



**CITY OF SPOKANE - WASTEWATER MAINTENANCE**  
 909 E. Sprague Avenue  
 Spokane, Washington 99202  
 PHONE: 509.625.7900

**REQUEST FOR QUOTE**

City of Spokane, Washington

**GENERAL INFORMATION**

<b>RFQ Number</b>	4310-357-2019	<b>Due Date</b>	Thursday, February 28, 2019
<b>RFQ Description</b>	Catch Basin Covers, Type 2		

All relevant quote documentation must be submitted by 3:00 pm (Pacific Time) on the noted due date in order to be considered.

<b>RFQ Requested By</b>	Samantha Johnson, Procurement Specialist - Water/Wastewater Maintenance Utilities
<b>Contact Information</b>	Direct: 509.625.7937 Email: sjohnson@spokanecity.org

Please return quote documentation to the requestor via email unless otherwise specified.

**SUPPLIER INFORMATION**

<b>Legal Company Name</b>			
<b>Physical Address</b>			
<b>Mailing Address</b>			
<b>Website</b>			
<b>Phone</b>		<b>Fax</b>	
<b>Contact Name</b>			<b>Phone</b>
<b>Title</b>		<b>Email</b>	

**COMPLETION OF THE SUPPLIER INFORMATION SECTION ACKNOWLEDGES AGREEMENT TO FURNISH THE ITEMS LISTED BELOW AT THE PRICES QUOTED, SUBJECT TO THE TERMS AND CONDITIONS OF THIS QUOTE REQUEST.**

**QUOTE DETAILS**

Description	Quantity	UOM	Unit Price	Total
Catch Basin Cover, Type 2 w/Sill Block In Accordance with Standard Plan #B-105	10	Each		
FOB Delivery Point	909 E. Sprague Avenue Spokane, WA 99202		<b>Subtotal</b>	
	Partials Acceptable		<b>WA State Sales Tax (8.8%)</b>	
			<b>Grand Total</b>	

**DELIVERY ETA**

Supplier agrees to deliver product to the FOB Delivery Point in accordance with the following timeline:

Partial Delivery Within  Business Days ARO

Full Delivery Within  Business Days ARO

**PAYMENT TERMS**

Supplier agrees to accept Visa credit card payment at no additional fee.

YES

NO

Unless the City chooses to provide payment by credit card, payment shall be made via direct deposit/ACH (except as provided by state law) according to net30 terms after receipt of the goods/services ordered. A completed ACH application is required before a City order will be issued. If the City objects to all or any portion of an invoice, it shall notify the supplier and reserve the right to pay only that portion of the invoice not in dispute. In that event, all parties shall immediately make every effort to settle the disputed amount.

**SALES TAX**

The City of Spokane is not a tax exempt entity and is therefore obligated to pay sales tax under Washington State law. Therefore, all quotes shall be tabulated with the applicable sales tax rate whether that tax will be charged through the supplier or paid by the City as use tax.

**ADDITIONAL ITEMS**

The City of Spokane reserves the right to purchase additional quantities of these items at the quoted price. Supplier agrees to sell at the same price, terms, and conditions.

YES

NO

If yes, prices are good until further written notice.

**BUSINESS REGISTRATION REQUIREMENT**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained and being the holder of a valid annual business registration or temporary business registration as provided in this chapter. The supplier shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the supplier does not believe it is required to obtain a business registration, it may contact the City’s Taxes and Licenses Division at 509-625-6070 to request an exemption status determination.

City of Spokane Business Registration Number	
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**MINIMUM SPECIFICATIONS**

*Please attach documentation to quotes submitted to support exceptions.*

	To Be Supplied	Exceptions
Product shall comply with all specifications outlined in Standard Plan #B-105 as attached to this request.		

**ATTACHMENTS**

City of Spokane Engineering Services Standard Plan #B-105 is hereby incorporated into this request by attachment.

**TERMS & CONDITIONS**

1. All freight charges shall be the responsibility of the winning supplier. Ground freight shall be included in the unit pricing.
2. The City reserves the right to accept or reject any variance from the noted specifications and to award this business in a manner that is most advantageous to the continued efficient operation of the City. This quote may be split and awarded to multiple suppliers.
3. The supplier must be able to service any items purchased by the City. Submission of a response to this request constitutes agreement to full liability for any manufacturing defects in or delivery damage to the product.
4. Delivery time shall be a consideration of awarding this business. Therefore, the City requires an ETA at time of quote.
5. The respondent certifies that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered by this Quote invitation.
6. Quotes are valid for acceptance by the City for sixty (60) days from the due date for receipt of quotes.

