



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

INVITATION FOR BID 5805

DELIVERY INSTRUCTIONS

TITLE: AIR FILTERS
DATE: MARCH 15, 2016
BUYER: JESSICA KINDER
 BUYER
EMAIL: jlkinder@semo.edu
PHONE: (573) 651-2021
BID MUST BE RECEIVED NO LATER THAN:
DATE: APRIL 7, 2016
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
AIR FILTERS
INVITATION FOR BID 5805**

TECHNICAL SPECIFICATIONS/SCOPE OF WORK

The contractor shall provide air filters to be used by Facilities Management for Southeast Missouri State University (hereinafter referred to as "University") in accordance with all terms, conditions and requirements stated herein. All numerical specifications are approximates only. The air filters must meet or exceed the following specifications.

1. Roll Filter, Polyester Media

-Media must be of a high performance design, comprised of 100% polyester fiber. The fiber is to be bonded with a flame-retardant binder to provide a media of strength and durability. Filter shall be tested in accordance with Underwriters Laboratories Class 2.

-Media shall be manufactured using an air laid process to assure consistent web uniformity.

-The media shall have a distinct dual density. The coarse, open structure shall be white in color to designate the air entering side of the media. The air leaving side shall be orange in color and tightly needed to provide optimum filtration performance. Media must contain a non-migratory, non-drying adhesive throughout the entire final layer which absorbs and locks in dust particles.

-An anti-microbial biocide shall be contained in the media. Biostats are not acceptable. The anti-microbial shall effectively control the growth of mold, algae, mildew, and fungi on the filter. The filter shall not support the growth of microbes. The antimicrobial must have no water solubility. The antimicrobial must be registered by the EPA for use in filters. The antimicrobial must also have clearance for use under regulations of USDA and FDA. All testing on the antimicrobial must be in compliance with the American Society of Test Methods (ASTM).

-The filter shall have a minimum efficiency reporting value of MERV 8 when evaluated under the guidelines of ASHRAE Standard 52.2-1999. The media shall have an average efficiency of 49%, an average arrestance of not less than 91.9%, and a dust holding capacity of 156 grams for a 24 x 24 x 1 panel when tested in accordance with ASHRAE Standard 52.1-1992. Initial resistance at 300 feet per minute approach velocity shall not exceed 0.20" w.g.

Current Product: Fiberbond

2. Automatic Roll Filter

-Filter media shall be of a high performance design, comprised of 100% polyester fiber. The fiber is to be bonded with a flame-retardant binder to provide a media of strength and durability. Filter shall be tested in accordance with Underwriters Laboratories Class 2.

-Media shall be manufactured using an air laid process to assure consistent web uniformity. The media shall contain a non-migratory, non-drying adhesive which absorbs and locks in dust particles.

-An anti-microbial biocide shall be contained in the media. Biostats are not acceptable. The anti-microbial shall effectively control the growth of mold, algae, mildew, and fungi on the filter. The filter shall not support the growth of microbes. The antimicrobial must have no water solubility. The antimicrobial must be registered by the EPA for use in filters. The antimicrobial must also have clearance for use under regulations of USDA and FDA. All testing on the antimicrobial must be in compliance with the American Society of Test Methods (ASTM).

-The filter shall have a minimum efficiency reporting value of MERV 7 when evaluated under the guidelines of ASHRAE Standard 52.2-1999. The media shall have an average efficiency of 22.7%, an average arrestance of not less than 85.3%, and a dust holding capacity of 157 grams at 1.0" w.g. for a 24 x 24 x 1 panel when tested in accordance with ASHRAE Standard 52.1-1992. Initial resistance at 300 feet per minute shall not exceed 0.13" w.g.

Current Product: Fiberbond FB57604487 (44-7/8)

3. Ring Panel Filters, 1.5" Polyester

-Filter panel shall be of a multi-layered synthetic media design, securely heat sealed around an internal wire support grid. To prevent media fluttering and sifting of trapped dust, the media layers

shall have four (4) internal stabilizer seals totaling not less than 60 inches of combined length. Filter shall be tested in accordance with Underwriters Laboratories Class 2.

-Media shall be of a high performance design, comprised of 100% polyester fiber. The fiber is to be bonded with a flame-retardant binder to provide a media of high strength and durability. The combined media shall provide three (3) distinct progressive densities for maximum service life from depth loading of dust into the panel.

-The media shall contain a non-migratory, non-drying adhesive throughout the entire final layer which absorbs and locks in dust particles.

-An anti-microbial biocide must be contained in the filter. Biostats are not acceptable. The anti-microbial shall effectively control the growth of mold, algae, mildew, and fungi on the filter. The filter shall not support the growth of microbes. The antimicrobial must have no water solubility. The antimicrobial must be registered by the EPA for use in filters. The antimicrobial must also have clearance for use under regulations of USDA and FDA. All testing on the antimicrobial must be in compliance with the American Society of Test Methods (ASTM).

-The filter shall have a minimum efficiency reporting value of MERV 8 when evaluated under the guidelines of ASHRAE Standard 52.2-1999. Filters shall have an average efficiency of 31.2%, an average arrestance of not less than 86.8%, and a dust holding capacity of 177 grams for a 24 x 24 x 1 panel when tested in accordance with ASHRAE Standard 52.1-1992. Initial resistance at 300 feet per minute approach velocity shall not exceed 0.25" w.g.

Current Product: Fiberbond DustLok

4. **1" Deep Pleated Panel Filter, Medium Efficiency**

-Filter must be medium efficiency, pleated, disposable type. Each filter must consist of a cotton and synthetic media, welded wire media support grid, and kraft board enclosing frame. The filter must be listed and identified on the frame as Underwriters Laboratories Class 2.

-Each filter shall have not less than 2.3 square feet of media per square foot of filter face area and not less than 16 pleats per linear foot of filter face area. A 96% open area media support grid, coated with rust inhibitor, shall be bonded to the air exiting side of the filter. The enclosing frame shall be of high wet-strength beverage board with diagonal support members bonded to the air entering and air exiting side of each pleat. The inside periphery of the enclosing frame shall be bonded to the filter pack.

-The filter shall have a minimum efficiency reporting value of MERV 7 when evaluated under the guidelines of ASHRAE Standard 52.2-2007. The filter shall have a MERV-A of 7 when tested per Appendix J of ASHRAE Standard 52.2-2007. Initial resistance to airflow shall not exceed 0.18" at an airflow of 350 fpm. Manufacturer shall guarantee integrity of product to 2.0" w.g.

