applicable if checked*

A. Bidder must provide a minimum of 3 references demonstrating experience providing services similar to those described in this Bid. All references must be provided using the reference form provided in OpenGov Procurement.

B. Only references provided at time of submittal, using the reference form provided, will be used to verify required experience.

C. Failure to provide required references at time of submittal may result in Bidder being declared non-responsive.

D. Failure of references to verify required experience may result in Bidder being declared non-responsive.

3. LICENSES/CERTIFICATIONS ☒ *Not Applicable if checked*

Bidder must have the licenses and/or certifications listed below. All required licenses and certifications must be active at the time of bid submittal and must remain active throughout the course of work.

Required Licenses:

Required Certifications:

☐ Failure to provide a copy of all required licenses and certifications at time of submittal may result in the Bidder being declared non-responsive.

☐ Failure to provide a copy of all required licenses and certifications within _____ business days after request, may result in the Bidder being declared non-responsive.

4. ALTERNATES ☒ *Alternate Products not acceptable if checked*

A. If Bidder wishes to provide an alternate product, the Bidder shall furnish to the County the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the alternate product. Alternates shall be approved only if determined by the County to be equivalent to the prescribed specifications.

B. To be considered, alternates must be submitted to the Contact listed in OpenGov Procurement no later than _____ at _____.

5. INSURANCE REQUIREMENTS ☐ *Proof of Insurance not required if checked*

Successful Bidder will be required to provide a Certificate of Insurance meeting the requirements contained in the attached Insurance Requirements.

6. PROJECT DURATION ☐ *Not Applicable if checked*

A. Work shall begin within 20 days after receipt of a County Purchase Order and shall be completed no more than 45 days after receipt of a County Purchase Order.

B. The County reserves the right to modify this schedule at their discretion. Any modifications shall be communicated to the Contractor in writing.

7. BIDDER'S RESPONSIBILITIES ☐ *Not Applicable if checked*

A. Bidder will schedule deliveries so that there is minimal to no interruption to daily work at any location.

B. Bidder is responsible for any damage to County or third-party property caused by the Bidder or their employees. Restoration shall be made to the County's satisfaction.

8. GENERAL TERMS AND CONDITIONS ☐ *Not Applicable if checked*

Successful Bidder will be required to comply with the General Terms and Conditions of Purchase Orders attached to this Quick Quote.

9. WARRANTY ☒ *Not Applicable if checked*

Unless otherwise noted in Section 1, all materials provided by the Bidder shall be fully warranted from the date of County's acceptance for a period of one year, or for the standard warranty period provided by the Bidder or product manufacturer, whichever is greater.

10. CONTINGENCY ☐ *Not Applicable if checked*

If during performance of repair work, an unforeseen circumstance occurs that triggers an additional expense, a contingency of up to 10% of the total bid price may be allowed. Any use of contingency funds is subject to the written approval of the County, and any unused contingency shall not be paid out as part of any final payment.

11. INVOICING AND PAYMENT (*check applicable payment method*)

A. Successful Bidder(s) shall be paid:

- ☒ Upon completion of work
- ☐ In _____ equal monthly installments
- ☐ Upon completion of each deliverable
- ☐ Other: _____

B. Invoicing and payment shall be as described in the General Terms and Conditions of Purchase Orders.

12. RESERVED RIGHTS

The County reserves the right to request clarifications or additional information from any offeror.

13. QUESTIONS & ADDENDA

- A. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the Quick Quote shall be submitted electronically through OpenGov Procurement. All questions must be received no later than the deadline specified in the solicitation. No verbal requests for information will be honored.
- B. The electronic response posted in OpenGov Procurement is the only official method whereby interpretation, clarification, or additional information will be provided. The County shall not be responsible for oral interpretations or representations made by County employees, representatives, or third parties.