

 **AIA[®] Document A751[™] – 2019*****Invitation and Instructions to Vendors for Quotations for Furniture, Furnishings, and Equipment (FF&E)*****INVITATION FOR QUOTATION**

The Owner requests a Quotation for the following Project:
(Include a detailed description and location of the Project.)

The Owner:
(Name, legal status, and address)

The Architect:
(Name, legal status, and address)

Issuing Party and Contact Information

For questions or more information regarding this Invitation and Instructions to Vendors for Quotations, please contact:
(Indicate name of Issuing Party, name of contact for inquiries, and contact information.)

Quotations are due on or before:
(Indicate the time, day, month, and year)

Quotations shall be submitted as indicated below:
(Indicate how, such as by website, host site/platform, address for paper copy, or other method Prospective Vendors shall submit their Quotation.)

Please refer to the attached Instructions to Vendors for Quotations for information about (1) how to receive Quotation Documents, (2) procedures for submitting a Quotation, (3) consideration of Quotations, and (4) Proposed Contract Documents for the Project.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

INSTRUCTIONS TO VENDORS FOR QUOTATION

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ARTICLE 1 DEFINITIONS

§ 1.1 Quotation Documents include the Quotation Requirements and the Proposed Contract Documents. The Quotation Requirements consist of this Invitation and Instructions to Vendors for Quotations, any quotation forms and supplementary instructions identified therein, and Addenda. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Vendor and that Agreement's Exhibits, Drawings, Specifications, all Addenda, and all other documents enumerated in Article 7 of these Instructions.

§ 1.2 Definitions set forth in A151-2019, Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E), or in other Proposed Contract Documents, apply to the Quotation Documents.

§ 1.3 The term "furniture, furnishings, and equipment" is expressed as FF&E throughout this Invitation and Instructions to Vendors for Quotation.

§ 1.4 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Quotation Documents.

§ 1.5 A Quotation is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Quotation Documents. The Work means the all of the Vendor's performance obligations as set forth in the Proposed Contract Documents.

§ 1.6 The Base Quotation is the sum stated in the Quotation for which the Prospective Vendor offers to perform the Work described in the Quotation Documents, to which Work may be added or deleted by sums stated in Alternate Quotations.

§ 1.7 An Alternate Quotation (or Alternate) is an amount stated in the Quotation to be added to or deducted from, or that does not change, the Base Quotation if the corresponding change in the Work, as described in the Quotation Documents, is accepted.

§ 1.8 A Unit Price is an amount stated in the Quotation as a price per unit for FF&E, or a portion of the Work, as described in the Quotation Documents.

§ 1.9 The Prospective Vendor is the party who is invited to submit a quotation pursuant to this Invitation and Instructions to Vendors for Quotations.

ARTICLE 2 PROSPECTIVE VENDOR'S REPRESENTATIONS

§ 2.1 By submitting a Quotation, the Prospective Vendor represents that:

- .1 the Prospective Vendor has read and understands the Quotation Documents;
- .2 the Prospective Vendor understands how the Quotation Documents relate to other portions of the Project, if any, being quoted concurrently, or presently under contract;

- .3 the Quotation complies with the Quotation Documents;
- .4 the Prospective Vendor has visited the Project premises, if required in the Quotation Requirements, and correlated the Prospective Vendor's observations with requirements of the Quotation Documents;
- .5 the Quotation is based upon the FF&E required by the Quotation Documents without exception; and
- .6 the Prospective Vendor has read and understands the provisions for liquidated damages, if any, set forth in the Proposed Contract Documents.

ARTICLE 3 QUOTATION DOCUMENTS

§ 3.1 Distribution

§ 3.1.1 Prospective Vendors shall obtain complete Quotation Documents, as indicated below, from the Issuing Party designated in this Invitation and Instructions to Vendors for Quotation.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Prospective Vendors shall obtain Quotation Documents.)

§ 3.1.2 Quotation Documents will not be issued directly to sub-vendors or suppliers unless specifically offered in this Invitation and Instructions to Vendors for Quotations, or in supplementary instructions to Prospective Vendors.

§ 3.1.3 Prospective Vendors shall use complete Quotation Documents in preparing Quotations. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Quotation Documents.

§ 3.1.4 The Quotation Documents will be available for the sole purpose of obtaining Quotations on the Work. No license or grant of use is conferred by distribution of the Quotation Documents.

