

ATTACHMENT E

LUCAS COUNTY REQUEST FOR QUOTE

County Agency Name: _____

Agency Contact: _____

Email: _____ Telephone: _____

The County agency listed above is soliciting quotes for the purchase of (attach any additional specifications if needed):

Vendor Name: _____

Vendor Address: _____

Vendor Email: _____ **Telephone:** _____

Is Vendor Located within a 50-mile Radius of Lucas County: Yes No

GENERAL CONDITIONS

The County agency will accept quotes no later than 2 p.m. on _____
or any time prior thereto.

Quotes should be emailed as an attachment to _____

Quotes received after that time will be considered late and will not be accepted.

The County agency reserves the right to reject any and all Quotations. The County Agency further reserves the right to seek new quotes when such a procedure is reasonably in the best interest of the County agency to do so. Providing a quote does not guarantee an award of a purchase order.

If a local vendor (as defined in the Lucas County Local Preference Policy) within a 50-mile radius of Lucas County is within 2% of the lowest quote received, the County agency may offer the local vendor the opportunity to match the lowest quote received.

Lucas County's purchase terms and conditions supersede any acknowledgements or other vendor terms and conditions. DO NOT quote if your company cannot abide by this Policy.

PAYMENT

Full payment will be made upon receipt, inspection and acceptance of a complete unit(s). No down or partial down payments will be made.

Lucas County does not pay sales tax. Do not compute sales tax into your final price.