



Master Agreement Pricing Request

(Company Name)

(Telephone Number)

(Address)

(Fax Number)

(City, State and Zip)

(Contact Name)

(Signature)

(Date)

(e-mail address & website)

(after-hours emergency contact telephone number, if applicable)

Please provide a summary of the goods and/or services you provide:

The City of Colorado Springs is tax-exempt and makes payments against approved invoices on a Net 30 basis.

We do have a credit card payment option available to expedite payments to you, provided your firm can meet the following requirements:

1. Sales Tax must not be included in the purchase price, and
2. Any credit card processing fees must be waived.

If your firm is able to remove sales tax from purchases and waive any credit card processing fees, City purchasers are able to pay you at the point of sale.

Does your firm accept credit cards, and if so, will you waive the credit card fee? A "yes" answer here adds your firm to the City's "purchase card payment allowed" vendor roster. A "no" answer here does not preclude you from participating in the master purchasing agreement process but does preclude you from point-of-sale payments.

Yes

No

3. Please select all that apply:

Our firm has an online price list or catalog, available to the public on our website here:



Our firm offers the City of Colorado Springs a percentage discount from published prices. The discount is: ____.

Our firm will attach a City of Colorado Springs-specific price sheet.

Our firm has various discount rates and will attach a discount schedule.

Our firm bills by the hour and will attach an hourly rate sheet for the services we provide.

4. Our firm has reviewed the City of Colorado Springs Purchase Order/Contract Terms & Conditions available here:
<https://coloradosprings.gov/procurement-services/page/purchase-order-contract-terms-and-conditions>.

Yes

No

Return this page to the City of Colorado Springs, Procurement Services Division, 107 N. Nevada Ave, Colorado Springs, CO. 80903, or you may **send via e-mail to contracting@coloradosprings.gov**. **Please ensure you attach your pricing information and completed W-9 & PERA forms.**