§ 3.2 Modification or Interpretation of Quotation Documents

§ 3.2.1 The Prospective Vendor shall carefully study the Quotation Documents, shall examine the Project premises if required by the Quotation Requirements, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered, and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Quotation Documents shall be submitted by the Prospective Vendor in writing and shall be received by the Architect at least seven days prior to the date for receipt of Quotations. *(Indicate how, such as by email, website, host site/platform, paper copy, or other method Prospective Vendors shall submit requests for clarification and interpretation.)*

§ 3.2.3 Modifications and interpretations of the Quotation Documents shall be made by Addendum. Modifications and interpretations of the Quotation Documents made in any other manner shall not be binding, and Prospective Vendors shall not rely upon them.

§ 3.3 Substitutions

§ 3.3.1 Substitutions to FF&E identified in the Quotation Documents shall be as follows:

(Check the appropriate box.)

The Prospective Vendor may propose substitutions subject to the process, limitations, and requirements in Section 3.3.2

The Prospective Vendor may not propose substitutions

If the Owner does not make a selection regarding substitutions, the Prospective Vendor may propose substitutions, subject to the process, limitations, and requirements in Section 3.3.2.

§ 3.3.2 Substitution Process

§ 3.3.2.1 The FF&E described in the Quotation Documents establish a standard of required function, dimension, appearance, performance, and quality to be met by any proposed substitution.

§ 3.3.2.2 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Quotations. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in section 3.2.2.

§ 3.3.2.3 Prospective Vendors shall submit substitution requests on a substitution request form if one is provided in the Quotation Documents.

§ 3.3.2.4 If a substitution request form is not provided, requests shall include (1) the name of the FF&E specified in the Quotation Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the FF&E proposed as the substitute and relevant product information; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth (1) changes in other materials or equipment, or any other portions of the Work; (2) changes in the work to be performed by others on the Project; and (3) the impact, if any, on a Sustainability Certification, that will result from incorporation of the proposed substitution.

§ 3.3.2.5 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.2.6 If the Architect approves a proposed substitution prior to receipt of Quotations, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Prospective Vendors shall not rely upon them.

§ 3.3.2.7 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Prospective Vendors known by the Issuing Party to have received complete Quotation Documents.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

§ 3.4.2 Addenda will be available where Quotation Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Quotations, except an Addendum withdrawing the request for Quotations or one which includes postponement of the date for receipt of Quotations.

§ 3.4.4 Prior to submitting a Quotation, each Prospective Vendor shall ascertain that the Prospective Vendor has received all Addenda issued, and the Prospective Vendor shall acknowledge their receipt in the Quotation.

ARTICLE 4 QUOTATION PROCEDURES

§ 4.1 Preparation of Quotations

§ 4.1.1 Quotations shall be submitted on the forms included with or identified in the Quotation Documents.

§ 4.1.2 All blanks on the Quotation form shall be legibly executed. Paper Quotation forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the Quotation form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper Quotation forms must be initialed by the signer of the Quotation.

§ 4.1.5 All requested Alternates shall be included in the Quotation. If no change in the Base Quotation is required, enter "No Change" or as otherwise required by the Quotation form.

§ 4.1.6 The Prospective Vendor shall make no stipulations on the Quotation form, nor qualify the Quotation in any manner, except, where two or more Quotations for separately designated portions of the Work have been requested, the Prospective Vendor may state the Prospective Vendor's refusal to accept award of less than the combination of Quotations stipulated by the Prospective Vendor.

§ 4.1.7 Each copy of the Quotation shall state the legal name and legal status of the Prospective Vendor. As part of the documentation submitted with the Quotation, the Prospective Vendor shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Quotation shall be signed by the person or persons legally authorized to bind the Prospective Vendor to a contract. A Quotation by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Quotation submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Prospective Vendor.

§ 4.1.8 A Prospective Vendor shall incur all costs associated with the preparation of its Quotation.

§ 4.2 Submission of Quotations

§ 4.2.1 A Prospective Vendor shall submit its Quotation as indicated in the Invitation for Quotation.

§ 4.2.2 Paper copies of the Quotation and any other documents required to be submitted with the Quotation shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Quotations and shall be identified with the Project name, the Prospective Vendor's name and address, and, if applicable, the designated portion of the Work for which the Quotation is submitted. If the Quotation is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED QUOTATION ENCLOSED" on the face thereof.

