



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

**INVITATION FOR BID 5836  
AMENDMENT #1**

**TITLE: SERVICE AWARDS AND MEDALLIONS**

**DATE: OCTOBER 31, 2016**

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

**EMAIL: ssteinnerd@semo.edu**

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

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

**DATE: EXTENDED TO NOVEMBER 14, 2016**

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

**DELIVERY INSTRUCTIONS**

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

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

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

**MUST BE SIGNED TO BE VALID**

The bidder hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her bid.

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  
SERVICE AWARDS AND MEDALLIONS  
INVITATION FOR BID 5836

AMENDMENT #1

The bidder is hereby notified that Invitation for Bid 5836 is clarified and amended as follows.

1. IFB opening date is hereby extended to November 14, 2016. It is anticipated that additional information will be issued on or before November 4, 2016, via Amendment #2.
2. IFB opening time remains the same.
3. All other terms and conditions of Invitation for Bid 5836 remain the same.

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If you have any questions regarding these changes, please contact the Purchasing Department at 573-651-2588.

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