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

Current Product: CamFil FARR AP IV

5. **2" Deep Pleated Panel Filter, Medium Efficiency**

-Filters must be medium efficiency, pleated, disposable type. Each filter shall consist of cotton and synthetic media, welded wire media support grid, and beverage board enclosing frame. The filter shall be listed and identified on the frame as Underwriters Laboratories Class 2.

-The filter must not have less than 4.6 square feet of media per square foot of filter face area and not less than 15 pleats per linear foot of filter face area. A 96% open area media support grid, coated with rust inhibitor, shall be bonded to the air exiting side of the filter. The enclosing frame shall be of no less than 28 point high wet-strength beverage board with diagonal support members bonded to the air entering and air exiting side of each pleat. The inside periphery of the enclosing frame shall be bonded to the filter pack.

-Each filter shall have a minimum efficiency reporting value of MERV 8 accordance with ASHRAE Standard 52.2-2012B. It shall also have a MERV-A of 8 when tested per Appendix J of ASHRAE Standard 52.2-2012B. The media shall maintain or increase in efficiency over the life of the filter. Initial resistance to airflow shall not exceed 0.31" w.g. at an airflow of 492 fpm. Manufacturer shall guarantee the integrity of the filter to 2.0" w.g. The filter shall have an Energy Cost Index (ECI) value of five stars.

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

Current Product: CamFil FARR 30/30

6. **4" Deep Pleated Panel Filter, Medium Efficiency**

- Filters must be medium efficiency, pleated, disposable type. Each filter shall consist of cotton and synthetic media, welded wire media support grid, and beverage board enclosing frame. The filter shall be listed and identified on the frame as Underwriters Laboratories Class 2.
 - The filter must not have less than 7.0 square feet of media per square foot of filter face area and not less than 11 pleats per linear foot of filter face area. A 96% open area media support grid, coated with rust inhibitor, shall be bonded to the air exiting side of the filter. The enclosing frame shall be of high wet-strength beverage board with diagonal support members bonded to the air entering and air exiting side of each pleat. The inside periphery of the enclosing frame shall be bonded to the filter pack.
 - Each filter shall have a minimum efficiency reporting value of MERV 8 accordance with ASHRAE Standard 52.2-2007. It shall also have a MERV-A of 8 when tested per Appendix J of ASHRAE Standard 52.2-2007. The media shall maintain or increase in efficiency over the life of the filter. Initial resistance to airflow shall not exceed 0.27" w.g. at an airflow of 500 fpm. Manufacturer shall guarantee the integrity of the filter to 2.0" w.g. The filter shall have an Energy Cost Index (ECI) value of five stars.
 - Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Current Product: CamFil FARR 30/30**

7. **2" Deep Pleated Panel Filter, High Efficiency**

- Filter must be high efficiency, high capacity pleated, disposable type. Each filter must consist of synthetic media, welded wire media support grid, and beverage board enclosing frame. The filter must be listed and identified on the frame as Underwriters Laboratories Class 2.
 - Each filter shall have not less than 15 pleats per linear foot. Filter media shall be a fine-fiber synthetic blend, lofted to a uniform depth of 0.15", and formed into a uniform radial pleat. A welded wire grid, spot-welded on 1" centers and treated for corrosion resistance shall be bonded to the downstream side of the media. An enclosing frame of high wet-strength beverage board shall provide a rigid and durable enclosure. The frame shall be bonded to the media on all sides to prevent air bypass. Integral diagonal support members on both sides shall be bonded to the apex of each pleat. Each frame shall incorporate a polypropylene cam shoe that assures proper sealing of the panel into the filter housing.
 - The filter shall have a minimum efficiency reporting value of MERV 11 when evaluated under the guidelines of ASHRAE Standard 52.2-2007. Initial resistance to airflow shall not exceed 0.31" w.g. at an airflow of 500 fpm. Manufacturer shall guarantee the integrity of the filter pack to 2.0" w.g. Filter shall have an Energy Cost Index (ECI) of five stars.
 - Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Current Product: CamFil FARR AP II**

8. **6" Deep Pleated Rigid Box Filter, High Efficiency**

- Filters shall be high efficiency, 6" deep pleated, totally rigid and disposable type. Each filter shall consist of high-density microfibre fiberglass media, media support grid, contour stabilizers and enclosing frame. Filters shall be classified by Underwriters Laboratories as Class 2.
- The media must consist of high-density microfibre glass fibers, laminated to a reinforced backing to form a lofted filter blanket. The media shall be supported with a welded wire grid, spot welded on one inch centers, and treated for corrosion resistance. The grid shall be bonded to the media to prevent media oscillation and prevent media pullaway. Contour stabilizers shall be permanently installed on both the air entering and air exiting sides of the filter. The enclosing frame shall be constructed of corrosion resistant galvanized steel. It must be assembled in a manner to ensure that a rigid and durable enclosure is effected.
- The media pack must be mechanically and chemically bonded to the inside periphery of the enclosing frame. The enclosing frame shall be equipped with protective diagonal support braces on both the air entering and air exiting sides of the filters. The diagonal support braces shall be mechanically fastened to each contour stabilizer.
- The filters must have a minimum efficiency reporting value of MERV 9 per ASHRAE Standard 52.2-2007. It shall have a MERV-A of 9 when tested under Appendix J of ASHRAE Standard 52.2-2007.

Initial resistance at 300 feet per minute approach velocity shall not exceed 0.08" w.g. The filter must be capable of withstanding 10" w.g. resistance without distortion of media pack.

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

Current Product: RigaFLo XL

9. **Bag Filters**

-The filter must be of an extended surface design consisting of multi pockets. Each individual pocket is to be formed by means of dielectric sealing all perimeter edges and pocket dividing bars to assure leak-proof performance. Pockets formed by the stitching assembly process are not acceptable. Pockets shall be semi-rigid in design and pockets exceeding 12 inches in depth shall be tapered providing optimum media utilization at any airflow. Filters shall be classified by Underwriters Laboratories as Class 2.

-The media must be comprised of 100% polyester fiber formed into a web of uniform consistency. This fiber is to be bonded with a flame-retardant binder to provide a media of high strength and durability. The filtering media shall not be affected by moisture, salts or oil mists.

-The media shall not contain any glass or electrostatically charged fibers.