§ 4.2.3 Quotations shall be submitted by the date and time and at the place indicated in the Invitation for Quotation. Quotations submitted after the date and time for receipt of Quotations, or at an incorrect place, will not be accepted.

§ 4.2.4 The Prospective Vendor shall assume full responsibility for timely delivery or submission of Quotations.

§ 4.2.5 A Quotation submitted by any method other than as provided in this section 4.2 will not be accepted.

§ 4.3 Modification or Withdrawal of Quotation

§ 4.3.1 Prior to the date and time designated for receipt of Quotations, a Prospective Vendor may withdraw and replace a Quotation, or withdraw its Quotation entirely, by notice to the party designated to receive the Quotations. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Quotations. The receiving party shall verify that replaced or withdrawn Quotations are removed from the other submitted Quotations and not considered. Notice of submission of a replacement Quotation or withdrawal of a Quotation shall be worded so as not to reveal the amount of the original Quotation.

§ 4.3.2 Withdrawn Quotations may be resubmitted up to the date and time designated for the receipt of Quotations in the same format as that established in Section 4.2, provided they fully conform with this Invitation and Instructions to Vendors for Quotations.

§ 4.3.3 After the date and time designated for receipt of Quotations, a Prospective Vendor who discovers that it made a clerical error in its Quotation shall notify the Architect of such error within two business days of the date and time designated for receipt of Quotations, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Quotation. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Quotation shall be withdrawn and not resubmitted.

ARTICLE 5 CONSIDERATION OF QUOTATIONS

§ 5.1 Opening of Quotations

If stipulated in this Invitation and Instructions to Vendors for Quotations, or when otherwise required by law, Quotations properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Quotations may be made available to Prospective Vendors.

§ 5.2 Rejection of Quotations

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Quotations.

§ 5.3 Acceptance of Quotation (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Prospective Vendor, provided the Quotation has been submitted in accordance with the requirements of the Quotation Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Quotation received and to accept the Quotation which, in the Owner’s judgment, is in the Owner’s best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Quotation Documents, and to determine the lowest responsive and responsible Prospective Vendor on the basis of the sum of the Base Quotation and Alternates accepted.

ARTICLE 6 POST-QUOTATION INFORMATION

§ 6.1 Submittals

§ 6.1.1 After notification of selection for the award of the Contract, the Prospective Vendor shall, as soon as practicable or as stipulated in the Quotation Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Prospective Vendor’s own forces;
- .2 names of persons or entities proposed for the principal portions of the Work.

§ 6.1.2 The Prospective Vendor will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Quotation Documents.

§ 6.1.3 Prior to the execution of the Contract, the Architect will notify the Prospective Vendor if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Prospective Vendor. If the Owner or Architect has reasonable objection to a proposed person or entity, the Prospective Vendor may, at the Prospective Vendor’s option, withdraw the Quotation or submit an acceptable substitute person or entity. The Prospective Vendor may also submit any required adjustment in the Base Quotation or Alternate Quotation to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted Quotation price or disqualify the Prospective Vendor.

§ 6.1.4 Persons and entities proposed by the Prospective Vendor and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

ARTICLE 7 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

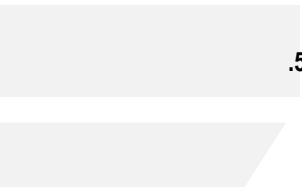
§ 7.1 Copies of the Proposed Contract Documents have been made available to the Prospective Vendor and consist of the following documents:

- .1 AIA Document A151™–2019, StandardForm of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E), unless otherwise stated below.
(If an agreement other than A151-2019 is to be used, insert the complete AIA Document number, including year, and Document title.)
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013.)

- .3 Drawings

Number	Title	Date
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- .4 Specifications

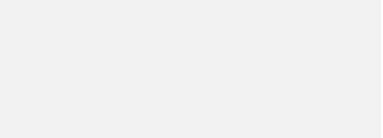


Section	Title	Date	Pages
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.5 Addenda:

Number	Date	Pages
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.6 Other documents listed below:
(List here any additional documents, such as a Sustainability Plan, that are intended to form part of the Proposed Contract Documents.)



Additions and Deletions Report for **AIA[®] Document A751[™] – 2019**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:41:03 ET on 03/03/2020.

There are no differences.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 11:41:03 ET on 03/03/2020 under Order No. 3701447273 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A751™ – 2019, Invitation and Instructions to Vendors for Quotations for Furniture, Furnishings, and Equipment (FF&E) , as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)