



# REQUEST FOR PROPOSAL

## SOUTHEAST MISSOURI STATE UNIVERSITY

**RFP NO:** 5767  
**CHARTER BUS SERVICES**

**DATE:** JUNE 12, 2015

**BUYER:** SARAH J. STEINNERD  
**PURCHASING MANAGER**

**EMAIL:** ssteinnerd@semo.edu

**PHONE:** (573) 651-2588

**For USPS/FedEx/UPS, etc.  
 Proposals must be mailed to:  
 Purchasing Department  
 Southeast Missouri State University  
 One University Plaza, Mail Stop 3280  
 Cape Girardeau, MO 63701**

**OR delivered by offeror to:  
 Purchasing Department  
 Academic Hall, Room 200F  
 Normal Avenue  
 Cape Girardeau, MO 63701**

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

**DATE:** JUNE 29, 2015

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

The notice of award is made subject to availability and appropriation of funds as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

### MUST BE SIGNED TO BE VALID

The offeror 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 proposal.

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  
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INTRODUCTORY INFORMATION

1. Southeast Missouri State University is seeking to establish a contract for charter bus services needed by the Athletics Department. It is the intent of the University to award one contract that will include all sports. The University, therefore, is seeking to obtain competitive proposals via this Request for Proposal (RFP) document.
  - 1.1 Current contract details are as follows:
    - Southeast currently uses 56 passenger buses for all sports.
    - Rate is \$800 per day, \$2.90 per mile.
    - Day charge includes a maximum of 300 miles roundtrip.
    - Fuel surcharge applicable, base price established at \$3.75 per gallon.
2. Charter bus sizes required for the 2015-2016 academic year are as listed below. However, the University reserves the right to request a smaller bus at its discretion.
  - Baseball - 56 passenger
  - Football - 56 passenger
  - Gymnastics - 56 passenger
  - Men's Basketball - 56 passenger
  - Soccer - 56 passenger
  - Softball - 56 passenger
  - Cross Country/Track and Field - 56 passenger
  - Volleyball - 56 passenger
  - Women's Basketball - 56 passenger
  - Spirit Groups - 56 passenger
3. Southeast currently issues all solicitations via the University's website at [www.semo.edu/purchasing](http://www.semo.edu/purchasing). Offerors are encouraged to check such frequently for amendments and other related information. Additionally, the University will update the website upon award.
4. Any offeror with questions should contact Sarah J. Steinnerd, Purchasing Manager. All offerors and/or anyone else acting on their behalf must direct all of their questions or comments regarding the RFP, evaluation, etc., to the Purchasing Department. Offerors may not contact other University employees regarding any of these matters while the RFP and evaluation are in process.
  - 4.1 It is preferred that all questions be e-mailed to [ssteinnerd@semo.edu](mailto:ssteinnerd@semo.edu). However, all questions must be submitted no later than seven (7) calendar days prior to the closing date.
5. It is the University's intent to award a contract that will allow for an initial period of one-year (1) with the option of three (3) additional one-year periods in accordance with all terms and conditions specified herein.

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SCOPE OF WORK

The contractor shall provide charter bus services for the Athletics Department at Southeast Missouri State University in accordance with the terms and conditions contained herein. The price per mile and/or per day must cover all expenses as the University will not reimburse separately for any of the following:

- Driver lodging
  - Driver meals and incidentals
  - Driver exchange
  - Wi-Fi or any other mandatory equipment item
1. The contractor must be able to provide charter bus service for all trips required for Athletics during the 2015-2016 academic year. The contractor must provide buses that accommodate a minimum of 56 passengers and be equipped as listed below. However, the University reserves the right to request a smaller bus depending on the team. If a smaller bus is used, the contractor shall be reimbursed as indicated on the Pricing Page.
    - 1.1 Option A - 2010 model or newer and equipped as follows:
      - Heating/Air conditioning system
      - Luggage compartments
      - Restroom facility (clean and maintained)
      - Reading lights
      - One television and DVD player for each bus
      - Wi-fi
    - 1.2 Option B - 2011 model or newer and equipped as follows:
      - Heating/Air conditioning system
      - Luggage compartments
      - Restroom facility (clean and maintained)
      - Reading lights
      - One television and DVD player for each bus
      - Wi-fi
  2. Each driver supplied by the contractor must:
    - 2.1 Carry/maintain a current Class B commercial license with a "P" endorsement and abide by current D.O.T. hours of service regulations.
    - 2.2 Carry/maintain a medical certificate card to validate that the driver has met the D.O.T. physical requirements.
    - 2.3 Complete/maintain D.O.T. drug testing compliance. This information must be made available to the University if requested.
    - 2.4 Be responsible for personal meals and incidentals. Reimbursement for such will not be provided by the University.