-The filter must contain an anti-microbial biocide. Biostats are not acceptable. The anti-microbial shall effectively control the growth of mold, algae, mildew, and fungi on the filter. The filter shall not support the growth of microbes. The antimicrobial must have no water solubility. The antimicrobial must be registered by the EPA for use in filters. The antimicrobial must also have clearance for use under regulations of USDA and FDA. All testing on the antimicrobial must be in compliance with the American Society of Test Methods (ASTM).

- The filter shall have a minimum efficiency reporting value of MERV 11 when evaluated under the guidelines of ASHRAE Standard 52.2-1999. Filters must have an average efficiency of 73%, an average arrestance of not less than 96%, and a dust holding capacity of 366 grams at 1.25" w.g. for a 24 x 24 x 24 6-pocket bag when tested in accordance with ASHRAE Standard 52.1-1992. Initial resistance at 500 feet per minute approach velocity shall not exceed 0.45" w.g.

Current Product: FiberBond Multi-Wedge

10. **4" Deep Mini-Pleat Panel Filter, MERV 11**

-Filters shall be high efficiency, pleated, box style, disposable type. Each filter shall consist of mini-pleated wet laid fine fiber media, thermoplastic resin separators, frame to media adhesive and high wet strength beverage board enclosing frame. The filter shall be listed and identified on the frame as Underwriters Laboratories Class 2.

-The filter shall consist of one continuous sheet of microfine wet laid fiberglass mat filter media. Pleats shall be uniformly spaced and formed into a mini-pleat pack configuration. Thermoplastic pleat separators shall maintain uniform media separation and promote uniform airflow. The enclosing frame shall be of high wet strength beverage board which shall be bonded to the entire periphery of the media pack. The frame shall include integral diagonal support members, which shall be bridge-engineered to prevent filter racking and ensure configuration integrity of the filter. Filter airflow shall be bidirectional.

-Filters shall have a minimum efficiency reporting value of MERV 11 when evaluated under the guidelines of ASHRAE Standard 52.2-2007. Filter shall have a MERV-A of 11 when tested under Appendix J of ASHRAE Standard 52.2-2007. Initial resistance to airflow shall be 0.33" w.g. at an airflow of 500 fpm. Filter shall be capable of withstanding 5.0" w.g. without failure.

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

Current Product: CamFil FARR Opti-Pac

11. **4" Deep Mini-Pleat Panel Filter, MERV 14**

-Filters shall be high efficiency, pleated, box style, disposable type. Each filter shall consist of mini-pleated wet laid fine fiber media, thermoplastic resin separators, frame to media adhesive and high wet strength beverage board enclosing frame. The filter shall be listed and identified on the frame as Underwriters Laboratories Class 2.

-The filter shall consist of one continuous sheet of microfine wet laid fiberglass mat filter media. Pleats shall be uniformly spaced and formed into a mini-pleat pack configuration. Thermoplastic pleat separators shall maintain uniform media separation and promote uniform airflow. The

enclosing frame shall be of high wet strength beverage board which shall be bonded to the entire periphery of the media pack. The frame shall include integral diagonal support members, which shall be bridge-engineered to prevent filter racking and ensure configuration integrity of the filter. Filter airflow shall be bidirectional.

-Filters shall have a minimum efficiency reporting value of MERV 14 when evaluated under the guidelines of ASHRAE Standard 52.2-2007. Filter shall have a MERV-A of 14 when tested under Appendix J of ASHRAE Standard 52.2-2007. Initial resistance to airflow shall be 0.57" w.g. at an airflow of 500 fpm. Filter shall be capable of withstanding 5.0" w.g. without failure.

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

Current Product: CamFil FARR Opti-Pac

12. **Modular System Replaceable Panel Filters**

-Air filtration system must consist of a permanent, all-metal housing with four replaceable filtration panels.

-Four (4) panels per filter housing, constructed of filter media, welded wire backing and a high wet strength beverage board enclosing frame shall be installed in each housing. The filter media shall be constructed of a charged polypropylene synthetic microfiber media with a non-woven synthetic scrim backing. The media shall be bonded to a welded wire grid that is spot-welded on one inch centers, and treated for corrosion resistance. Each filter panel shall have 18 pleats, for a total filter area of 50.3 square feet for four panels. The enclosing frame for each panel shall be constructed of 0.28" high wet-strength beverage board. The media shall be bonded to the inside periphery of the enclosing frame to eliminate the possibility of air bypass. Each frame shall incorporate a polypropylene cam shoe that assures proper sealing of the panel into the filter housing.

-The filters must have a relative humidity limit of 80% and a temperature limitation of 180 degrees Fahrenheit intermittent. The media shall have a minimum efficiency reporting value of MERV 11 when tested in accordance with ASHRAE Standard 52.2 and 60-65% dust spot efficiency per ASHRAE Standard 52.1. Initial resistance to airflow shall not exceed 0.35" w.g. Filters shall be listed by Underwriters Laboratories as Class 2.

Current Product: CamFil FARR Riga RP

13. **Ten - Pocket Filters, MERV 11**

-Air filters shall be high efficiency ASHRAE extended surface pocket style filters consisting of high loft air laid microfine glass media (synthetic media shall not be allowed), a reinforced ABS plastic header, ABS plastic pocket retainers and bonding agents to prevent air bypass and ensure leak free performance.

-Filter media shall consist of high-density air laid lofted microfine glass media that is chemically bonded to a micro mesh media support backing forming a lofted filter blanket.

-Individual pockets shall contain a minimum of 40 stitching support points per square foot of media area. All stitching centers shall be sealed through the use of a foam based sealant that shall remain pliable throughout the life of the filter. The sides and ends of each pocket shall be sewn with a chain-link over lock stitch.

-Pockets shall be formed into tapered pleats, supported by controlled media space stitching, to promote uniform airflow across the surface of the media. At any point, the sizes of the upstream and downstream passages shall be proportional to the volume of filtered air. The pockets shall also have a conical configuration to minimize contact with HVAC system components.

-Support members shall include an ABS plastic header and ABS plastic pocket retainers. The header shall be joined to the media to prevent air bypass. Individual pocket retainers shall be attached to the header frame with anchor ports allowing for visual confirmation. Bypass between pockets shall be eliminated through a snap-to-seal pocket retainer that shall be an integral part of the two-piece header design. The frame shall form a rigid and durable support assembly.

-The air exiting side of the air tunnels include a pocket flange to ensure pocket integrity throughout the life of the filter. A downstream pocket-to-pocket partition shall provide additional pocket separation to ensure full flow through the entire media area.

-A filter-to-filter sealing gasket shall be installed on one of the vertical members of the filter header.

