



## INVITATION FOR BID

### SOUTHEAST MISSOURI STATE UNIVERSITY

**IFB NO:** 5762  
**LIBRARY BINDING SERVICES**

**DATE:** JUNE 1, 2015

**BUYER:** JESSICA KINDER  
**BUYER**

**EMAIL:** jlkinder@semo.edu

**PHONE:** (573) 651-2021

**BID MUST BE RECEIVED NO LATER THAN:**

**DATE:** JUNE 18, 2015

**TIME:** 3:30 P.M.

**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.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE	
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
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  
LIBRARY MATERIALS BINDING SERVICES  
INVITATION FOR BID 5762**

**SCOPE OF WORK**

The contractor shall provide binding services as needed, if needed, for Kent Library located at Southeast Missouri State University (hereinafter referred to as the "University") in accordance with the terms and conditions contained herein.

The contract shall not include the following:

- The binding of newspapers and occasional serial publications, as designated such by the University.
- The rebinding, restoration, or repair of rare books.

In performing the services required by the contract, the contractor shall execute work only at the direction of the University, or such other representative of the University as is duly authorized in writing by the University (hereinafter referred to as the "contract administrator").

**Book and Periodical Binding**

1. All services provided by the contractor, except as herein modified by these specifications, must conform to the ANSI/NISO/LBI Standard for Library Binding, Z39.78-2000. Where the Standard permits alternative options or required interpretation, the University reserves the right to make the final determination. No deviation from the Standard shall be allowed without prior written consent from the University.
2. In addition to the Standard, the contractor must adhere to the following requirements:
  - 2.1 Where pieces of different heights are to be bound in the same volume, the bottoms (rather than the tops) must be flush. The contractor should use stubbing to make up for size differences and to square the volume.
  - 2.2 In all cases, the widest possible gutter margin must be maintained within the constraints of good binding practice.
3. Unless otherwise specified, the contractor should exercise his/her best judgment as to the choice among oversewing, through-sewing/hand sewing, and adhesive binding. Durability of the binding and flexibility, for such purposes as photocopying or the use of music scores, are the primary concerns to the University.
4. If the contractor determines that a volume is not bindable or marginally bindable, it is to be returned to the University unbound with explicit reasons for rejection. The contractor must have considered and rejected the alternatives of binding by oversewing, through-sewing, hand-sewing, and adhesive binding, before the volume is returned to the University.
5. Security stripping is to be done on all volumes. The University will provide the security strips.
6. Uniformity of binding and lettering with previously bound volumes of sets must be maintained wherever possible. When circumstances arise that will preclude such, (i.e., as the discontinuance of a color by the manufacturer), the contractor must inform the University and the existing set color must match as closely as possible.
  - 6.1 The University shall be the final authority as to the acceptability of requested substitutions and reserves the right to accept or reject any substitution request.
7. Lettering shall include author, title, volume, date, and call number as specified on the bindery slip, or on the title page in the case of rebound books.

- 7.1 Lettering shall be clear, legible, and permanent. Unless otherwise specified by the University, lettering shall be done with white foil.
- 7.2 The size of letters used must be appropriate for the size of the volume. In case of sets where volumes are too thin to use the previously established size of letters, condensed type of the same height shall be used if possible; otherwise, a smaller type may be used.
- 7.3 The style of type used in the call number must make obvious the distinction between "i" and "j", and among "1" (one), "I" (eye), script "1" (ell), and capital and lower case "x" (ex) and "a" (aye).
- 7.4 In all cases, placement of author, title, call number, etc., on the spine is preferred. Stamping on the front cover should be done only as a last resort and must be in the location as specified by the University.
- 7.5 Call number locations shall be as follows:
  - 7.5.1 First choice: All elements of the call number are to be placed on the lower spine so that the bottom of the Cutter symbol is 1" from the bottom of the book.
 

