



**THE CITY OF BRENTWOOD  
QUOTATION REQUEST**

This is an inquiry, not an order.  
PLEASE QUOTE PROMPTLY

**BID RESPONSES DUE BY: November 22nd, 2019 before 5:00PM**

Fill in your lowest net price opposite the item or items listed herein and complete all applicable blank spaces. Any erasure or correction in this quotation sheet must be initialed by the Bidder. Bidder shall be bound by any irregularities in this bid, however, City may reject this bid based on irregularities.

This quotation must be complete, promptly executed by the Bidder and received at The City of Brentwood by **November 22, 2019 before 5:00PM**. (local time). **Please attach page 1 quotation request and return to Thomas Freeman via email: [tfreeman@brentwoodca.gov](mailto:tfreeman@brentwoodca.gov) or via mail or hand delivery to: 35 Oak Street, Brentwood, CA 94513.**

Request Date: November 6, 2019

Request for Quotation Number: Printed Materials

Item	Qty	Description	Unit Price	Amount
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**Item Requested**

ONE Softball Umpire, Regular Season Game, Per Game			\$ _____	
ONE Softball Umpire, Playoff Game, Per Game			\$ _____	
TWO Softball Umpires, Playoff Game, Per Game			\$ _____	
Assigners Fee, Per Game			\$ _____	
Yearly Team Registration Fee, Per Team			\$ _____	

**BIDDER AGREES AS FOLLOWS:**

- a) That the Bidder will furnish to the City, the goods, materials, articles, equipment, work or services, set-up including logo where needed, specified in this quotation sheet, at the prices quoted herein, upon receipt of an official order therefor.
- b) That the Bidder warrants that any goods, materials, articles or equipment to be supplied under or pursuant to any official order based on this quotation sheet, that is or are to be made or used for a particular purpose will be fit and suitable for that purpose and are free of material defects.
- c) That the goods, materials, articles, equipment, work or services, specified or called for in or under this quotation sheet, will be delivered or completed within the period set out above as the guaranteed period of delivery or completion after receipt of an office order therefor.
- d) That the City may accept any quotation in whole or in part, whether the price or prices be the lowest or not, and may reject any or all quotations.
- e) That if the Bidder is awarded the bid they will obtain a City of Brentwood Business License, if required per City of Brentwood Municipal Code Title 5.
- f) Terms of payment: Net 30
- g) Prices quoted will be valid for period 1/1/2020 – 12/31/2020.**
- h) Additional goods outside the list and samples provided may be requested throughout the year, vendor to provide requestor a quote for goods at the time of the request.

**This form must be completed, properly signed and received on or before the date specified, or your quotation will not be considered.**

Guaranteed period of delivery or completion after receipt of an official order \_\_\_\_\_

Firm Name \_\_\_\_\_

Signature of Authorized Salesperson \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_