**POLYCHLORINATED BIPHENYLS (PCBs)**

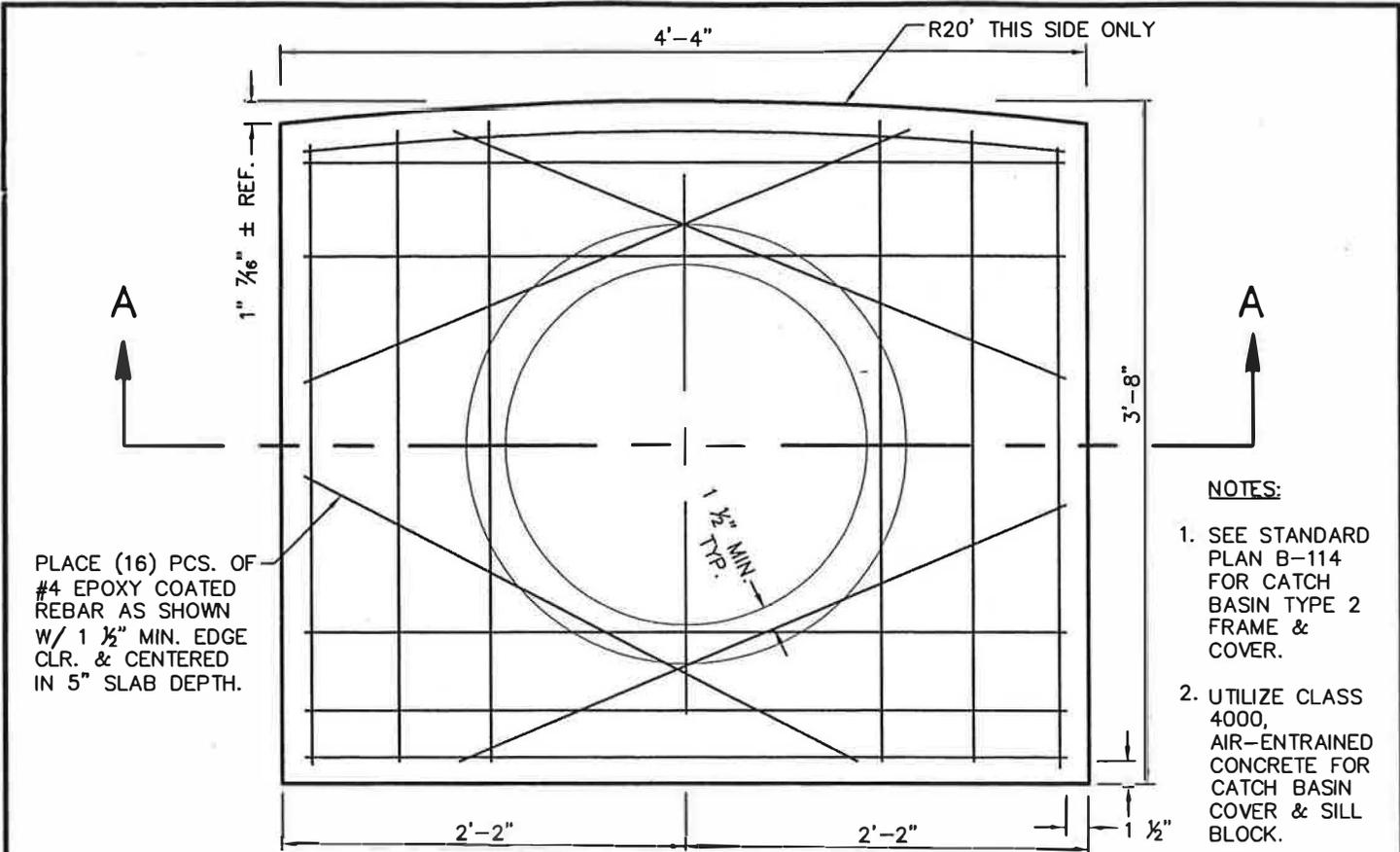
In accordance with SMC 7.06.172(A), the respondent certifies the products quoted and to be supplied (to include product packaging) do not contain polychlorinated biphenyls (PCBs). Moreover and consistent with SMC 7.06.172(B), the City of Spokane, at its sole discretion, may require (at no cost to the City) the apparent successful respondent to provide testing data (prior to contract execution or issue of purchase order) from an accredited laboratory or testing facility documenting the proposed products and or product packaging polychlorinated biphenyl levels.