Please Note: In the case of a wide call number, the Dewey call number may be divided at the decimal point to enable the call number to fit on the spine, with the decimal point being placed on the second line.
  - 7.5.2 Second choice: Vertically down the lower spine, 1" from the bottom of the book.
  - 7.5.3 Third choice: Place the call number on the front cover, upper left corner, 3/8" from the top and left edge of the book, (1) if the spine is too narrow to place the call number on it, or (2) if the call number will obscure contents information such as volume/part number or alphabetic sequence.

**Paperback Binding**

- 8. Mylar covers are preferred. For other materials not suitable for this method, covers must be prepared by mounting the original paper cover on the new board case.
- 9. Collating and mending will not be required.
- 10. Lettering shall include author, title, volume, date, and call number as specified on the bindery slip or title page.
  - 10.1 Lettering shall be clear, legible, and permanent. Unless otherwise specified by the University, lettering shall be done with white foil.
  - 10.2 The size of letters used shall be appropriate for the size of the volume. In case of sets where volumes are too thin to use the previously established size of letters, condensed type of the same height shall be used if possible; otherwise, a smaller type may be used.
  - 10.3 The style of type used in the call number shall make obvious the distinction between "i" and "j", and among "1" (one), "I" (eye), script "1" (ell), and capital and lower case "x" (ex) and "a" (aye).
  - 10.4 In all cases, placement of author, title, call number, etc., on the spine is preferred. Stamping on the front cover should be done only as a last resort and must be in the location as specified by the University.
  - 10.5 Call number locations shall be as follows:

**10.5.1 First choice:** All elements of the call number are to be placed on the lower spine so that the bottom of the Cutter symbol is 1" from the bottom of the book.

**Please Note:** In the case of a wide call number, the Dewey call number may be divided at the decimal point to enable the call number to fit on the spine, with the decimal point being placed on the second line.

**10.5.2 Second choice:** Vertically down the lower spine, 1" from the bottom of the book.

**10.5.3 Third choice:** Place the call number on the front cover, upper left corner, 3/8" from the top and left edge of the book, (1) if the spine is too narrow to place the call number on it, or (2) if the call number will obscure contents information such as volume/part number or alphabetic sequence.

### **Bindery Slips**

11. The contractor must provide a Web-based method of preparation of binding slips for serial binding to save the University repetitious typing of entry (title), fixed parts of call numbers, and color choice. This may be a standard title code, a computer produced ticket, or other comparable method. This is to be provided at the contractor's expense, including the cost incurred in setting up a new system (if applicable). The contractor shall use such data as already exists in the library's files in the preparation.
12. The system supplied by the contractor must enable the library to produce a binding slip. The contractor must return a copy of the binding slip in the front of each volume, but the binding slip shall not be glued to the title page nor bound directly into the volume.
13. It is also acceptable for the University to put one hash mark under the first letter of the title on the title page and two (2) dots under the author instead of specifying the title and author on the bindery slip. The call number may be hand written on the title page.

### **Performance**

14. All services required by the contract will be done on the contractor's premises unless written permission to do otherwise is granted by the University.
15. Any bindery errors made by the contractor must be corrected at his/her expense. Any extra transportation costs resulting from such errors must be paid by the contractor.
16. When the category of binding is specified by the University, it shall not be changed by the contractor without the University's prior consent. If an item cannot be bound in the manner specified by the University, it shall be returned unbound with an indication of the specific reason for its rejection.
17. The contractor shall report to the University, within two weeks after receipt, whenever special treatment required by certain volumes will delay their return beyond the time limit specified elsewhere and will indicate the approximate date when shipment of each item can be expected. Such reports should mention each title specifically and should indicate the nature of the delay.
  - 17.1 The reports may be made via letter, telephone call, or email.
18. Each volume bound on this contract shall contain a label or stamp identifying the bindery and showing the month and year in which the volume was bound. This may be by date stamp or other identifying mark.
19. Any binding or rebinding done by the contractor, which is rejected by the University because of inferior workmanship, materials, or incomplete volumes, shall be properly bound or rebound by the contractor without further expense to the University for transportation, labor, or material.

