**ATTACHMENT 1**

**QUOTE FORM**

Instructions:

1. This Quote Form contains four parts. Complete all four parts.

2. Complete areas shaded in yellow, as applicable.

3. Do not modify any text that is not shaded in yellow.

4. Where check boxes () are shown, check or select only the applicable box(es).

5. Complete the validation and sign at the end of Part 4.

6. If additional space is required, attach additional sheets.

**PART 1: Basic Information**

**I. Information about Vendor**

Provide the following information about the Vendor.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Fax number** |  |
| **Federal tax identification number\*** |  |

\*Note that if Vendor is an individual using his or her social security number, the social security number will be required before finalizing a contract.

**II. Vendor’s entity type**

Vendor is (check one):

corporation  general partnership  limited partnership

LLC  LLP  individual

other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Vendor’s designated representative**

Provide the following information about the individual who will act as Vendor’s designated representative for purposes of this RFQ. This person will also act as Vendor’s project manager if Vendor is awarded the contract, unless Vendor specifies otherwise.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |

**IV. References**

Provide the following information for three (3) clients to whom Vendor has sold similar goods. The Court may check references listed by Vendor.

**Reference #1**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Date of last delivery of goods (approximate)** |  |

**Reference #2**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Date of last delivery of goods (approximate)** |  |

**Reference #3**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Date of last delivery of goods (approximate)** |  |

**V. Sample**

Vendor must include with its quote one sample three-part (triplicate) form printed by Vendor. The sample three-part form can be any form printed by Vendor for any of Vendor’s clients.

**PART 2: Vendor’s Acceptance of Contract**

As noted in Section 7.0 of the RFQ, the Court will evaluate quotes on a 100-point scale. 10 of the 100 possible points will be assigned on the basis of “Acceptance of the terms and conditions in the Contract.” Vendor will receive the full 10 points if it accepts the Contract without exception, and agrees to sign Contract without modification in the event it is awarded the contract. If Vendor proposes material exceptions or changes to the Contract, it will receive fewer than 10 points.

Although the Court will consider alternate language, the Court will not be bound by contract language received as part of a quote. If the Vendor requires that the Court be bound by some or all of the proposed contract language, the quote may be considered non-responsive and may be rejected.

Vendor’s designation on this form is a material factor in the Court’s evaluation of its quote. The Court may void an award if (i) Vendor accepts the Contract without exception and subsequently requests exceptions or changes prior to execution, or (ii) Vendor proposes certain exceptions or changes as part of its quote and subsequently requests additional exceptions or changes prior to execution.

The Court may reject a quote if Vendor proposes exceptions or changes to the Contract, but fails to submit (i) a redlined version of the Contract (in Microsoft Word format or printed) that shows and implements all proposed exceptions and changes, and (ii) a written explanation or rationale for each exception or proposed change.

**Instructions:** Mark the appropriate box below.

1. Vendor accepts the Contract without exception. **Vendor agrees to sign the Contract without modification in the event it is awarded the contract.**

***OR***

2. Vendor proposes exceptions or changes to the Contract. Vendor **must** also submit (i) a redlined version of the Contract (in Microsoft Word format or printed) that shows and implements all proposed exceptions and changes, and (ii) a written explanation or rationale for each exception or proposed change.

**PART 3: General Certifications**

Check the box below, if agreed. Please note that the Court will reject a quote from a Vendor that does not indicate acceptance of these clauses.

**Suspension or Debarment.** Vendor certifies that neither Vendor nor any of Vendor’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of Public Contract Code section (“PCC”) 10115.10, regarding disabled veteran business enterprises.

**Tax Delinquency.** Vendor certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Check box to indicate acceptance of the clauses above.

**PART 4: Darfur Contracting Act Certification**

**Section 1**

Does Vendor currently have, or did Vendor in the previous three years have, business activities or other operations outside of the United States? Check only one box:

Yes

No

*If you checked “No,” you are finished with this Part 4. Go to Part 5 on the next page.*

*If you checked “Yes,” continue to Section 2 below.*

**Section 2**

The term “scrutinized company” is defined in PCC 10476, part of the Darfur Contracting Act of 2008. Check only one box:

1. Vendor certifiesthat it is not a “scrutinized company.”

***OR***

2. Vendor is a “scrutinized company,” but it has received written permission from the Court to submit a quote pursuant to PCC 10477(b). A copy of the written permission from the Court is included with the quote.

***OR***

3. Vendor is a “scrutinized company,” and it has not received written permission from the Court to submit a quote pursuant to PCC 10477(b).

**PART 5: Cost**

If selected, Vendor agrees to furnish printed documents at the following all-inclusive cost, in accordance with the “Description of Goods” and the Contract. The “Description of Goods” is Section 1.0 of the RFQ. The “Contract” is Attachment 2 of the RFQ.

**A. Duplicate form**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 500 | **$** |
| 1,000 | **$** |
| 10,000 | **$** |
| 20,000 | **$** |

**B. Triplicate form**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 500 | **$** |
| 1000 | **$** |

**C. Quadruplicate form**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 500 | **$** |
| 1000 | **$** |

**D. Card stock form**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 500 | **$** |
| 1000 | **$** |

**E. Perforated form**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 5,000 | **$** |
| 10,000 | **$** |
| 20,000 | **$** |

**F. Business card (single sided)**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 100 | **$** |
| 500 | **$** |

**G. Business card (double sided)**

|  |  |
| --- | --- |
| **NUMBER OF COPIES PER ORDER** | **TOTAL COST PROPOSED** |
| 100 | **$** |
| 500 | **$** |

**VALIDATION**

**VENDOR MUST COMPLETE THE FOLLOWING TO VALIDATE QUOTE**

Vendor hereby agrees to furnish the goods and services described in the Contract at the price quoted above, subject to the instructions and conditions in the RFQ and the Contract. I, the undersigned, attest that I am authorized to submit this quote on behalf of Vendor, and that the information contained in this quote is complete and accurate.

|  |  |  |
| --- | --- | --- |
| *Company Name (Printed)* | | *Federal ID Number* |
| *By (Authorized Signature)* | | |
| *Printed Name and Title of Person Signing* | | |
| *Date Executed* | *Executed in the County of \_\_\_\_\_\_\_\_\_ in the State of \_\_\_\_\_\_\_\_\_\_\_\_* | |