- 2.5 Be available for interim transportation (travel after reaching destination) to drive bus passengers to and from activities and restaurants.
  - 2.6 Pick up and drop off bus passengers at any location on the University's campus.
3. The contractor will be responsible for the bus driver's hotel accommodations and charges. The University will not pay for the driver's lodging or reimburse separately for such.
4. The bus shall report no less than one (1) hour prior to scheduled departure time. The contractor must notify the University if it is unable to arrive by the scheduled departure time.
5. The contractor shall agree and understand that the University shall make every attempt to provide the contractor with two weeks advance notification of the exact departure time for bus transportation. Tentative information is provided on Attachment 1 and is subject to change.
  - 5.1 Departure times, complete schedules, lodging information, and initial itineraries will be provided for each team at the start of the season. A detailed itinerary with intermediate travel, additional stops, eating times/locations, pre/post game activities, and practice/walk-thru times/locations will be provided to the bus driver upon departure.
6. The contractor shall be responsible for all maintenance and repair of the bus. In addition, the contractor must provide a contingency plan in the event of bus breakdown.
  - 6.1 The contractor shall be responsible for coordinating any additional bus required for trip completion. Bus must be in route within two (2) hours of bus breakdown.
  - 6.2 The contractor shall be responsible for any and all reasonable costs associated with the bus breakdown, including, but not limited to, necessary layover expenses incurred by bus passengers such as, hotel accommodations, meals, and alternate transportation.
7. The contractor shall ensure both the interior and exterior of all vehicles are maintained in a clean condition.
8. In the event of a cancellation by the University, the following shall apply:
  - 8.1 If the contractor is notified of a cancellation no less than four (4) hours prior to the scheduled departure time, the contractor shall not be entitled to any reimbursement.
  - 8.2 If the contractor is notified of a cancellation less than four (4) hours prior to the scheduled departure time, the contractor shall be reimbursed \$250 per bus requested by the University.
9. The contractor shall pay all moving or traffic fines and penalties, and any fines assessed which are caused by mechanical failure.

10. The University will be responsible for damages caused by University passengers that are willful or malicious and cause destruction or require excessive or other than normal cleaning service.
  - 10.1 The contractor must report all damages no later than the first business day following such incident.
  - 10.2 The University will not be responsible for damage caused by normal wear and tear.
11. The University will provide a travel log report to be completed by the bus driver before, during, and upon completion of the trip. The report must be verified and signed by the University representative when completed. The completed and signed report will be utilized for payment.
  - 11.1 The payment will be discounted \$25 per day if any required amenities are not working upon commencement of trip or stop working at anytime during the trip. Non-working amenities must be noted on the above mentioned form before signature of University representative.
12. The contractor must provide charter bus services as outlined in this contract. Refusal to provide this service will constitute cause for cancellation of this contract.
  - 12.1 If the cancellation is accomplished, the contractor shall understand and agree that the University shall assess and recover liquidated damages from the contractor. The contractor shall pay liquidated damages in the amount of \$250 for each remaining trip. Such must be paid to the University at the time of the cancellation.

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GENERAL CONTRACTUAL REQUIREMENTS

This portion of the RFP pertains to the offeror(s) selected for final contract award ("contractor(s)").