### Delivery

20. All materials shall be bound and returned to the University no later than 28 calendar days after pick-up by the contractor. All goods must be delivered FOB destination.
  - 20.1 The contractor must furnish delivery and pick-up service in trucks operated by company personnel. Commercial freight service will not be accepted.
  - 20.2 The contractor shall provide all necessary shipping cartons and address labels at no additional charge.
  - 20.3 The contractor must return all rubber bands from each shipment.
21. Pick-up/delivery shall be on a mutually agreed upon day (Monday through Friday, between 8:00 a.m. and 4:00 p.m.) and shall not be changed without written approval from the University.
  - 21.1 If the truck is to be delayed in excess of 24 hours, the contract administrator should be notified by telephone or by email.
22. Consistent late delivery or partial shipments will be considered grounds for termination of the contract.

### Invoices and Payments

23. Invoices shall cover complete lots only.
24. All prices shall be as indicated on the Pricing Page of this document, or as specifically provided for by this document. The University shall not pay nor be liable for any other costs.

### Miscellaneous Requirements

25. The contractor shall, within 10 business days after the award of the contract, submit a written identification and notification to the University of the name, title, address, and telephone number of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices, and requests related to the contractor's performance under the contract shall be addressed.
  - 25.1 The contractor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that the University is notified immediately.
  - 25.2 No less than twice a year, a representative from the contractor shall contact the University to discuss the performance of the contractor.
26. Unless otherwise specified herein, the contractor shall be responsible for furnishing all material, labor, facilities, equipment and supplies necessary to perform the services required herein.

**SOUTHEAST MISSOURI STATE UNIVERSITY  
LIBRARY MATERIALS BINDING SERVICES  
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**GENERAL CONTRACTUAL REQUIREMENTS**

This portion of the IFB pertains to the bidder selected for final contract award (“contractor”).

1. The contract shall not bind, nor purport to bind, the University for any contractual commitment in excess of the original contract period, which shall be July 1, 2015 through June 30, 2016. The University shall have the right, at its sole option, to extend the contract for four (4) one year periods, or any portion thereof. In the event that the University exercises such right, all terms, conditions, and specifications of the original contract, as amended, shall remain the same and apply during the extension period.
  - 1.1 If an extension is exercised, the contractor shall agree that the price(s) stated on the Pricing Page shall not be increased in excess of the maximum percentage of increase for the applicable option.
  - 1.2 The percentage of increase shall be computed against and added to the price(s) stated on the Pricing Page for the original contract period. If the Pricing Page does not include such percentages or if applicable spaces are not completed by the contractor, the price(s) during the first two extension periods shall be the same as during the original contract period.
  - 1.3 The University may not automatically exercise an extension option based upon the maximum percentage of increase and reserves the right to request justification from the contractor supporting the requested increase. The University reserves the right to request an extension of the contract at a price less than that price derived from the contractor's maximum percentage of increase.
  - 1.4 In the event of an extended re-procurement effort and the contract’s available renewal options have been exhausted, the University reserves the right to extend the contract. If exercised, the extension shall be for a reasonable period of time as mutually agreed to by the University and the contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and to transition to the new contract.
2. All prices and percentages shall be as indicated on the Pricing Page of this document, or as specifically provided for by this document. The University shall not pay nor be liable for any other costs. The contractor shall not be allowed any additional compensation for any matter of which the contractor might have fully informed itself of prior to the opening date of the Invitation for Bid.
  - 2.1 Payment for all services required herein shall be made in arrears. Southeast will make payment via its ePayables credit card program and the contractor will incur standard credit card interchange fees. The contractor shall submit a monthly invoice detailing all services performed and the applicable rate for such. Faxed invoices shall not be accepted. Payment will be made upon submittal of the invoice on a Net 30 basis unless discount terms are offered.
  - 2.2 In the event the scope of work is revised by the University, additional compensation shall be considered and negotiated at that time.
3. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by the University. The sole relationship between the University and the contractor is as established by this contract. The contractor acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save, and hold the University, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the contractor will provide to the University evidence of compliance with these requirements.