-The filter shall have a Minimum Efficiency Reporting Value of MERV 11 when tested in accordance with ASHRAE Standard 52.2-2012-B with appendix J.

- Initial resistance to airflow as listed by the manufacturer on a 22" depth 10-pocket bag shall be 0.28", 0.40", 0.45", 0.62" w.g. at an airflow of 492 fpm. Dust holding capacity to 1.5 inch shall be at least: M11 582 grams, M13 445 grams, M14 321 grams and M15 282 grams. Filter shall contain at least 71.5 sq. ft. of media.
- The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.
- The filter shall be classified by Underwriter Laboratories as UL 900
- Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Filter shall be rated as five star energy rating.
- Filter shall be warrantied to last at least one year without a pre filter under normal loading environments and to maintain it efficiency thru out the life of the filter.
- Filter to have the lowest average pressure drop thru out its life.
- Filter to deliver the lowest LCC (live Cycle Cost) solution versus other filter options.
- Provide product test reports including all details as prescribed in ASHRAE Standards 52.2.-2012-B with appendix J. or 52.2-2007 with B and J. 2012 now includes B and J within the standard instead of 2007 having B and J as separate documents.
- Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.

Current Product: Camfil Hi-Flo ES

14. Ten - Pocket Filters, MERV 13

- Air filters shall be high efficiency ASHRAE extended surface pocket style filters consisting of high loft air laid microfine glass media (synthetic media shall not be allowed), a reinforced ABS plastic header, ABS plastic pocket retainers and bonding agents to prevent air bypass and ensure leak free performance.
- Filter media shall consist of high-density air laid lofted microfine glass media that is chemically bonded to a micro mesh media support backing forming a lofted filter blanket.
- Individual pockets shall contain a minimum of 40 stitching support points per square foot of media area. All stitching centers shall be sealed through the use of a foam based sealant that shall remain pliable throughout the life of the filter. The sides and ends of each pocket shall be sewn with a chain-link over lock stitch.
- Pockets shall be formed into tapered pleats, supported by controlled media space stitching, to promote uniform airflow across the surface of the media. At any point, the sizes of the upstream and downstream passages shall be proportional to the volume of filtered air. The pockets shall also have a conical configuration to minimize contact with HVAC system components.
- Support members shall include an ABS plastic header and ABS plastic pocket retainers. The header shall be joined to the media to prevent air bypass. Individual pocket retainers shall be attached to the header frame with anchor ports allowing for visual confirmation. Bypass between pockets shall be eliminated through a snap-to-seal pocket retainer that shall be an integral part of the two-piece header design. The frame shall form a rigid and durable support assembly.
- The air exiting side of the air tunnels include a pocket flange to ensure pocket integrity throughout the life of the filter. A downstream pocket-to-pocket partition shall provide additional pocket separation to ensure full flow through the entire media area.
- A filter-to-filter sealing gasket shall be installed on one of the vertical members of the filter header.
- The filter shall have a Minimum Efficiency Reporting Value of MERV 13 when tested in accordance with ASHRAE Standard 52.2-2012-B with appendix J.
- Initial resistance to airflow as listed by the manufacturer on a 22" depth 10-pocket bag shall be 0.28", 0.40", 0.45", 0.62" w.g. at an airflow of 492 fpm. Dust holding capacity to 1.5 inch shall be at least: M11 582 grams, M13 445 grams, M14 321 grams and M15 282 grams. Filter shall contain at least 71.5 sq. ft. of media.
- The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.
- The filter shall be classified by Underwriter Laboratories as UL 900
- Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Filter shall be rated as five star energy rating.
- Filter shall be warrantied to last at least one year without a pre filter under normal loading environments and to maintain it efficiency thru out the life of the filter.
- Filter to have the lowest average pressure drop thru out its life.

- Filter to deliver the lowest LCC (live Cycle Cost) solution versus other filter options.
 - Provide product test reports including all details as prescribed in ASHRAE Standards 52.2.-2012-B with appendix J. or 52.2-2007 with B and J. 2012 now includes B and J within the standard instead of 2007 having B and J as separate documents.
 - Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.
- Current Product: Camfil Hi-Flo ES**

15. **Eight - Pocket Filters, MERV 11**

- Air filters shall be high efficiency ASHRAE extended surface pocket style filters consisting of high loft air laid microfine glass media (synthetic media shall not be allowed), a reinforced ABS plastic header, ABS plastic pocket retainers and bonding agents to prevent air bypass and ensure leak free performance.
 - Filter media shall consist of high-density air laid lofted microfine glass media that is chemically bonded to a micro mesh media support backing forming a lofted filter blanket.
 - Individual pockets shall contain a minimum of 40 stitching support points per square foot of media area. All stitching centers shall be sealed through the use of a foam based sealant that shall remain pliable throughout the life of the filter. The sides and ends of each pocket shall be sewn with a chain-link over lock stitch.
 - Pockets shall be formed into tapered pleats, supported by controlled media space stitching, to promote uniform airflow across the surface of the media. At any point, the sizes of the upstream and downstream passages shall be proportional to the volume of filtered air. The pockets shall also have a conical configuration to minimize contact with HVAC system components.
 - Support members shall include an ABS plastic header and ABS plastic pocket retainers. The header shall be joined to the media to prevent air bypass. Individual pocket retainers shall be attached to the header frame with anchor ports allowing for visual confirmation. Bypass between pockets shall be eliminated through a snap-to-seal pocket retainer that shall be an integral part of the two-piece header design. The frame shall form a rigid and durable support assembly.
 - The air exiting side of the air tunnels include a pocket flange to ensure pocket integrity throughout the life of the filter. A downstream pocket-to-pocket partition shall provide additional pocket separation to ensure full flow through the entire media area.
 - A filter-to-filter sealing gasket shall be installed on one of the vertical members of the filter header.
 - The filter shall have a Minimum Efficiency Reporting Value of MERV 11 when tested in accordance with ASHRAE Standard 52.2-2012-B with appendix J.
 - Initial resistance to airflow as listed by the manufacturer on a 22" depth 8-pocket bag shall be 0.28", 0.40", 0.45", 0.62" w.g. at an airflow of 492 fpm. Dust holding capacity to 1.5 inch shall be at least: M11 582 grams, M13 445 grams, M14 321 grams and M15 282 grams. Filter shall contain at least 71.5 sq. ft. of media.
 - The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.
 - The filter shall be classified by Underwriter Laboratories as UL 900
 - Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
 - Filter shall be rated as five star energy rating.
 - Filter shall be warrantied to last at least one year without a pre filter under normal loading environments and to maintain it efficiency thru out the life of the filter.
 - Filter to have the lowest average pressure drop thru out its life.
 - Filter to deliver the lowest LCC (live Cycle Cost) solution versus other filter options.
 - Provide product test reports including all details as prescribed in ASHRAE Standards 52.2.-2012-B with appendix J. or 52.2-2007 with B and J. 2012 now includes B and J within the standard instead of 2007 having B and J as separate documents.
 - Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.
- Current Product: Camfil Hi-Flo ES**

16. **Eight - Pocket Filters, MERV 13**

- Air filters shall be high efficiency ASHRAE extended surface pocket style filters consisting of high loft air laid microfine glass media (synthetic media shall not be allowed), a reinforced ABS plastic

header, ABS plastic pocket retainers and bonding agents to prevent air bypass and ensure leak free performance.

