



INSTRUCTIONS TO VENDORS AND GENERAL CONDITIONS OF THE PRICE QUOTE

1. **Preparation of Quotes**

All quotes must be made on our Quote Form and shall be considered as a part of the general conditions. Indicate any changes or alterations in the stated terms, conditions, or item descriptions in the exceptions column. Alternates will not be accepted for items listed as Brand Only.

2. **Submittal of Quotes**

All quotes are to be submitted by completing the Quote Form (download the Excel file from the CESA 10 website) and emailing as an attachment to Leigh McMahon at lmcmahon@cesa10.k12.wi.us

3. **Prices**

All prices are to be net, not subject to further discount. All prices are to be quoted F.O.B. to all or any one of the participating school districts.

4. **Unit Prices**

Price quotations are to be by item and it is understood that items may be purchased separately, altogether, in any combination of items, or not at all. The right is reserved to award orders for any item or items considered to be in the best interest of the school districts. Show Unit Price to the nearest 1/10th of a cent.

5. **Item Specifications**

The trade names that appear after each supply item shall be the only acceptable manufacturer and brand name. No substitutes or alternates will be accepted.

6. **Ordering**

Each school district participating in this quote will be responsible for ordering directly from CESA 10. CESA 10 will issue one purchase order with the successful vendors. Successful vendors shall receive a CESA 10 purchase order indicating what each participating school district has ordered. Vendor billings shall be made directly to CESA 10.

7. **Invoicing**

Invoicing shall be made directly to CESA 10 for items ordered. **Payment to be made after satisfactory delivery has been made.**

8. **Delivery Schedule**

Deliveries must be made during regular business hours (8:00 a.m. to 4:00 p.m.) to the participating schools **after JULY 1st**. Deliveries shall be made as specified on the purchase order.

9. **Errors and Corrections in Specifications**

Any vendor finding errors or omissions in the quote form and specifications sheet shall request clarification or interpretation of the discrepancy prior to submitting quotes. Failure to request such clarification or interpretation shall be sufficient cause to reject the quote on that item. Addendum will be issued to correct errors or omissions if deemed necessary.

10. **Commitment**

CESA 10 has received firm commitments from the participating school districts that reflect the quantities listed on the quote forms. CESA 10 reserved the right to alter quantities dependent on the issuance of purchase orders from the school districts. No order will be placed for a school district unless a valid purchase order has been issued to CESA 10.