



Calcasieu Parish Sheriff's Office

TONY MANCUSO, SHERIFF AND EX-OFFICIO TAX COLLECTOR

Parish of Calcasieu • 5400 E. Broad Street • Lake Charles, LA 70615
Phone (337) 491-3700 • Fax (337) 494-4522

QUOTE REQUEST

Individual Requesting Quote: _____ Project Name: _____
 Quote Due Date & Time: _____ Project Director: _____
 Date of Request: _____ Project Start Date: _____
 Department: _____ Project Completion Date: _____
 Phone Number: _____ Grant Name & #: _____

All responses to this quote solicitation must be completed using this form and must be transmitted using one of the three delivery options below:

- (1) Email: wcoutter@cpsso.com
- (2) Physical Delivery: Purchasing Office– 5400 East Broad St. Lake Charles, LA 70615

ALL OTHER TRANSMISSIONS WILL NOT BE ACCEPTED OR HONORED.

The Calcasieu Parish Sheriff's Office is requesting detailed, itemized, written quotes for the following scope of work/project:

Specific insurance [] will be required [] will not be required for the completion of the scope of work/project above. If specific insurance will be required, please see attached insurance requirements.

A separate contract [] will be required [] will not be required prior to completion of the scope of work/project above. If separate contract is not required, this quote request will become the contract.

Any public works contract (as defined by **LA R.S. 38:2211(12)**) which is greater than **\$25,000** requires a **100% payment and performance bond**. Any quotes greater than or equal to the following shall be delivered in a sealed envelope to Purchasing with an applicable Louisiana Contractor's License number printed on the outside of the envelope: **\$50,000** for public works; **\$10,000** for electrical and mechanical; and **\$1** for hazardous materials.

Vendor's Price Quote Excluding Taxes: \$_____ If requested, the Calcasieu Parish Sheriff's Office will provide a tax-exempt certificate. Quotes must be inclusive of all costs (material, labor, installation, FOB destination, freight prepaid & allowed, any rentals, fees if required, etc).

Quote effective from: _____ to _____

Quote submitted by: _____

Company Name

Company Phone Number: _____ Fax Number: _____

 Signature of Person Submitting Quote Name Printed

QUOTE REQUEST CONTINUED

Individual Requesting Quote: _____ Project Name: _____
Quote Due Date & Time: _____ Project Director: _____
Date of Request: _____ Project Start Date: _____
Department: _____ Project Completion Date: _____
Phone Number: _____ Grant Number: _____

SCOPE OF WORK/PROJECT DESCRIPTION:

Quote effective from: _____ to _____

Quote submitted by: _____

Company Phone Number: _____ Fax Number: _____

Signature of Person Submitting Quote

Name Printed