



**Purchasing Dept. Morgan Hall Room 214, 1700 College, Topeka, KS 66621**

**REQUEST FOR QUOTATION THIS IS NOT AN ORDER**

**Reply must be in before 2:00 PM January 7, 2025  
to Purchasing Office Morgan Hall #214.  
Request Date December 10, 2024**

Washburn University requests quotations for eight (8) new/one trip 20 ft containers with opening on 20 ft side to be utilized on Washburn Tech Campuses. All prices are to be quoted F.O.B. Washburn University, must include all shipping and handling charges, and must remain firm for 45 days following the closing date for receiving quotations. All equipment quoted must be in stock and ready for delivery. State in the columns provided the unit and extended prices you are quoting. The University reserves the right to reject any and all quotations. The University is exempt from all sales and federal excise taxes. If substitutions are offered, provide complete specifications.

**Quotations are to be presented to the Purchasing Office, Morgan Hall Room 214, Washburn University, 1700 SW College Ave, Topeka, KS 66621, or E-Mailed to [purchasing@washburn.edu](mailto:purchasing@washburn.edu) NO LATER THAN 2:00 PM January 7, 2025.**

ALL QUOTATIONS MUST BE MADE ON THIS FORM

	Quantity	Each Price	Extended Price
<p>Washburn University is requesting quotations for eight (8) new/one trip 20 ft containers with opening on 20 ft side Washburn Tech Campuses with the following specifications – <b>PLEASE READ THE SPECIFICATION CAREFULLY. Bids only for specified items.</b></p> <p><u>Specifications:</u></p> <p><b>20 FT STORAGE CONTAINERS</b></p> <ul style="list-style-type: none"> <li>• All Weatherproof</li> <li>• Doors Open Along 20 ft Side (Full Access)</li> <li>• New/One Trip</li> <li>• Gray/Brown Color</li> </ul> <p>Pricing shall include all shipping and delivery/destination charges, administration fees, and preparation charges.</p> <p><b>***FOB Destination: Washburn Institute of Technology, 5724 SW Huntoon St, Topeka, KS 66604</b></p> <p><b>***Washburn Tech Campus Map Attached for delivery locations. Delivery locations wide-open are that trucks can back into.</b></p> <p><b>***Tilt bed truck or forklift will need to be provided when containers are</b></p>	Eight (8)	\$	\$

<b>delivered.</b>  <b>***Delivery Date Week of March 3, 2025 between 7:30am – 3:30pm.</b>			
Delivery will be made _____ calendar days after receipt of a purchase order.			

To: Director of Purchasing, Washburn University

I/we certify that I am/We are in compliance with all applicable federal and Kansas laws regarding employment practices including, but not limited to: Title VII of the Civil Right Act of 1964 and amendments (42 USC 2000e et seq.); the Age Discrimination in Employment Act (29 USC 621 et seq.); the Americans with Disability Act (P.L. 102-166); and, the Kansas Acts Against Discrimination (K.S.A. 441001 et seq.)

I/we affirm that I/we will furnish and deliver the vehicle at the price stated, and that I/we accept the terms and conditions of this bid.

Date \_\_\_\_\_ Signed By \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name & Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_ FEIN: \_\_\_\_\_

**Terms and Conditions**

**Right to Reject Bids**

Washburn University reserves the right to reject any or all bids submitted and to waive any formality, informality, or irregularity in any bid received.

**Compliance with Laws**

The successful vendor shall comply with any and all applicable federal, state and/or local laws, regulations, ordinances, rules and orders of appropriate governmental authorities, including without limitation, those relating to payment of taxes, obtaining licenses and securing permits.

**Award of Contract**

Any award of contract and/or purchase order resulting from this Request for Quotation will be made in accordance with the following:

- a. Evidence of the experience, qualifications, and financial responsibility of each vendor and the time of completion are all acceptable to the University.
- b. The award of a contract will be made on the basis of the best qualified responsible quotation that meets the specifications and requirements of the Request for Quotation as determined by the University. The University may reject for consideration any quotation not prepared and submitted in accordance with the provisions herein; and hereby reserves the right to waive any informalities in, or to reject any or all quotations which, in the opinion of the University, will best serve the interest of the University.

**Responsibility of the Vendor**

No consideration will be granted for any alleged misunderstanding of the requirements of the bid document, it being understood that the tender of a bid carries with it the agreement to all provisions of the bid document.

All vendors are expected to read the bid document and respond in the manner directed. All questions asked herein should be answered and all information requested herein should be supplied.

**Taxes**

The University is exempt from federal and state taxes including sales, excise, and transportation taxes.

**Shipping Terms**

All items awarded shall be provided F.O.B. Destination as specified herein.

**Exceptions**

As a part of the bid response, vendors shall indicate any part of the bid document with which they take exception. Any exceptions taken should be outlined in their response with easy cross-reference to the portion or section of the bid document with which the exception is being taken.

**Competition**

The purpose of this Request is to seek competition. Vendors shall advise the Purchasing Office if any specification, language, or other requirements inadvertently restricts or limits proposals to a single source. Notification shall be in writing and must be received by the Purchasing Office no later than three (3) business days prior to the request for proposal closing date. The Director of Purchasing reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.