-Filter media shall consist of high-density air laid lofted microfine glass media that is chemically bonded to a micro mesh media support backing forming a lofted filter blanket.

-Individual pockets shall contain a minimum of 40 stitching support points per square foot of media area. All stitching centers shall be sealed through the use of a foam based sealant that shall remain pliable throughout the life of the filter. The sides and ends of each pocket shall be sewn with a chain-link over lock stitch.

-Pockets shall be formed into tapered pleats, supported by controlled media space stitching, to promote uniform airflow across the surface of the media. At any point, the sizes of the upstream and downstream passages shall be proportional to the volume of filtered air. The pockets shall also have a conical configuration to minimize contact with HVAC system components.

-Support members shall include an ABS plastic header and ABS plastic pocket retainers. The header shall be joined to the media to prevent air bypass. Individual pocket retainers shall be attached to the header frame with anchor ports allowing for visual confirmation. Bypass between pockets shall be eliminated through a snap-to-seal pocket retainer that shall be an integral part of the two-piece header design. The frame shall form a rigid and durable support assembly.

-The air exiting side of the air tunnels include a pocket flange to ensure pocket integrity throughout the life of the filter. A downstream pocket-to-pocket partition shall provide additional pocket separation to ensure full flow through the entire media area.

-A filter-to-filter sealing gasket shall be installed on one of the vertical members of the filter header.

-The filter shall have a Minimum Efficiency Reporting Value of MERV 13 when tested in accordance with ASHRAE Standard 52.2-2012-B with appendix J.

-Initial resistance to airflow as listed by the manufacturer on a 22" depth 8-pocket bag shall be 0.28", 0.40", 0.45", 0.62" w.g. at an airflow of 492 fpm. Dust holding capacity to 1.5 inch shall be at least: M11 582 grams, M13 445 grams, M14 321 grams and M15 282 grams. Filter shall contain at least 71.5 sq. ft. of media.

-The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.

-The filter shall be classified by Underwriter Laboratories as UL 900

-Manufacturer shall provide evidence of facility certification to ISO 9001:2000.

-Filter shall be rated as five star energy rating.

-Filter shall be warranted to last at least one year without a pre filter under normal loading environments and to maintain its efficiency thru out the life of the filter.

-Filter to have the lowest average pressure drop thru out its life.

-Filter to deliver the lowest LCC (live Cycle Cost) solution versus other filter options.

-Provide product test reports including all details as prescribed in ASHRAE Standards 52.2.-2012-B with appendix J. or 52.2-2007 with B and J. 2012 now includes B and J within the standard instead of 2007 having B and J as separate documents.

-Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.

Current Product: Camfil Hi-Flo ES

17. **Five - Pocket Filters**

-Air filters shall be high efficiency ASHRAE extended surface pocket style filters consisting of high loft air laid microfine glass media (synthetic media shall not be allowed), a reinforced ABS plastic header, ABS plastic pocket retainers and bonding agents to prevent air bypass and ensure leak free performance.

-Filter media shall consist of high-density air laid lofted microfine glass media that is chemically bonded to a micro mesh media support backing forming a lofted filter blanket.

-Individual pockets shall contain a minimum of 40 stitching support points per square foot of media area. All stitching centers shall be sealed through the use of a foam based sealant that shall remain pliable throughout the life of the filter. The sides and ends of each pocket shall be sewn with a chain-link over lock stitch.

-Pockets shall be formed into tapered pleats, supported by controlled media space stitching, to promote uniform airflow across the surface of the media. At any point, the sizes of the upstream and downstream passages shall be proportional to the volume of filtered air. The pockets shall also have a conical configuration to minimize contact with HVAC system components.

- Support members shall include an ABS plastic header and ABS plastic pocket retainers. The header shall be joined to the media to prevent air bypass. Individual pocket retainers shall be attached to the header frame with anchor ports allowing for visual confirmation. Bypass between pockets shall be eliminated through a snap-to-seal pocket retainer that shall be an integral part of the two-piece header design. The frame shall form a rigid and durable support assembly.
- The air exiting side of the air tunnels include a pocket flange to ensure pocket integrity throughout the life of the filter. A downstream pocket-to-pocket partition shall provide additional pocket separation to ensure full flow through the entire media area.
- A filter-to-filter sealing gasket shall be installed on one of the vertical members of the filter header.
- The filter shall have a Minimum Efficiency Reporting Value of MERV 11 when tested in accordance with ASHRAE Standard 52.2-2012-B with appendix J.
- Initial resistance to airflow as listed by the manufacturer on a 22" depth 5-pocket bag shall be 0.28", 0.40", 0.45", 0.62" w.g. at an airflow of 492 fpm. Dust holding capacity to 1.5 inch shall be at least: M11 582 grams, M13 445 grams, M14 321 grams and M15 282 grams. Filter shall contain at least 71.5 sq. ft. of media.
- The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.
- The filter shall be classified by Underwriter Laboratories as UL 900
- Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Filter shall be rated as five star energy rating.
- Filter shall be warranted to last at least one year without a pre filter under normal loading environments and to maintain its efficiency thru out the life of the filter.
- Filter to have the lowest average pressure drop thru out its life.
- Filter to deliver the lowest LCC (live Cycle Cost) solution versus other filter options.
- Provide product test reports including all details as prescribed in ASHRAE Standards 52.2.-2012-B with appendix J. or 52.2-2007 with B and J. 2012 now includes B and J within the standard instead of 2007 having B and J as separate documents.
- Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.