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 from July 1, 2015, or date of award (whichever is later) through June 30, 2016. The University shall have the right, at its sole option, to extend the contract for three (3) 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 option is exercised, the contractor shall agree that the prices shall be negotiated with the University. However, the University reserves the right to rebid if a mutual agreement cannot be reached.
2. If the contractor is unable to provide charter bus service for all designated trips, the contractor must subcontract through a comparable charter bus company to provide charter bus service at the contracted rate. The subcontracted vendor must meet or exceed the mandatory requirements set forth in this document.
  - 2.1 The University will only pay the contracted rate as provided on the Pricing Page of this document. The University will make payment only to the contractor. The contractor will be responsible for making payment to the subcontractor, even if the subcontractor's rate is higher than the contracted rate.
3. The University reserves the right to request charter services for additional dates and locations in the event a supporting group must make regular season and/or post season trips. Supporting groups include, but are not limited to, the band and spirit groups.
  - 3.1 The contractor agrees and understands that the contract shall be made available to all University groups at the rates quoted herein. However, use of the contract will not be required for any department other than Athletics.
  - 3.2 The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement for other University departments and further agrees that the University may secure similar services from other sources for such departments.
4. 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.
  - 4.1 One-day trips: One-day trips that are 500 miles roundtrip or less will be paid at the listed day rate. One-day trips that exceed 500 miles roundtrip will be paid per mile or per day, whichever is greater.

- 4.2 Multi-day trips: Trips will be paid the minimum day charge shown herein or per mile, whichever is greater. Number of days will be calculated based on the actual hours - will not reset at midnight. Example: A bus that leaves Southeast at 10:00 p.m. on Tuesday and returns at 10:00 a.m. on Wednesday will be calculated as a one-day trip (total of 12 hours) and not as a two-day trip (Tuesday and Wednesday).
- 4.3 Payment for charter bus services 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 separate original invoice for each trip. Payment will be made upon submittal of the invoice on a Net 30 basis unless discount terms are offered.
5. 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.
6. The contractor shall fully coordinate its activities in the performance of the contract with those of the University. The contractor and the coach(s) will discuss scheduling and other matters covered by the contract throughout the contract period.
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 Board of Regents, 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 coverage shall include general liability and appropriate professional liability. The insurance shall include an endorsement that adds the University as an additional insured. Written evidence of the insurance shall be provided by the contractor to the University upon request. The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable. In the event the insurance coverage is canceled, the University must be notified immediately.
8. 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.

9. 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.

9.1 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.

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

9.3 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.



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OFFEROR'S INFORMATION

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

1. Southeast currently issues all solicitations via the University's website at [www.semo.edu/purchasing](http://www.semo.edu/purchasing). Offerors are encouraged to check such frequently. Additionally, the University will update the website upon award.
2. SUBMISSION OF PROPOSALS: Proposals must be priced, signed and returned (with all necessary attachments) to the Purchasing Department by the closing date and time specified. The unaltered, signed RFP cover sheet and signed cover sheets for any amendments, if applicable, should be placed at the beginning of the offeror's package.
3. Proposal openings are public on the opening date and at the opening time specified on the RFP cover sheet. However, only the names of the respondents shall be read at the proposal opening. The contents of the responses, including prices, shall not be disclosed at the public opening.
4. Any offeror with questions should contact Sarah J. Steinnerd, Purchasing Manager. All offerors and/or anyone else acting on their behalf must direct all of their questions or comments regarding the RFP, evaluation, etc., to the Purchasing Department. Offerors may not contact other University employees regarding any of these matters while the RFP and evaluation are in process.
  - 4.1 It is preferred that all questions be e-mailed to [ssteinnerd@semo.edu](mailto:ssteinnerd@semo.edu). However, all questions must be submitted no later than seven (7) calendar days prior to the closing date.
5. EVALUATION PROCESS: The award of a contract as a result of this Request for Proposal shall be based on the lowest and best proposal 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 offeror's proposal package.

5.1 Cost .....	50%
5.2 Proposed Method of Performance .....	20%
5.3 Offeror's Experience and Reliability .....	15%
5.4 Offeror's Safety Record .....	15%
6. COST: Cost shall be evaluated based upon the firm, fixed price(s) indicated by the offeror on the Pricing Page.
  - 6.1 The offeror shall not be entitled to any other form of payment or reimbursement not specifically provided for by this document.
7. PROPOSED METHOD OF PERFORMANCE: The offeror should present a written narrative which clearly and concisely states the method or manner by which the offeror proposes to satisfy the requirements of this document if selected for contract award. The offeror should specifically address the following:

- 7.1 Provide the address and normal business hours of its operating office and an emergency contact and telephone number for other than normal business hours.
- 7.2 Describe in detail the buses proposed for each option. The description should include the manufacturer, size, age, mileage, and number of each type of bus.
- 7.3 The offeror should describe in detail its contingency plan regarding bus breakdowns and how such will be handled.
8. **EXPERIENCE AND RELIABILITY OF OFFEROR'S ORGANIZATION:** Experience and reliability of the offeror's organization will be considered in the evaluation process. Therefore, the offeror should submit at least three (3) references. Each reference should include organization name, contact person with respective e-mail address, title, telephone number, and address. In addition, the offeror should provide a brief description of services performed for each reference. The offeror may utilize Attachment 2 to provide this information. The University prefers references from other Universities that utilized the services for transporting athletes.
9. **OFFEROR'S SAFETY RECORD:** The offeror's safety record will be considered in the evaluation process. Therefore, the offeror should submit a current Motor Carrier Safety Rating Certificate. The offeror should also provide a list of moving violations filed with the D.O.T. for the previous three (3) years.
10. **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 offeror is requested to complete and return Attachment 3 with the proposal response. Completion of Attachment 3 does not affect contract award.
11. **Missouri Service-Disabled Veteran Business Preference:** Pursuant to section 34.074, RSMo, a three (3) bonus point preference shall be granted to offerors who qualify as Missouri service-disabled veteran businesses and who complete and submit Attachment 4, Missouri Service-Disabled Veteran Business Preference with the proposal response. If the response does not include the completed Attachment 4 and the documentation specified on Attachment 4 in accordance with the instructions provided therein, no preference points will be applied.
12. **Affidavit of Work Authorization and Documentation:** Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror'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 offeror should complete applicable portions of Attachment 5, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Attachment 5 must be submitted prior to an award of a contract.
13. The attached Terms and Conditions, Request for Proposal (revised 04/01/2012), are hereby incorporated. Offeror's terms and conditions which conflict with this Request for Proposal and/or the attached Terms and Conditions could result in rejection of offeror's proposal.

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PRICING PAGE

The offeror must complete, sign, and return this Pricing Page in addition to all other information requested herein.

1. The offeror must provide pricing below. Per day and per mile fee must be provided for the 56 passenger bus. However, the offeror is encouraged to provide fees for smaller buses (with restroom facilities) and/or sleeper coaches. For each trip, the University will pay as follows:
  - 1.1 One-day trips: One-day trips that are 500 miles roundtrip or less will be paid at the listed day rate. One-day trips that exceed 500 miles roundtrip will be paid per mile or per day, whichever is greater.
  - 1.2 Multi-day trips: Trips will be paid the minimum day charge shown herein or per mile, whichever is greater. Number of days will be calculated based on the actual hours - will not reset at midnight. Example: A bus that leaves Southeast at 10:00 p.m. on Tuesday and returns at 10:00 a.m. on Wednesday will be calculated as a one-day trip (total of 12 hours) and not as a two-day trip (Tuesday and Wednesday).

	Passengers	Per day	Per mile
2010 model or newer	56 passenger		
2011 model or newer	56 passenger		
2010 model or newer	47 passenger		
2011 model or newer	47 passenger		

2. Fuel surcharge: If the fuel surcharge will be applicable, the offeror must explain in detail as to when the University will be responsible for a fuel surcharge.

By signature below, the offeror hereby affirms that all prices are quoted pursuant to the terms and conditions of Request for Proposal 5767. In addition, the offeror 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 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.

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Company Name

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Signature/Date

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**ATTACHMENT 1**

**MEN'S BASKETBALL - TENTATIVE SCHEDULE**

<u>DATE</u>	<u>AWAY TEAM</u>	<u>LOCATION</u>	<u>DEPARTURE</u>	<u>ARRIVAL</u>
November 13, 2015	Dayton	Dayton, OH	November 12, 2015	November 16, 2015
November 15, 2015	Evansville	Evansville, IN	November 12, 2015	November 16, 2015
November 19, 2015	Alabama A&M	Huntsville, AL	November 18, 2015	November 20, 2015
December 2, 2015	Southern Illinois	Carbondale, IL	December 1, 2015	December 2, 2015
December 5, 2015	Memphis	Memphis, TN	December 4, 2015	December 5, 2015
December 19, 2015	Northern Kentucky	Highland Heights, KY	December 18, 2015	December 20, 2015
December 22, 2015	Missouri State	Springfield, MO	December 21, 2015	December 23, 2015