4. The contractor shall fully coordinate its activities in the performance of the contract with those of the University. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the University throughout the contract period.
5. The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the University may secure identical and/or similar services from other sources.
6. The contractor and the contractor's drivers who, in the provision of services under the contract: (1) operate any single vehicle with a Gross Vehicle Weight Rating (GVWR) of over 26,000 pounds, (2) operate any size vehicle which requires hazardous materials placards, (3) operate any vehicle designed to transport more than 15 persons (including the driver), or (4) engage in any other activity outlined in the Commercial Motor Vehicle Safety Act, must comply with all other requirements in the Commercial Motor Vehicle Safety Act. If requested by the University, the contractor must submit proof of such no later than 30 calendar days after receipt of the request.
7. The contractor shall understand and agree that the University cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the University, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance shall include an endorsement that adds the University as an additional insured.
8. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the University, including its Board of Regents, agencies, employees, and assigns.
9. The University reserves the right to terminate the contract at any time, for the convenience of the University, without penalty or recourse, by giving written notice to the contractor at least sixty (60) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the University, become property of the University. The contractor shall be entitled to receive compensation for that work completed pursuant to the contract prior to the effective date of termination.
10. The contractor shall agree that the University shall not be responsible for any liability incurred by the contractor or his/her employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and installation of equipment provided by the contractor, except as otherwise provided in the contract.
  - 10.1 The contractor shall, at his/her own expense, insure all materials against theft, loss or damage from any cause from the time they leave the University until they are returned.
  - 10.2 In the event that an irreplaceable item is damaged or destroyed, the University reserves the right to secure, at the contractor's expense, an independent appraisal of the damage or loss sustained. The contractor shall reimburse the University in full for damage or fair market value of the item.
  - 10.3 All risk of loss on account of destruction of or damage to any and all volumes, from whatsoever cause, from the time they are delivered by the University to the carrier, for delivery to the contractor, until the time they are actually returned to and received by the University, shall be upon the contractor.
11. **Authorized Personnel:** The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
  - 11.1 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the University has reasonable cause to

believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.

11.2 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

11.3 If the contractor meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then the contractor shall, prior to the performance of any services as a business entity under the contract:

(a) Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

(b) Provide to the University the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND

(c) Submit to the University a completed, notarized Affidavit of Work Authorization provided in the attachment titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.



**SOUTHEAST MISSOURI STATE UNIVERSITY  
LIBRARY MATERIALS BINDING SERVICES  
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**BIDDER'S INFORMATION**

This portion of the IFB pertains to any interested party which wishes to be provided an opportunity to submit a bid.

1. Southeast currently issues all solicitations via the University's website at [www.semo.edu/purchasing/](http://www.semo.edu/purchasing/). Bidders are encouraged to check such frequently for updates, amendments, etc. In addition, the bidder can complete and submit a Vendor Registration Application using the website referenced above. The University will update the website upon award.
2. Bids must be completed, signed, and returned (with all necessary attachments) to the Purchasing Department by the opening date and time as specified on the IFB cover sheet. In addition to one (1) clearly marked original bid, the bidder should include two (2) complete copies and mark the copies as such.
3. Any bidder with questions should contact Jessica Kinder, Buyer, via email at [jlkinder@semo.edu](mailto:jlkinder@semo.edu). Every attempt shall be made to ensure that the bidder receives a prompt response if such questions are received in a timely manner. All bidders and/or anyone else acting on their behalf must direct all of their questions or comments regarding the IFB, evaluation, etc., to the Purchasing Department. Bidders may not contact other University employees regarding any of these matters while the IFB and evaluation are in process. Inappropriate contacts are grounds for suspension and/or exclusion from this procurement or future procurements.
4. It shall be the bidder's responsibility to ask questions, request changes or clarifications, or otherwise advise the Purchasing Department if any language, specifications or requirements of the IFB appear to be ambiguous, contradictory and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. The bidder must submit such in writing no later than seven calendar days prior to the bid opening date via email to [jlkinder@semo.edu](mailto:jlkinder@semo.edu).
5. Evaluation Process: Any award accomplished as a result of this Invitation for Bid shall be based on the lowest and best bid received in accordance with the following evaluation criteria. Failure to provide adequate information for evaluation of the criteria listed below may result in minimal subjective consideration and/or in rejection of the bid.
  - 5.1 Cost: 50%
  - 5.2 Experience and Reliability of Bidder's Organization: 25%
  - 5.3 Proposed Method of Performance: 25%
6. COST: Cost shall be evaluated based upon the firm, fixed price(s) indicated by the bidder on the Pricing Page. The bidder shall not be entitled to any other form of payment or reimbursement not specifically provided for by this document.
  - 6.1 The total binding anticipated for the period starting July 1, 2015 is as follows:
    - 6.1.1 Periodicals – 300
    - 6.1.2 Paperbacks – 10
    - 6.1.3 Rebinds - 30
7. EXPERIENCE AND RELIABILITY OF BIDDER'S ORGANIZATION: Experience and reliability of the bidder's organization will be considered as part of the evaluation process. Therefore, the bidder is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to activities similar to the requirements of this IFB.

