

Quote Terms and Conditions

Doing Business with the College

If you have not previously done business with Santa Fe College, you must complete a Vendor Information Packet and submit a completed IRS Form W-9. Both of these forms can be found at the SF Purchasing New Vendors webpage: http://www.sfcollge.edu/finance/index.php?section=purch/new_vendors.

Conflict of Interest

Doing business with the College is subject to the provisions of Chapter 112, Florida Statutes. All vendors must disclose the name of any officer, director, or agent who is also an employee of Santa Fe College. Vendors must disclose the name of any College employee (or immediate family member) who owns, directly or indirectly, any interest in the vendor's business or any of its branches. The vendor shall not compensate in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service which he/she may do for, or on behalf of, any officer, agent, or employee of the vendor. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the College. Any purchase order issued to a vendor that fails to disclose this information may be declared null and void by the College without penalty.

Tax Exemption

Santa Fe College does not pay Federal Excise or State Sales Tax. Do not include such charges in your quote. The applicable tax exemption number will be shown on the front of the Purchase Order.

Condition and Packaging

Unless otherwise stated in the quote request, any item requested shall be a new current standard production model available at the time and date of the purchase order.

Inspection, Acceptance, and Title

Inspection and acceptance will be at destination unless otherwise provided. Title to/risk of loss or damage to all items shall be the responsibility of the vendor until acceptance by the College unless loss or damage results from negligence by College staff.

Prohibited Vendors List(s)

This quote request is void and revoked for any vendor prevented from doing business in the State of Florida with any Florida public entities or any vendor barred from doing business with the United States Federal Government.

Vendor Information

Business Name: _____

Contact Name: _____

Contact E-mail: _____

Contact Phone: _____

Authorized Signature: _____