<u>DATE</u>	<u>UNIVERSITY</u>	<u>LOCATION</u>	<u>DISTANCE</u>	<u>ESTIMATED TIME</u>	<u>DEPARTURE</u>	<u>ARRIVAL</u>
November 13, 2015	Dayton	Dayton, OH	423 miles	6hr 26min	November 12, 2015	November 15, 2016
November 15, 2015	Evansville	Evansville, IN	144 miles	2hr 57min	November 12, 2015	November 15, 2016
November 19, 2015	Alabama A&M	Huntsville, AL	312.8 miles	5hr 24min	November 18, 2015	November 20, 2015
December 2, 2015	Southern Illinois	Carbondale, IL	46.2 miles	59min	December 1, 2015	December 2, 2015
December 5, 2015	Memphis	Memphis, TN	179 miles	2hr 49min	December 4, 2015	December 5, 2015
December 19, 2015	Northern Kentucky	Highland Heights, KY	373 miles	5hr 37min	December 18, 2015	December 23, 2015
December 22, 2015	Missouri State	Springfield, MO	267 miles	4hr 13min	December 18, 2015	December 23, 2015
January 7, 2016	Morehead State	Morehead, KY	389 miles	6hr 5min	January 6, 2016	January 10, 2016
January 9, 2016	Eastern Kentucky	Richmond, KY	350 miles	5hr 37min	January 6, 2016	January 10, 2016
January 16, 2016	Tennessee Tech	Cookeville, TN	281 miles	4hr 40min	January 15, 2016	January 17, 2016
January 28, 2016	Southern Illinois - Edwardsville	Edwardsville, IL	138 miles	2hr 4min	January 27, 2016	January 28, 2016
February 6, 2016	Eastern Illinois	Charleston, IL	199 miles	3hr 10min	February 5, 2016	February 6, 2016
February 11, 2016	UT Martin	Martin, TN	90.6 miles	1hr 51min	February 10, 2016	February 11, 2016
February 13, 2016	Murray State	Murray, KY	93.5 miles	1hr 53min	February 12, 2016	February 13, 2016
February 27, 2016	Austin Peay	Clarksville, TN	163 miles	2hr 53min	February 26, 2016	February 27, 2016
March 2-5, 2016	OVC Tournament	Nashville, TN	203.6 miles	3hr 20min	March 1, 2016	March 5, 2016

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**TENTATIVE SCHEDULES**

Baseball

Feb. 18-22 Lamar, TX  
Feb. 25-28 Pine Bluff AR  
March 1 Carbondale, IL  
March 10-13 Richmond KY  
March 24-26 Martin TN  
March 28-29 Columbia MO  
April 7-10 Clarksville, TN  
April 12 Jonesboro, AR  
April 19 St. Louis MO  
April 21-24 Jacksonville, AL  
May 5-8 Cookeville, TN  
May 25-29 (OVC Tourney) Jackson TN

Cross Country

Two (2) trips in early/mid-November for postseason, dates and locations TBD

Football

Sep 4-5 - Columbia MO  
Sep 18-19 - Terre Haute IN  
Oct 10-11 - Carbondale IL  
Nov 6-7 - Clarksville TN  
Nov 13-14 - Jacksonville AL

Gymnastics

Jan 15-17 - Knoxville TN  
Jan 22-24 - Denton TX  
Feb 4-6 - Columbia MO  
Feb 12-14 - Bowling Green OH  
Mar 11-13 - Ypsilanti MI

Soccer

Aug 21 - Rolla, MO  
Sept 6 - Louisville KY  
Sep 20 - Jackson TN  
Oct 2 - Clarksville TN  
Oct 4 - Murray KY  
Oct 8 - Richmond KY  
Oct 22 - Morehead KY  
Oct 29 - Martin TN

Track & Field

Possibly 1-2 trips during the spring but dates/locations TBD



Volleyball

Sep 4-5 - Bolling Springs NC

Sep 11-12 - Fayetteville AR

Sep 18-19 - Peoria IL

Oct 3 - Cookeville TN

Oct 6 - Macomb IL

Oct 23-24 - Nashville TN

Nov 6-7 - Clarksville TN and Murray KY

Women's Basketball

Nov 13-14 - St. Louis MO

Nov 18-19 - Huntsville AL

Nov 26 - St. Louis MO (airport)

Nov 29 - St. Louis (airport pick up)

Dec 1-4 - Starkville MS and Wichita KS

Dec 7-8 - Nashville TN

Jan/Feb/Mar - 8 games in Illinois, Kentucky, and Tennessee - dates/locations TBD

**ATTACHMENT 2  
OFFEROR'S EXPERIENCE**

The offeror should provide three (3) references as requested on page 10, paragraph 8.