- 7.1 The bidder should submit at least three (3) references of universities or governmental agencies comparable in size to the University for which the bidder is currently servicing or has served in the past two (2) years. Each reference should include organization name, contact person with respective email address, title, telephone number, and address. In addition, the bidder should provide a brief description of services performed for the references. The bidder may use Attachment 1 to submit references.
- 7.2 The bidder is advised to submit any information which documents successful and reliable experience in past performances similar in nature to the requirements specified in this document.
8. **PROPOSED METHOD OF PERFORMANCE:** The bidder should present a written narrative which clearly and concisely states the method by which the bidder proposes to satisfy the requirements of the Scope of Work section. To facilitate evaluation of the bids, it is highly desirable that such narrative be organized to respond to each paragraph of the IFB, utilizing the same numbering arrangement for each item in the Scope of Work. At a minimum, the bidder should specifically address all of the items listed below.
- 8.1 The bidder should submit evidence that their work meets the standards of the ANSI/NISO/LBI Standard for Library Binding, Z39.78-2000. The University reserves the right to require the submission of such, when necessary, for the evaluation of the bid.
- 8.2 The bidder should specifically address the preparation method of binding slips for serial binding and the system established for such. Ease of conversion to the system proposed by the bidder will be a factor in the evaluation.
- 8.3 The bidder should submit a sample invoice that is similar to the invoice to be submitted to the University for services completed.
- 8.4 The bidder should address the delivery and pick-up service to be utilized and the anticipated schedule for such.
9. **Business Information:** As a state entity, the University is required to report minority-business and women-business enterprise information to the Office of Administration, Division of Purchasing. Therefore, the bidder is requested to complete and return Attachment 2 with the bid. Completion of Attachment 2 does not affect contract award.
10. **Missouri Service-Disabled Veteran Business Preference:** Pursuant to section 34.074, RSMo, a three (3) bonus point preference shall be granted to bidders who qualify as Missouri service-disabled veteran businesses and who complete and submit Attachment 3, Missouri Service-Disabled Veteran Business Preference with the bid response. If the response does not include the completed Attachment 3 and the documentation specified on Attachment 3 in accordance with the instructions provided therein, no preference points will be applied.
11. **Affidavit of Work Authorization and Documentation:** Pursuant to section 285.530, RSMo, if the bidder meets the section 285.525, RSMo definition of a “business entity” <http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>, the bidder must affirm the bidder’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The bidder should complete applicable portions of Attachment 4, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Attachment 4 must be submitted prior to an award of a contract.
12. The attached Terms and Conditions, Invitation for Bid (revised 04/01/2012), are hereby incorporated. Bidder’s terms and conditions which conflict with this Invitation for Bid and/or the attached Terms and Conditions could result in rejection of bidder’s response.

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**PRICING PAGE**

The bidder must provide a firm, fixed unit price for each item listed below. The prices must include all applicable charges (such as delivery, pick-up, fuel surcharge and insurance) and must be stated FOB destination.