	Yes	No	Don't Know
As far as you know, has this product type been tested for PCBs by a WA State accredited lab using EPA Method 1668c (or equivalent as updated)?			
If so, were PCBs found at a measureable level?			
As far as you know, has this actual product been tested for PCBs by a WA State accredited lab using EPA Method 1668 (or equivalent as updated)?			
If so, attach the results or note from whom the results can be obtained.			
Do you have reason to believe the product contains measureable levels of PCBs?			
Do you have reason to believe the product packaging contains measureable levels of PCBs?			

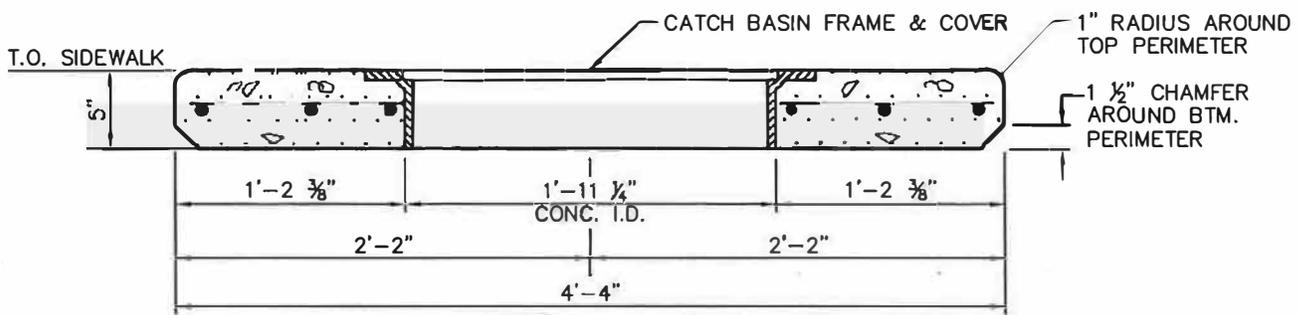
**QUOTE SUBMISSION**

All relevant quote documentation must be submitted by 3:00 pm (Pacific Time) on the noted due date in order to be considered. Please return quote documentation to the requestor via email.

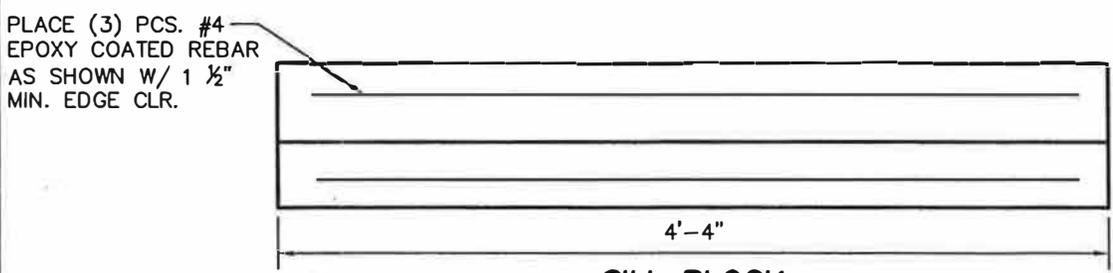
All quotes shall be typed or printed in ink, prepared on the document furnished by the Purchaser and completed by an authorized person of the respondent's firm. **If printing this document, use recycled paper and both sides of paper sheets whenever practicable.** If errors are made, they may be crossed out. Corrections shall be printed in ink or typewritten adjacent and initialed in ink by the person completing the quote. IF RESPONSES CONTAIN ANY OMISSION, ERASURES, ALTERATIONS, ADDITIONS, OR ITEMS NOT CALLED FOR IN THE PROPOSAL, OR CONTAIN IRREGULARITIES OF ANY KIND, IT MAY CONSTITUTE SUFFICIENT CAUSE FOR REJECTION.



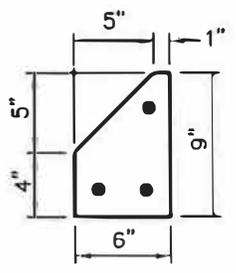
**PLAN VIEW**



**SECTION A-A  
CATCH BASIN COVER**



**SILL BLOCK**



APPROVED BY

*D. Nakagawara*

DIRECTOR, ENGINEERING SERVICES DAVE NAKAGAWARA, P.E.

*Ken Brown*

PRINCIPAL ENGINEER, DESIGN KEN BROWN, P.E.

ADOPTED: 2/86

REVISED: 7/02

SUPERSEDES: 2/90

SCALE: 1"=1'-0"

DWG. BY: DGB/MDH

CATCH BASIN COVER TYPE 2  
WITH SILL BLOCK

ENGINEERING SERVICES  
CITY OF SPOKANE, WASHINGTON

STANDARD PLAN No.  
B-105