Current Product: Camfil Hi-Flo ES

18. High Capacity V Bed Rigid Filters

- Air filters shall be v-bank mini-pleated fiberglass disposable type, with pleat separators, polyurethane pack-to-frame sealant, polystyrene enclosing frame and have an ECI value of five stars.
- Filter media shall be of a special grade of microfine glass fibers. No charged or synthetic media shall be used.
- Eight media packs containing no less than 200 square feet of media shall be assembled into a v-bank configuration. Computer-optimized pleat to height ratio shall create a radial air exiting and entering design. The filter outlet shall be radial in shape with a maximum of 60% open area and the inlet shall be 30% larger than any other V-bank style filter to maintain low-pressure drop and uniform airflow.
- The media packs shall be completely sealed and bonded to the inside periphery of a polystyrene enclosing frame with a polyurethane sealant. The enclosing frame shall include top and bottom molded tracks as an integral part of the frame to ensure a proper seal.
- Media packs shall be recessed at least 1" from the headered side of the enclosing frame to allow uniform airflow when a prefilter is mounted directly to the enclosing frame. The header shall include a gasket on the vertical side to create a filter-to-filter seal in side-access housing applications.
- The filter shall have a Minimum Efficiency Reporting Value of MERV 11 when tested in accordance with ASHRAE Standard 52.2-2012 with appendix B and J. Filters must be tested at 492 FPM.
- Initial resistance to airflow shall not exceed (0.21", 0.25", 0.27" or 0.60" w.g. at an airflow of 492 fpm. for 24" x 24" x 12". Filter shall have a minimum Dust holding Capacity to 1.5" final of 398 grams for M11, 350 grams for M13, 550 grams for M14 and 230 grams for M16.
- The manufacturer shall warranty that the filter shall be capable of withstanding 10.0" w.g. without failure of the filter.
- The filter shall be classified by Underwriter Laboratories as UL 900
- Manufacturer shall provide evidence of facility certification to ISO 9001:2000.
- Filter shall be rated as five star energy rating.

-Filter shall come with a manufacturer's written guarantee of outperforming all other filters of a similar type and maintaining its efficiency through the entire life of the filter.

Current Product: Durafil 4V-ES2

19. All filters must be manufactured to meet the requirements of the ASHRAE Standard listed in the individual specifications. The antimicrobial agent must be EPA approved and registered for use on air filters, not just registered as a chemical.
20. All purchases will be on an as-needed basis and must be delivered within 30 days of receipt of an order. Additionally, the University does not guarantee any quantity.
 - 20.1 Any recurrence of the contractor's inability to meet the required delivery date, 30 days after receipt of order, will be sufficient grounds for cancellation of the contract.
21. Warranty: The contractor must provide the standard manufacturer's warranty without exclusions.
22. All items must be new. Used, reconditioned and/or demo items will not be accepted by the University.
23. 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
AIR FILTERS
INVITATION FOR BID 5805**

GENERAL CONTRACTUAL REQUIREMENTS

This portion of the IFB pertains to the bidder(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 for twelve (12) consecutive months from contract award. 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 option 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 for each extension option shall be computed against and added to the price(s) stated on the Pricing Page for the original contract period. The increase is not a cumulative increase. If the Pricing Page does not include such percentages or if applicable spaces are not completed by the contractor, the price(s) during 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 closing date of the Invitation for Bid.
 - 2.1 Payment for all goods and services required herein shall be made after the successful completion of all requirements as set forth in the contract and subsequent purchase order(s). The contractor shall submit an original invoice and reference the respective purchase order number. Payment will be made upon submittal of the invoice on a Net 30 basis unless discount terms are offered.
 - 2.2 The University will not make any advance deposits.
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. In accordance with all applicable provisions of the Revised Statutes of the State of Missouri, no official or employee of the University or its governing body and no other public official of the State of Missouri who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the technical specifications covered by the contract shall voluntarily acquire any personal interest, directly or indirectly, in the contract.
6. 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 at any time in conjunction with or in replacement of the contractor's service.
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 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. In the event of manufacturer discontinuation of a contract item, the contractor shall substitute an item with equal or better capabilities for equal or less cost than the discontinued item. The contractor shall not substitute any item without final approval of the University. The University shall be the final authority as to acceptability of requested substitutions and reserves the right to accept or reject any substitution requests.
 - 9.1 If the University identifies and proves any deficiency in the delivered items, the contractor shall replace all like items in the University's stock. Any recurrence of the contractor supplying filters that do not conform to specifications will be sufficient grounds for cancellation of the contract.
10. 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 60 calendar days prior to the effective date of such termination.

**SOUTHEAST MISSOURI STATE UNIVERSITY
AIR FILTERS
INVITATION FOR BID 5805**

BIDDER'S INFORMATION

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

1. Southeast currently issues all solicitations via the University's website at <http://www.semo.edu/purchasing>. In addition to the original solicitation, all amendments (if any) and all questions and answers received during the solicitation process will be posted to the website. Please note that it is the bidder's sole responsibility to check the website to obtain any additional information posted for the IFB. Additionally, 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. 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.
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.....	60%
5.2	Experience and Reliability of Bidder's Organization.....	10%
5.3	Proposed Product.....	30%
6. COST: Cost shall be evaluated based upon the firm, fixed prices indicated by the bidder. The bidder shall not be entitled to any other form of payment or reimbursement not specifically provided for by this document. Percentages quoted for extension options shall also be considered in the evaluation of cost.
 - 6.1 The University reserves the right to award by line item or total award, whichever option results in the best interests of the University.
7. EXPERIENCE AND RELIABILITY OF BIDDER'S ORGANIZATION: Experience and reliability of the bidder's organization will be considered in 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. 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 each reference. The bidder may utilize Attachment 1 to provide this information.

