



# JACKSON COUNTY SCHOOL DISTRICT

## Quote Request Form

The Jackson County School District is soliciting quotes for the items identified below. The award shall be offered to the vendor providing the lowest and best quote in accordance with [Miss. Code Ann. § 31-7-13\(b\)](#).

**Vendors shall complete the following information:**

Vendor/Company Name: \_\_\_\_\_

Vendor/Company Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Quote Number (optional): \_\_\_\_\_

Item	Quantity	Specifications	Unit Cost	Total Cost
Est. Shipping		<b>NOT TO EXCEED</b>		
Total Cost				

Delivery of Product shall take place not later than:

Please submit quotes by 3:00 p.m. \_\_\_\_\_ and email to \_\_\_\_\_

Location of Delivery

School Name/Location:

ATTN:

Street Address:

City, State Zip Code:

Phone:

Fax:

Additional Requirements/Instructions:

[ ] Delivery must take place between the times of \_\_\_\_\_ and \_\_\_\_\_ .

[ ] Call \_\_\_\_\_ hour(s) prior to delivery.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

[ ] Other: \_\_\_\_\_

Terms and Conditions:

1. This quote request form shall be used solely for the purpose of acquiring commodities and delivery of said commodities. This quote request form may not be used for the purpose of purchasing services.
2. Solicitation of a quote does not bind the Jackson County School District to purchase.
3. Quotes must include a fixed cost shipping and any applicable taxes, dues, or fees.
4. Vendor agrees not to process any order(s) prior to issuance of a purchase order. A copy of the purchase order shall be provided to the vendor providing the lowest and best bid.
5. New vendors must include with their quote the New Vendor Form and the W-9 Request for Taxpayer Identification Number and Certification forms. These forms may be found on the JCSD Website under Departments > Business Office > Forms.
6. Vendors performing on-site assembly and/or installation of commodities must also submit a copy of their Certificate of Insurance (COI) along with their quote.
7. Assemblies and installations must meet industry standards for quality and safety.
8. Jackson County School District is a Sales Tax-Exempt Entity. Our exemption status may be found on our website.
9. Vendors who wish to quote other brands must provide specifications. Substitutions are subject to approval by the buyer.
10. By submitting a quote, the vendor is affirming that commodities are available to be delivered on or before the specified date.
11. Delivery of commodities must take place on or before the date specified in the quote during normal business hours. If the vendor has any concerns about delivery days or time, it is the vendor's responsibility to contact the location where the deliver is being made.
12. Failure to deliver commodities by the specified date may, at the sole discretion of the buyer, void the purchase order rendered.
13. Commodities are subject to inspection and approval of buyer prior to submission of payment.
14. Telephone bids, online shopping carts, and website screenshots are not acceptable.
15. Invoices may be delivered electronically to: [Invoices@jcsd.ms](mailto:Invoices@jcsd.ms). The purchase order number must be printed on the invoice.

I acknowledge that I have read, and do hereby accept the terms and conditions contained in this quote:

Vendor Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_