



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

**INVITATION FOR BID 5840  
AMENDMENT #1**

**TITLE: INDUSTRIAL ROBOT**  
**DATE: NOVEMBER 16, 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 28, 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  
INDUSTRIAL ROBOT  
INVITATION FOR BID 5840

AMENDMENT #1

The bidder is hereby notified that Invitation for Bid 5840 is clarified as follows.

Question: Are you seeking a complete STEM cell robot system that includes robot safety and peripherals or are you only looking for the robot?

Answer: Southeast does not need the entire cell. While peripherals would be encouraged, the goal is to replace an existing robot. In accordance with the Pricing Page, the bidder is encouraged to provide a list of peripherals and the applicable unit cost for each.

Question: What type of delivery are you looking for, and how important is this?

Answer: Southeast does not need onsite delivery. While the item should be shipped in one piece, the University is prepared to uncrate and accomplish basic setup. However, the contractor will need to provide technical assistance via telephone as indicated by page 2, paragraph 3.1.

Question: End of arm tooling is generally specific to parts being manipulated, type of gripper, speed, etc., and is normally purchased through a third party based on specific applications. Is any additional information available regarding the end of arm tooling?

Answer: Southeast anticipates that the robot will be used primarily to pick up small (such as 1" diameter) pegs with a flat top. Including a fingered gripper, vacuum gripper, or similar item that works specifically with the proposed robot are encouraged, but not required. In accordance with the Pricing Page, the bidder is encouraged to provide this as an option and include the applicable unit cost for each.

Question: Is training at the manufacturer location accepted? Cost of training would be included but the University would be responsible for all costs of travel, food, lodging, etc.

Answer: In accordance with page 2, paragraph 3.2, the contractor must provide training. It is acceptable for training to be held at the manufacturer location but such must be clearly indicated in the bid response. While the University prefers on-site training, it is not required. The bidder is welcome to provide pricing for on-site training, off-site training, and/or webinar-based training.

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The bidder is hereby notified that Invitation for Bid 5840 is amended as follows.

1. IFB opening date is hereby extended to November 28, 2016.
2. IFB opening time remains the same.
3. All other terms and conditions of Invitation for Bid 5840 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.*