**1. Books**

**1.1 Charge per volume up to 12" high, 2.5" thick**

\$ \_\_\_\_\_ firm, fixed price per volume

**1.2 Charge per each inch in excess of the 12" height**

\$ \_\_\_\_\_ firm, fixed price per inch

**1.3 Charge per each 1/2" in excess of the 2.5" thickness**

\$ \_\_\_\_\_ firm, fixed price per 1/2"

**2. Periodicals**

**2.1 Charge per volume up to 12" high, 2.5" thick**

\$ \_\_\_\_\_ firm, fixed price per volume

**2.2 Charge per each inch in excess of the 12" height**

\$ \_\_\_\_\_ firm, fixed price per inch

**2.3 Charge per each 1/2" in excess of the 2.5" thickness**

\$ \_\_\_\_\_ firm, fixed price per 1/2"

**3. Paperbacks**

**3.1 Charge per volume up to 1.25" thick**

\$ \_\_\_\_\_ firm, fixed price per volume

**3.2 Charge per each 1/2" in excess of the 1.25" thickness**

\$ \_\_\_\_\_ firm, fixed price per 1/2"

4. Pockets

4.1 Pockets for periodicals and books with schematics, maps, posters, etc.

\$ \_\_\_\_\_ firm, fixed price per pocket

5. Percentage of increase: In the event the University exercises its option to renew the contract, the bidder must state below the maximum percentage of increase applicable for each renewal option. Statements such as "consumer price index" or "cost of living increase" are not acceptable. Before completing this section, the bidder is strongly encouraged to review page 6, paragraph 1. Failure to complete this section may result in the rejection of the bidder's proposal.

Please note: The percentage of increase indicated below is computed against and added to the original price(s). Therefore, if you anticipate a yearly increase of 1%, you will need to indicate 1% for year one, 2% for year two, etc. The percentage is not a cumulative increase.

\_\_\_\_\_ % Maximum percentage of increase  
First twelve-month renewal period

\_\_\_\_\_ % Maximum percentage of increase  
Second twelve-month renewal period

\_\_\_\_\_ % Maximum percentage of increase  
Third twelve-month renewal period

\_\_\_\_\_ % Maximum percentage of increase  
Fourth twelve-month renewal period

By signature below, the bidder affirms that all prices are quoted pursuant to the terms and conditions of Invitation for Bid 5762. In addition, the bidder understands and certifies the following:

- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes, but is not limited to, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- If the contractor is found to be in violation of this requirement or the applicable laws of the state, federal, and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.
- The contractor agrees to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.

In addition, the contractor shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services included herein.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature/Date

**ATTACHMENT 1  
BIDDER'S EXPERIENCE**

The bidder should provide three (3) references as requested.

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Brief Description \_\_\_\_\_  
\_\_\_\_\_

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Brief Description \_\_\_\_\_  
\_\_\_\_\_

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Brief Description \_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT 2 MINORITY VENDOR INFORMATION

In order to identify information requested by the Office of Administration, Division of Purchasing, please complete the following by placing a check mark in the appropriate box next to the classification which best represents your business. Completion of the following information does not affect purchase order/contract award.

### BUSINESS TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> A. Small, Minority, Missouri         | <input type="checkbox"/> F. Large, Non-Minority, Missouri     |
| <input type="checkbox"/> B. Small, Non-Minority, Missouri     | <input type="checkbox"/> G. Large, Minority, Non-Missouri     |
| <input type="checkbox"/> C. Small, Minority, Non-Missouri     | <input type="checkbox"/> H. Large, Non-Minority, Non-Missouri |
| <input type="checkbox"/> D. Small, Non-Minority, Non-Missouri | <input type="checkbox"/> I. Female-Owned Business             |
| <input type="checkbox"/> E. Large, Minority Missouri          | <input type="checkbox"/> J. Unable to Classify                |

**SMALL:** An organization with less than 500 employees.

**LARGE:** An organization with greater than 500 employees.

**MINORITY:**

An organization that has been (1) certified socially and economically disadvantaged by the Small Business Administration, (2) certified as a minority business enterprise by a state or federal agency, or (3) is an independent business concern that is 51% owned and controlled by a minority group member including:

- a. Black American
- b. Hispanic American with origins from Puerto Rico, Mexico, Cuba, South or Central America
- c. Native Indian, Eskimo, or Native Hawaiian
- d. Asian Pacific American with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, northern Marianas, Laos, Cambodia, Taiwan, or the Indian Subcontinent

**NON-MINORITY:**

An organization that does not satisfy the criteria listed above for Minority.

