

Middle Tennessee State University

Bid Information

Bid Owner Procurement Buyer
Email purchase@mtsu.edu
Phone 1 (615) 898-7777 x
Fax 1 (615) 898-7777 x

Bid Number 20245
Bid Title Bid Title
Bid Type ITB (Sealed)
Issue Date 04/23/2018
Close Date 5/8/2018 03:00:00 PM (CT)

Contact Information

Address Middle Tennessee State University
1500 Greenland Drive, P O Box 18
Murfreesboro, TN 37132

Contact Buyer
Department Procurement Specialist
Building Procurement Services
Floor/Room
Telephone (615) 898-7777 x
Fax (615) 898-7777 x
Email purchase@mtsu.edu

Ship to Information

Address Middle Tennessee State University
1672 Greenland Drive
Murfreesboro, TN 37132

Contact
Department
Building
Floor/Room
Telephone (615) 898-7777 x
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature _____

Date ____ / ____ / ____

Bid Notes

Bid Activities

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	BID_TERMS_AND_CONDITIONS_April_2017.pdf	BID TERMS AND CONDITIONS-April 2017

Bid Attachments Requested

The following attachments are requested with this opportunity

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
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1	MTSU Standard Terms and Conditions	I have read and understand Middle Tennessee State University's Standard Terms and Conditions.	_____ (Required)
2	Corporations	Corporations must be duly authorized to do business and be in good standing under The Laws Of The State Of Tennessee.	(No Response Required)
3	Payment Term Discount	A prompt payment discount will be considered in the award process (Ex. 1% Net 30). Payment terms for less than thirty (30) days will not be considered or accepted by the University. Proposer is not required to submit a payment discount but payment terms less than thirty (30) days may cause your proposal be considered non-compliant.	_____ (Optional)
4	Other TBR and UTK Institutions	I certify that if selected as the successful proposer, this proposal may be applied to the entire TBR (and UT) System(s). This does not mean that other TBR or UT institutions are required to purchase under this ITB.	_____ (Optional)
5	Freight on Board (FOB)	All Quotations shall be FOB destination. The Term FOB destination shall mean Delivered as specified on the purchase order with all charges for Transportation and Unloading prepaid by the Vendor/Contractor. All Prices should include freight and shipping charges. Failure to include these charges shall cause forfeiture of all rights to collect freight.	_____ (Required)
6	Award Criteria (All or None)	An award for this bid shall be made to the lowest responsive and responsible bidder for all items	(No Response Required)
7	Delivery Date	After reviewing all of the attachments, questions, and specifications contained in this bid request, enter your delivery date in the field provided.	_____ (Required)
8	Brand/Model or equivalent	Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the bidder. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the bidder to that manufacturer or specific article, unless specifically stated. Equal products of other manufacturers will be considered if proof of equality is provided as part of the bid. Bidders are required to notify the Institution's ITB Buyer whenever specifications/procedures are not perceived to be fair and open. All suggestions or objections shall be made in writing and received by the ITB Buyer at least three (3) working days prior to the bid opening. The articles on which the bids are submitted must be equal or superior to that specified. Informative and Descriptive Literature: The bidder must show brand or trade names of the articles bid, when applicable. It shall be the responsibility of the vendor, including vendors whose product is referenced; to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid	(No Response Required)
9	Independent Price Determination	No Proposal shall be considered for award if the price in the proposal was not quoted independently and without collusion, consultation, communication or agreement relating to any pricing matter with any other Proposer or with any of Proposers competitors. Proposers may not submit more than one proposal, nor submit multiple proposals in different forms; including, but not limited to, submitting a proposal as a Prime Proposer and as a Subcontractor to another prime Proposer. It is	_____ (Required)

acceptable for an entity to be a subcontractor for more than ONE Proposer.

NOTE: If price-fixing, pricing collusion, multiple proposal submission, or any other behavior prohibited by the terms contained herein are detected at any time during the course of the contract, the contract shall be deemed null and void.

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| 10 | Executed Contract or Purchase Order | Notwithstanding any provision contained herein or in any solicitation document, submission of a bid or a proposal shall not create rights, interests or claims of entitlement in any bidder or proposer, including the successful bidder or proposer. Notwithstanding any action or agreement to the contrary, no such right, interest, or claim shall exist unless and until a purchase order has been issued or a contract is fully executed. | (No Response Required) |
| 11 | Vendor Note if Bid Mailed or delivered | Vendors are encouraged to log-in and register as a supplier at MT \$ource - (http://sciquest.ionwave.net/MT\$ource). Non-Electronic Sealed Bids must be mailed or hand delivered and received by Procurement Services before the bid deadline. Sealed Bid responses to this proposal must include the original and a copy submitted in a sealed envelope for evaluation purposes. Include the Bid Number on the outside of the envelope. Also, failure to properly respond to the required fields [i.e. INITIALS/Signature, "Yes,I agree", or "Yes, I will comply"] will cause your bid to be considered non-compliant. MTSU Procurement Services along with the 'end-user' will be the 'final authority' for determining compliant bid specifications. All bids shall include all educational and governmental discounts including Higher Education Discounts. | (No Response Required) |
| 12 | State Contracts | Procurement Services reserves the right to utilize existing Institution Contracts, Tennessee Board of Regents Authorized Contracts, University of Tennessee Contracts, and State of Tennessee Contracts to fulfill part or all of any Contract when it is deemed to be in the best interest of the Institution. | _____ (Optional) |
| 13 | Digital Signature | By entering your name in the field provided you are accepting the terms of this bid. You agree that your typed name will serve as your electronic digital signature. Failure to sign this Proposal will result in the disqualification of your entire ITB Proposal. | _____ (Required) |

Line Items

#	Qty	UOM	Description	Response
1	2	LO	Bid Item #1	\$ _____ (Required) Unit Price

Supplier Notes: _____

2	2	LO	Bid Item #2	\$ _____ (Optional) Unit Price
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Supplier Notes: _____
