REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

Return ORIGINAL quote to:
UNIVERSITY AT ALBANY
PURCHASING DEPARTMENT, MSC 302
Attn: Joe Purchasing
ALBANY, NY 12222
Telephone # (518) 437-4579; FAX #: (518) 437-4571
Quote #: 1234
Due Date: 1/1/11 2:30 P.M.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Material/Service</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergonomic multi-task Chair Model 123 color: Silver, Fabric: #234 Confetti, Base color: Black.</td>
<td>Price to include inside delivery, setting in place and removal of packing materials.</td>
<td>3</td>
<td>each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INCLUDE ALL EDUCATIONAL DISCOUNTS

It is the policy of the State University of New York to take affirmative action to ensure that minority and women-owned business enterprises are given the opportunity to demonstrate their ability to provide the University with goods and services at competitive prices.

Terms:
1. We reserve the right to accept all, part, or none of the entire quotation.
2. Complete quotation must be made on this sheet.
3. This quotation is signed by the vendor with full knowledge and acceptance of all the provisions of the current general specifications the Request for Quotation, Exhibit 4, and attachments, including modifications, if any, and the provisions of Part 316 of Title 8 NYCRR.
4. If you do not wish to quote, please explain why and return inquiry promptly.
5. Is price quoted the same or lower than that quoted other corporations, institutions or governmental agencies on similar equipment and like quantity? __________ Yes __________ No If “No”, please explain.
6. Delivery terms are F.O.B. Destination. Any delivery costs must be included in item prices.
7. Quoted prices should reflect all discounts.
8. Substitutes will be considered at the University’s discretion only.
9. A copy of bidders Standard Terms and Conditions will NOT be considered relevant to this quotation and should not be included with quotation. In order to be considered, deviations must be submitted at the time of quotation submission.
10. Facsimile quotation submitted at the sole option and risk of the bidder and fully governed by the terms of this quotation may be considered at the discretion of the Purchasing Department. Access to the facsimile machine is on a “first come, first serve” basis, and the University bears no liability or responsibility and makes no guarantee whatsoever with respect to the bidder’s access to such equipment at any specific time. Such quotations must outline, in sufficient detail, the commodity offered including, where applicable, such specifics as its make and model number and shall provide other information required by this quotation document. Confirmation of the facsimile quotation must be submitted on the quotation form and must be received in this office within six calendar days following the quotation due date.

Brand Name: _____________________________________________________________
Manufacturer: ___________________________________________________________
Address of plant where item bid on is manufactured: ______________________________
Guaranteed shipping A/R/O/: ________________________________________________
Name of Bidder: ____________________________________________________________
Address: __________________________________________________________________
Fax #: ____________________________ Toll Free #: ______________________________
Telephone: _________________________ Federal ID #: ____________________________
Signature of Bidder: _________________________________________________________
Official Title: _____________________________________________________________