**MISSOURI:**

An organization whose state of incorporation is in Missouri, or if not incorporated whose principal place of business is in Missouri.

**NON-MISSOURI:**

An organization whose state of incorporation is not in Missouri, or if not incorporated whose principal place of business is located outside Missouri.

*For example:* An organization having 50 employees, owned by a Black American, and whose General Mailing Address is Tampa, Florida would be classified as follows: Small, Minority, Non-Missouri.

**ATTACHMENT 3**  
**MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE**

Pursuant to 34.074 RSMo, Southeast Missouri State University has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. a copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. a completed copy of this attachment

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Attachment.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

\_\_\_\_\_  
Service-Disabled Veteran's Name  
(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Name

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran Business

**ATTACHMENT 4**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The bidder must certify their current business status by completing either Box A or Box B on this Attachment.**

**BOX A:** To be completed by a non-business entity as defined below.

**BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).

**Business entity**, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (IFB/RFP/Rfq number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Southeast Missouri State University with all documentation required in Box B of this attachment.

\_\_\_\_\_  
Authorized Representative’s Name  
(Please Print)

\_\_\_\_\_  
Authorized Representative’s Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date



**ATTACHMENT 4 continued**

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the bidder/offeror must perform/provide the following. The bidder/offeror should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/offeror's name and the MOU signature page completed and signed, at minimum, by the bidder/offeror and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/offeror's name and company ID, then no additional pages of the MOU must be submitted.; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Attachment.

**ATTACHMENT 4 continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The bidder/offeror who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the University for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date

**SOUTHEAST MISSOURI STATE UNIVERSITY  
TERMS AND CONDITIONS  
INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Amendment** means a written, official modification to an IFB or to a contract.
- b. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications and which the bidder should complete and submit with the sealed bid prior to the specified opening date and time.
- c. **Bid Opening Date and Time** and similar expressions mean the exact deadline required for the physical receipt of sealed bids in the Purchasing Department.
- d. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- e. **Buyer** means the procurement staff member of the Purchasing Department. The **Contact Person** as referenced herein is usually the Buyer.
- f. **Contract** means a legal and binding agreement between two or more competent parties, in exchange for consideration, for the procurement of equipment, supplies, and/or services.
- g. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- h. **Invitation for Bid (IFB)** means the solicitation document issued by the Purchasing Department to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Attachments, and Amendments thereto.
- i. **May** means that a certain feature, component, or action is permissible, but not required.
- j. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive and not evaluated nor considered for contract award.
- k. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- l. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of the University's Purchasing Department.
- m. **Shall** has the same meaning as the word must.
- n. **Should** means that a certain feature, component and/or action is desirable but not mandatory.
- o. **University and/or Southeast** means Southeast Missouri State University.

**2. APPLICABLE LAWS, REGULATIONS, AND POLICIES**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the University.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must file and pay, in a timely fashion, all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cape Girardeau County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- g. The contractor shall comply with the University's Tobacco Usage in the Workplace Policy. The University is a tobacco-free campus except in designated areas. Therefore, smoking (both indoors and outdoors) is prohibited on University property and in University vehicles except in designated areas. The use of smokeless tobacco is prohibited inside all University buildings other than student residential housing units.
- h. The contractor shall never have been terminated from a contract under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or have been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been convicted of, or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds.

**3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT**

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the Purchasing Department. Such communication must be received no later than seven (7) calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than seven (7) calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the University is that which is issued by the Purchasing Department in the form of the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. Southeast monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB and any Amendments are available for viewing and printing from the University's website. Registered bidders may be electronically notified of the bid opportunity based on the information maintained in the University's vendor database.
- f. The University reserves the right to officially amend or cancel an IFB after issuance. E-mail notification of the amendment or cancellation will not be issued.