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 3 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 4**  
**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 5**  
**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 5 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/contractor must perform/provide each of the following. The bidder/offeror/contractor should check each to verify completion/submission of all of the following:

- 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 5 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 REQUEST FOR PROPOSAL

## 1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Amendment** means a written, official modification to an RFP or to a contract.
- b. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications and which the offeror should complete and submit with the sealed proposal prior to the specified opening date and time.
- c. **Buyer** means the procurement staff member of the Purchasing Department. The **Contact Person** as referenced herein is usually the Buyer.
- d. **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.
- e. **Contractor** means a person or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- f. **May** means that a certain feature, component, or action is permissible, but not required.
- g. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive and not evaluated nor considered for contract award.
- h. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- i. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal opening date and time.
- j. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required for the physical receipt of sealed proposals in the Purchasing Department.
- k. **Request for Proposal (RFP)** means the solicitation document issued by the Purchasing Department to potential offerors 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.
- 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 RFP 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 the 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/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the Purchasing Department. Such communication should be received at least seven (7) calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received less than seven (7) calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of the University is that which is issued by the Purchasing Department in the form of the RFP 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 offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors 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 RFP and any Amendments are available for viewing and printing from the University's website. Registered offerors may be electronically notified of the proposal opportunity based on the information maintained in the University's vendor database.
- f. The University reserves the right to officially amend or cancel an RFP after issuance. E-mail notification of the amendment or cancellation will not be issued.



#### **4. PREPARATION OF PROPOSALS**

- a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at offeror's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, 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 offeror 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 proposal. In addition, the offeror 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. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Proposals lacking any indication of intent to offer 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 RFP.
- e. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP 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 stated FOB destination, unless otherwise specified in the RFP.
- g. Proposals, including all prices therein, shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, the entire proposal, including all prices, shall be firm for the specified contract period.
- h. Any foreign offeror 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 proposal in order to be considered for award.

#### **5. SUBMISSION OF PROPOSALS**

- a. All proposals must (1) be signed by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, (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 RFP.
- b. Mailed proposals should be clearly marked on the outermost envelope with (1) the official RFP number, and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal 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 proposal may also be modified in person by the offeror 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 proposal shall not be honored.
- d. A proposal 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 proposal may also be withdrawn in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or e-mail requests to withdraw a proposal shall not be honored.
- e. Offerors must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto, in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.
- f. Faxed proposals shall not be accepted. However, faxed and e-mailed no-bid notifications shall be accepted.

#### **6. PROPOSAL OPENING**

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. The contents of the responses shall not be disclosed at that time.
- b. Proposals 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 proposal. 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 proposals, 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 proposals, 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 offeror and request clarification of the intended proposal. 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 an offeror shall be subject to evaluation if deemed to be in the best interest of the University.
- c. The offeror 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 RFP, pricing shall be evaluated at the maximum potential financial liability to the University.
- d. Award shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP, (2) is the lowest and best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations, and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all offerors fail to meet the same mandatory requirement in the RFP, the University reserves the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, the University reserves the right to waive any minor irregularity or technicality found in any individual proposal.
- f. The University reserves the right to reject any and all proposals. When all proposals 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 proposal, the University reserves the right to consider relevant information and fact, whether gained from a proposal, from an offeror, from offeror's references, or from any other source.

- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
- j. Any award of a contract shall be made by notification from the Purchasing Department to the successful offeror. 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.
- k. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The Purchasing Department reserves the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. The final determination of contract award shall be made by the Purchasing Department.
- n. The Purchasing Department's website will be updated upon contract award for offerors to view for a reasonable period of time.
- o. Any proposal 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 proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) University's acceptance of the proposal by "notice of award" or by "purchase order." All Attachments included in the RFP 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 RFP.
- 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 RFP, (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 proposal 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 offeror/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 offeror/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 offeror's failure to maintain compliance with Chapter 144, RSMo may eliminate their proposal 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