8. **PROPOSED PRODUCT:** The bidder should describe in detail all proposed filters and explain how such meets the requirements stated in the technical specifications portion of this document. It is the bidder's responsibility to ensure all filters proposed are adequately described. Failure to provide adequate information for evaluation of the proposed product may result in minimal subjective consideration and/or rejection of the bidder's package.
 - 8.1 The bidder should provide test reports for each of the following ASHRAE Standards: 52.1-1992, 52.2. At a minimum, the bidder should provide proof of certification that each proposed filter has been tested to and has passed the tests contained in ASHRAE Standard 52.2.
 - 8.2 The bidder should provide technical data sheet to identify the antimicrobial agent and to prove EPA registration. The bidder is encouraged to provide other applicable information which defines the quality of the filters.
 - 8.3 The bidder should provide the MERV (Minimum Efficiency Rating Value) for each filter proposed.
9. The University reserves the right to request a sample product to aid in the evaluation. All costs incurred to ship the sample to the University will be borne by the bidder. The University, at its sole option, may keep or return the sample requested. Costs incurred to return the samples to the bidder will be borne by the University. If the University desires to keep the product, the bidder will be paid in accordance with the price as stated on the Pricing Page.
 - 9.1 Upon request by the University, bidders will be given ten business days to provide sample. Failure to provide sample within allotted time may result in rejection of bid.
10. Domestic Products Procurement Act (Attachment 2): The bidders are advised that, in accordance with RSMo 34.350-34.359, the attached certification form for the State of Missouri Domestic Products Procurement Act (Buy American) must be completed, signed and returned in order to be considered for preference.
11. 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 3 with the bid. Completion of Attachment 3 does not affect contract award.
12. 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 4, Missouri Service-Disabled Veteran Business Preference with the bid. If the bid 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.
13. 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 the bid.

**SOUTHEAST MISSOURI STATE UNIVERSITY
AIR FILTERS
INVITATION FOR BID 5805**

PRICING PAGE

The bidder must provide a firm, fixed price or "no bid" for each item listed below. The price must include all applicable charges, such as shipping, handling, warranty, etc. In addition, the University only accepts items shipped as FOB destination.

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
	Roll Filter				
1.1	Roll Filter, Polyester Media, 50"x90"x1"		20		
	Automatic Roll Filter				
2.1	Automatic Roll Filter, fits Cambridge model VAR 12-94(s), serial type AM, #AR-55042, 48" x 65" x 1"		6		
	Ring Panel Filters				
3.1	1.5" Polyester Ring Panel, 24"x24"		500		
	1" Deep Pleated Filter – Medium Efficiency				
4.1	1" Deep Pleated Filter, Medium Efficiency, 9"x16.25"		96		
4.2	1" Deep Pleated Filter, Medium Efficiency, 13"x17 5/8"		12		
4.3	1" Deep Pleated Filter, Medium Efficiency, 15 1/4"x17 1/2"x3/4"		12		
4.4	1" Deep Pleated Filter, Medium Efficiency, 15 1/4"x30"x3/4"		12		
4.5	1" Deep Pleated Filter, Medium Efficiency, 20"x25"		96		
4.6	1" Deep Pleated Filter, Medium Efficiency, 16"x20"		10		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
4.7	1" Deep Pleated Filter, Medium Efficiency, 16"x25"		96		
4.8	1" Deep Pleated Filter, Medium Efficiency, 20"x20"		48		
4.9	1" Deep Pleated Filter, Medium Efficiency, 9"x26.75"		72		
4.10	1" Deep Pleated Filter, Medium Efficiency, 9"x30.75"		24		
4.11	1" Deep Pleated Filter, Medium Efficiency, 9"x20.5"		12		
4.12	1" Deep Pleated Filter, Medium Efficiency, 8.25"x27.75"		60		
4.13	1" Deep Pleated Filter, Medium Efficiency, 8.25"x19.75"		60		
4.14	1" Deep Pleated Filter, Medium Efficiency, 8"x31.75"		20		
4.15	1" Deep Pleated Filter, Medium Efficiency, 8"x43.75"		6		
4.16	1" Deep Pleated Filter, Medium Efficiency, 11"x45.75"		2		
4.17	1" Deep Pleated Filter, Medium Efficiency, 11"x57.75"		2		
4.18	1" Deep Pleated Filter, Medium Efficiency, 8.88"x19.13"		300		
4.19	1" Deep Pleated Filter, Medium Efficiency, 8.88"x24.13"		800		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
4.20	1" Deep Pleated Filter, Medium Efficiency, 8.88"x33.63"		48		
4.21	1" Deep Pleated Filter, Medium Efficiency, 8.88"x42.13"		24		
4.22	1" Deep Pleated Filter, Medium Efficiency, 8.88"x61.13"		24		
4.23	1" Deep Pleated Filter, Medium Efficiency, 9"x44.75"		30		
4.24	1" Deep Pleated Filter, Medium Efficiency, 8"x25"		24		
4.25	1" Deep Pleated Filter, Medium Efficiency, 10"x33"		12		
4.26	1" Deep Pleated Filter, Medium Efficiency, 12"x16"		12		
4.27	1" Deep Pleated Filter, Medium Efficiency, 13"x14"		24		
4.28	1" Deep Pleated Filter, Medium Efficiency, 17"x15"		12		
4.29	1" Deep Pleated Filter, Medium Efficiency, 19"x30"		12		
4.30	1" Deep Pleated Filter, Medium Efficiency, 14.875"x17"		60		
4.31	1" Deep Pleated Filter, Medium Efficiency, 11"x15.25"		24		
4.32	1" Deep Pleated Filter, Medium Efficiency, 11"x14.5"		24		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
4.33	1" Deep Pleated Filter, Medium Efficiency, 12.75"x19"		24		
4.34	1" Deep Pleated Filter, Medium Efficiency, 7.5"x21.5"		24		
4.35	1" Deep Pleated Filter, Medium Efficiency, 12"x12"		24		
4.36	1" Deep Pleated Filter, Medium Efficiency, 16"x26"		10		
4.37	1" Deep Pleated Filter, Medium Efficiency, 14"x20"		10		
4.38	1" Deep Pleated Filter, Medium Efficiency, 14"x16"		10		
4.39	1" Deep Pleated Filter, Medium Efficiency, 21"x38"		10		
4.40	1" Deep Pleated Filter, Medium Efficiency, 21"x31"		10		
4.41	1" Deep Pleated Filter, Medium Efficiency, 18"x18"		10		
	2" Deep Pleated Panel Filter, Medium Efficiency				
5.1	2" Deep Pleated Filter, Medium Efficiency, 10"x16"		24		
5.2	2" Deep Pleated Filter, Medium Efficiency, 10"x19 1/2"		24		
5.3	2" Deep Pleated Filter, Medium Efficiency, 16"x20"		132		
5.4	2" Deep Pleated Filter, Medium Efficiency, 16"x24"		20		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
5.5	2" Deep Pleated Filter, Medium Efficiency, 16"x25"		60		
5.6	2" Deep Pleated Filter, Medium Efficiency, 20"x20"		60		
5.7	2" Deep Pleated Filter, Medium Efficiency, 20"x24"		60		
5.8	2" Deep Pleated Filter, Medium Efficiency, 20"x25"		200		
5.9	2" Deep Pleated Filter, Medium Efficiency, 12"x24"		60		
5.10	2" Deep Pleated Filter, Medium Efficiency, 24"x24"		900		
5.11	2" Deep Pleated Filter, Medium Efficiency, 21"x24.5"		30		
	4" Deep Pleated Panel Filter, Medium Efficiency				
6.1	4" Deep Pleated Filter, Medium Efficiency, 11.5"x 11.5"		330		
6.2	4" Deep Pleated Filter, Medium Efficiency, 24"x24"		10		
6.3	4" Deep Pleated Filter, Medium Efficiency, 12"x24"		10		
	2" Deep Pleated Panel Filter, High Efficiency				
7.1	2" Deep Pleated Filter, High Efficiency, 25"x20"		24		
7.2	2" Deep Pleated Filter, High Efficiency, 25"x14"		24		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
7.3	2" Deep Pleated Filter, High Efficiency, 20"x20"		24		
7.4	2" Deep Pleated Filter, High Efficiency, 14"x20"		24		
	6" Deep Pleated Rigid Box Filter, High Efficiency				
8.1	6" Deep Pleated Box Filter, 24"x24"		40		
	Bag Filters				
9.1	Bag Filter, 6 Pocket Bag, 13/16" Header, 24"x24"x24"		250		
9.2	Bag Filter, 4 Pocket Bag, 13/16" Header, 24"x24"x12"		60		
	4" Deep Mini-Pleat Panel Filter, MERV 11				
10.1	4" Deep Mini-Pleated Filter, High Efficiency, 24"x24"		75		
10.2	4" Deep Mini-Pleated Filter, High Efficiency, 12"x24"		24		
10.3	4" Deep Mini-Pleated Filter, High Efficiency, '20"x24"		12		
10.4	4" Deep Mini-Pleated Filter, High Efficiency, 20"x20"		24		
	4" Deep Mini-Pleat Panel Filter, MERV 14				
11.1	4" Deep Mini-Pleated Filter, High Efficiency, 12"x24"		24		
11.2	4" Deep Mini-Pleated Filter, High Efficiency, 24"x24"		48		
11.3	4" Deep Mini-Pleated Filter, High Efficiency, '20"x25"		12		

