



# Request for Quotation (RFQ)

**BIDS WILL ONLY BE ACCEPTED BY EMAIL TO  
[BIDS@SFASU.EDU](mailto:bids@sfasu.edu) RELATED TO THE 2024 SPOT BID FAIR.  
 SUBJECT LINE MUST REFERENCE SOLICITATION**

Company Name: _____	Solicitation No.: <b>RFQ UTILITY VEHICLE-24</b>
Attention: _____	Due Date and Time: <b>May 24, 2024 at 3:00 P.M.</b>
Address: _____	TIN #: _____
City, State, Zip: _____	Signature: _____
Phone: _____	Email: _____

### Instructions

- Any purchase resulting from this response shall be subject to the SFA's PO Terms and Conditions and are available online via the following link: <https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf>
- Unless otherwise stated, shipping is considered to be FOB Destination, Freight Pre-paid, and Allowed.
- Responses shall be submitted on this form, and must be signed.
- **This is not an order until awarded/confirmed by SFA Procurement & Business Services**

Agency Name: Stephen F. Austin State University  
 Attention: Kay Johnson, [johnsondk6@sfasu.edu](mailto:johnsondk6@sfasu.edu) or Lacey (Agency Contact)  
 Bradshaw, [Lacey.Bradshaw@sfasu.edu](mailto:Lacey.Bradshaw@sfasu.edu)

Physical Address: 2102 Alumni Drive, Austin Bldg., Room 131  
 City, State, Zip: Nacogdoches, Texas 75962

Item	Description	Class/Item 071-53	Qty	Unit of Measure	Unit Price	Extension
1	<b>Gas Powered Utility Vehicle for use on campus. Must have roof, windshield, side mirrors and locking type box installed in the bed (pictures attached of equipment to be replaced to aide in quoting accuracy).            *Optional equipment – side doors            Color: White or Black; may consider other neutral color</b>		1	EA		
	Shipping, if any					
	Expected Delivery: _____ days from award date					
	Proposals must be submitted electronically and emailed to <a href="mailto:bids@sfasu.edu">bids@sfasu.edu</a> , please reference solicitation no. in subject line, prior to May 24, 2024 at 3:00 pm.					
					<b>TOTAL:</b>	\$