



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

**INVITATION FOR BID 6039
AMENDMENT # 2**

TITLE: PROMOTIONAL ITEMS

DATE: April 02, 2026

BUYER: Holly Craiglow

EMAIL: hcraiglow@semo.edu

PHONE: (573) 651-2021

BID MUST BE RECEIVED NO LATER THAN:

DATE: Thursday, April 09, 2026

TIME: 2:30 P.M.

DELIVERY INSTRUCTIONS

For USPS/FedEx/UPS, etc.

Bids must be mailed to:

Purchasing Department

Southeast Missouri State University

One University Plaza, Mail Stop 3280

Cape Girardeau, MO 63701

OR delivered by bidder to:

Purchasing Department

Academic Hall Room 200F

Normal Avenue

Cape Girardeau, MO 63701

The notice of award is made subject to availability and appropriation of funds, and the selection of the lowest and best bidder is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The bidder hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her bid. Additionally, the authorized signer of this document certifies the contractor (named below) and each of its principles are not suspended or debarred by the federal government.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME		CURRENT DATE	
MAILING ADDRESS		TELEPHONE NUMBER/EXT.	
CITY	STATE	ZIP CODE	
CONTACT PERSON		CONTACT PERSON EMAIL ADDRESS	
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

SOUTHEAST MISSOURI STATE UNIVERSITY

PROMOTIONAL ITEMS

INVITATION FOR BID 6039

AMENDMENT # 2

A. The bidder is hereby notified that Invitation for Bid is clarified as follows:

1. Please provide detail on the first line of , page 9 of IFB 6039, the pricing page?

On items 1.1 through 1.4, the University requests the % firm, fixed discount. Please provide the discount that will be applied to the total order, including the shipping and set-up costs.

2. Can there be a separate line item on shipping?

No, the contract price must include shipping costs.

3. On Attachment 1, the IFB requests catalog item codes. Can you confirm what the University wants there?

The space is for your company's catalog or identification number. This makes it easier for our evaluation team to review and find the products listed in the different categories. If the product is listed on a website and does not have a catalog or identification number, please put the website address.

B. The IFB opening date and time will remain the same.

All other terms and conditions of Invitation for Bid 6039 remain the same. If you have any questions regarding this information, please contact Holly Craiglow at hcraiglow@semo.edu.

To acknowledge receipt of this amendment, the bidder should complete, sign, and return with the bid response.