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
	Modular System Replaceable Panel Filters				
12.1	Replaceable Panel Filter, 12"x22"x2"		200		
	Ten-Pocket Filters, MERV 11				
13.1	Ten-Pocket Filter, 24"x24"x22"		10		
13.2	Ten-Pocket Filter, 24"x24"x30"		10		
13.3	Ten-Pocket Filter, 24"x24"x12"		10		
	Ten-Pocket Filters, MERV 13				
14.1	Ten-Pocket Filter, 24"x24"x22"		10		
14.2	Ten-Pocket Filter, 24"x24"x30"		10		
14.3	Ten-Pocket Filter, 24"x24"x12"		10		
	Eight-Pocket Filters, MERV 11				
15.1	Eight-Pocket Filter, 12"x24"x22"		10		
15.2	Eight-Pocket Filter, 12"x24"x30"		10		
15.3	Eight-Pocket Filter, 12"x24"x12"		10		
15.4	Eight-Pocket Filter, 20"x24"x22"		10		
15.5	Eight-Pocket Filter, 20"x24"x30"		10		
15.6	Eight-Pocket Filter, 20"x24"x12"		10		
	Eight-Pocket Filters, MERV 13				

ITEM	DESCRIPTION	PRODUCT DESCRIPTION & MANUFACTURER'S NUMBER	EST. QTY.	UNIT PRICE	TOTAL PRICE
16.1	Eight-Pocket Filter, 12"x24"x22"		10		
16.2	Eight-Pocket Filter, 12"x24"x30"		10		
16.3	Eight-Pocket Filter, 12"x24"x12"		10		
16.4	Eight-Pocket Filter, 20"x24"x22"		10		
16.5	Eight-Pocket Filter, 20"x24"x30"		10		
16.6	Eight-Pocket Filter, 20"x24"x12"		10		
	Five-Pocket Filters, MERV 11				
17.1	Five-Pocket Filter, 20"x20"x22"		10		
17.2	Five-Pocket Filter, 20"x20"x30"		10		
17.3	Five-Pocket Filter, 20"x20"x12"		10		
	High Capacity V Bed Rigid Filters, MERV 11				
18.1	High Capacity V Bed Rigid Filter, 24"x24"x12"		10		

19. The bidder must provide a firm fixed discount off list price for any filter available from the contractor not listed above. The discount off list price must include all applicable charges (shipping, handling, etc.) and must be stated FOB destination.

_____ % firm, fixed discount off list price

Please note: As new filters are needed by the University, they shall be considered added to the contract according to the price that is mutually agreed upon. All future purchases of the added filter shall be for the same price. In addition, the price shall be limited to the applicable percentage of increase for the remaining renewal periods.

20. In the event the University exercises its option to renew the contract, the bidder must state below the maximum percentage of increase 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 12, paragraph 1. Failure to complete this section may result in rejection of the bid.

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.

_____ %	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 and percentages are quoted pursuant to the terms and conditions of Invitation for Bid 5805. 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 contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

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
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

In accordance with sections 34.350-34.359, RSMo, the bidder is instructed to provide information regarding the point of manufacture for each of the products being bid so that the product's eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The bidder may be required to provide supporting documentation indicating proof of compliance.

Qualifying for the Domestic Products Preference:

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

Non-Domestic Product:

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

THE BIDDER MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:

- (Table 1) ALL products bid are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference; OR
- (Table 2) ALL products bid are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference; OR
- (Tables 3-6) Not all products bid fall into the prior two categories so an item-by-item certification is necessary.

The bidder is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.

TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)

Check the box to the right if ALL products bid are MANUFACTURED OR PRODUCED IN THE U.S.:	<input type="checkbox"/>
--	--------------------------

TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON'T QUALIFY FOR PREFERENCE (ineligible for preference)

Check the box to the right if ALL products bid are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:	<input type="checkbox"/>
---	--------------------------

TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS BID FALL INTO PRIOR TWO TABLES)

- For those line items for which a U.S.-manufactured or produced product is bid, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)			
<ul style="list-style-type: none"> • List item numbers of products bid that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference. • List U.S. city and state where products bid are manufactured or produced. 			
Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced

TABLE 4 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)			
<ul style="list-style-type: none"> • List item numbers of products bid that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference. • List country where product bid is manufactured or produced. 			
Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

(Exhibit continues on next page)

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

**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