**4. PREPARATION OF BIDS**

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements, and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- f. Prices shall include all packing, handling and shipping charges and must be FOB destination unless otherwise specified in the IFB.
- g. Bids, including all pricing therein, shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- h. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 5. SUBMISSION OF BIDS

- a. All bids must (1) be signed by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, (3) be priced as required, (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered to the Purchasing Department and officially clocked in no later than the exact opening time and date specified in the IFB.
- b. Mailed bids should be clearly marked on the outermost envelope with (1) the official IFB number, and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the Purchasing Department may be modified by signed, written notice which has been received by the Purchasing Department prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, telegraphic, email, or faxed requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the Purchasing Department may only be withdrawn by a signed, written notice or facsimile which has been received by the Purchasing Department prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or e-mail requests to withdraw a bid shall not be honored.
- e. Bidders must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- f. Faxed bids shall not be accepted unless otherwise indicated on the IFB cover sheet. However, faxed and e-mailed no-bid notifications shall be accepted.

## 6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Names, locations, and prices of respondents shall be read at the bid opening.
- b. Bids which are not received in the Purchasing Department prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Under extraordinary circumstances, the Purchasing Department may authorize the opening of a late bid. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: (1) University offices were closed due to inclement weather conditions or other unforeseen reasons, and (2) postal or courier services were delayed due to labor strikes or unforeseen "Acts of God".

## 7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority- and women-owned businesses in selecting subcontractors.
- d. In the evaluation of bids, a service-disabled veteran business preference shall be applied in accordance with Section 34.074 RSMo.

## 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the Purchasing Department before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are (1) misplacement of a decimal point, and (2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed to be in the best interest of the University.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the University. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the University.
- d. Award shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB, (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB, and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in the IFB, the University reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the University reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The University reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, the University may negotiate for the required supplies.
- g. When evaluating a bid, the University reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.

- i. Any award of a contract shall be made by notification from the Purchasing Department to the successful bidder. The Purchasing Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Purchasing Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the University.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The Purchasing Department reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- l. The final determination of contract award shall be made by the Purchasing Department.
- m. The Purchasing Department's website will be updated upon contract award for bidders to view for a reasonable period of time.
- n. Any bid award protest must be submitted in writing and must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9). A protest submitted after the ten (10) business day period shall not be considered.

## **9. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) University's acceptance of the response (bid) by "notice of award" or by "purchase order." All Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the University does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the University, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the University.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Purchasing Department or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## **10. INVOICING AND PAYMENT**

- a. The University does not pay state or federal taxes unless otherwise required under law or regulation. The University's Missouri sales tax exemption number is 10124128.
- b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the University.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the University's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the University shall be subject to late payment charges as provided in Section 34.055 RSMo.

## **11. DELIVERY**

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## **12. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

## **13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the University, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for said equipment, supplies, and/or services.

## **14. CONFLICT OF INTEREST**

- a. Officials and employees of the University, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

## **15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim by the University of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the University of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the University.

## **16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the University may cancel the contract. At its sole discretion, the University may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the University, within 10 working days from notification, a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the University will issue a notice of cancellation terminating the contract immediately.
- c. If the University cancels the contract for breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the University deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the University for any period in which funds have not been appropriated, and the University shall not be liable for any costs associated with termination caused by lack of appropriations.

## **17. COMMUNICATIONS AND NOTICES**

Any notice to the bidder/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, posted to the University's website, transmitted by facsimile, transmitted by e-mail, or hand-carried and presented to an authorized employee of the bidder/contractor.

## **18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Purchasing Department immediately.
- b. Upon learning of any such actions, the Purchasing Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

## **19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect, and hold harmless the University, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

## **20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the University until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The University shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in Chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with Chapter 144, RSMo may eliminate their bid from consideration for award.

## **23. EMERGENCIES**

In the event a catastrophic situation occurs at the University, the University may request the contractor's assistance with the emergency procurement or transportation of equipment, supplies, and/or services.

## **24. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 04/01/2012