

Salisbury University

REQUEST FOR QUOTATION / QUOTE RESPONSE

Issued By: Salisbury University Procurement Department Holloway Hall Rm 222 1101 Camden Avenue Salisbury, MD 21801 Name: Joy Baker Telephone: 410-543-6193 Email: jebaker@salisbury.edu	RFQ Number: SU-26-002-AUX Date Issued: July 15, 2025 Quotation Due Date and Time: July 22, 2025 @ 2:00 PM Proposals will only be accepted via Equity Hub's Bid Locker secure online bid submission service. No physical copies or emails accepted. You can sign up for Equity Hubs Bid Locker for free. Click here for details.
To: Offeror to complete Contractor name _____ Address _____ _____ Contact: _____ Email: _____ Certified MBE? Yes___No___ Small Business Reserve? Yes___ No___	Payment Terms: Net 30 days https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/procurement/terms-and-conditions.aspx

Enter hereon your quotation for the items specified below. The University shall not pay any expenses incurred in the preparation or submission of any quotation. The University reserves the right to accept any or all items of any quotation, in whole or in part and to reject any or all quotations.

<p>Salisbury University ("SU") is currently accepting quotes for Linen Rental and Mat cleaning services. Complete Specifications are attached.</p> <p>Interested firms should quote using the provided Pricing Sheet and submitting via Bid Locker.</p>
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The undersigned agrees to furnish any and all items for which prices are offered at the price set opposite each item, in compliance with the specifications, terms and conditions of this Request For Quotation, delivered to the destination point(s) and within the time specified. The undersigned certifies that the firm submitting this quotation is not debarred from participating in contracts in the State of Maryland or excluded from federal contract awards.

TO BE COMPLETED BY THE QUOTER	
SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	DATE OF QUOTATION
SIGNER'S PRINTED NAME AND TITLE	TELEPHONE No. FAX No.

Request For Quotation Terms and Conditions

1. QUOTATION: Quotations must be submitted on this form and sent via Equity Hubs Bid Locker. No emails, faxes, physical copies or electronic submissions other than Bid Locker will be accepted. The unit price shall be considered as the price bid. Separate unit prices shall be submitted for each item; extensions shall be indicated where applicable and total quoted price shown when requested. Offerors may modify or withdraw quotes by submitting a written modification or withdrawal that is received prior to the time and date set for quotation due date and time. Prices quoted must be valid for 90 days unless otherwise stated in the instructions or specifications. The quotation requested by the University is for an item or items, the purchase of which shall be made by written contract in the form of a University Purchase Order.

2. RESERVATIONS OF RIGHTS: This solicitation implies no obligation on the part of the University. The University reserves the right to increase or decrease the quantities of any materials, equipment, or supplies. The University reserves the right to accept or reject any and all quotes in whole or in part. Award will be made to the most favorable quoted price or the most favorable evaluated quote price, whichever is applicable. If the latter basis is used the objectively measurable criteria to be used shall be set forth in the Request for Quotation. The University reserves the right to award on an item by item basis, by groups of items or by total bid.

3. SPECIFICATIONS: All materials, equipment, or supplies shall conform to Federal and State laws and regulations and to the specifications contained in the solicitation. Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition.

The offeror may offer any brand which meets or exceeds the specification for any item(s). If quotes are based on equivalent products, indicate on the solicitation the manufacturer's names, trade names, brand names, etc. Offeror shall submit with the quote, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous quote shall not satisfy this provision. The offeror shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered as an exception thereto. The University reserves the right to determine acceptance of item(s) as an approved equivalent. Quotes which do not comply with these requirements are subject to rejection. Quotes lacking any written indication of intent to offer an alternate brand shall be received by the University and considered as quotes offering the item(s) specified by the University.

Unless otherwise specified herein by the University, all materials are to be new and of first quality.

4. SAMPLES: The University reserves the right to request and be furnished samples at no expense to the University, prior to or after the award, for the purpose of quality and specification evaluation. Samples shall be returned, upon request, at the Contractor's expense. The University does not guarantee that samples will be in the same condition as when submitted.

5. SHIPPING and DELIVERY: All shipments shall be made F.O.B. Destination. Quotes that do not include shipping terms of F.O.B. Destination maybe considered unacceptable and may be rejected. Time is of the essence. Be specific when quoting proposed delivery. Delivery may be a factor considered in making the award.

6. TERMS AND CONDITIONS FOR PURCHASE ORDERS: The Terms and Conditions for Purchase Orders, as found on the Salisbury University website at <https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/procurement/terms-and-conditions.aspx> apply to all purchase orders awarded as a result of this RFQ.