



Purchasing Department  
 100 E Normal – McClain 106  
 Kirksville, MO 63501  
 660.785.4159 660.785.7337 (fax)

# REQUEST FOR BID

*This Is Not An Order*

Bid Request Number <b>2018-018</b>
Date Published <b>March 13, 2015</b>

**BID MUST BE RECEIVED NO LATER THAN**

Date and Time <b>Tuesday, April 3, 2018 2:00 PM Central Time</b>
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Please indicate: Minority Business

Yes \_\_\_\_\_

No \_\_\_\_\_

Contact Person: Lori Davenport, Buyer

660.785.4159

[purchasingbuyer@truman.edu](mailto:purchasingbuyer@truman.edu)

**Bid Description: Food Service Equipment**

**STATEMENT:** In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Authorized Representative (Printed Name) / Title
Street Address	Authorized Signature
City, State, Zip Code	Email Address
Telephone Number	Fax Number

**BID RETURN INSTRUCTIONS:** Completed bid can be faxed to 660.785.7337, e-mailed to [purchasingbuyer@truman.edu](mailto:purchasingbuyer@truman.edu) or walked in to Truman’s Business Office. Walked in bids must be sealed and the Bid No. must be printed on the envelope.

**\*\* IMPORTANT \*\***

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made or grown within the state of Missouri. See additional Missouri Preference Information attached.

**\*\* NON-DISCRIMINATION \*\***

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made an ensured, and referral to the Attorney General's Office.

**\*\* IMPORTANT NOTICE \*\***

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given. See Attachment No. 1 for submission requirement. This applies even to Missouri vendors.

**MISSOURI PREFERENCE INFORMATION ATTACHED**

Please check if the Missouri Preference applies and if you have included the required information with your response.

YES – Additional Missouri Preference is requested and all required documentation has been submitted for this consideration. See Attachment No. 1, Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.

NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.

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**GENERAL INFORMATION**

1. Pricing must include any crating and shipping charges. Shipping: FOB Destination, Kirksville, Missouri 63501. Truman State University shall not make additional payments or pay add-on charges, freight or shipping unless specifically described and priced in the bid.
2. **All equipment must be delivered no later than June 29, 2018.**
3. As Truman State University is a Missouri public institution of higher education, we do not complete Credit Applications.

4. Please submit a signed W9 for your company if you have not done business with Truman State University via Purchase Order in the last 12 months. A University issued purchase order will be the method of ordering all items.
5. Submission of a bid indicates that your equipment can meet or exceed the specifications stated.
6. Vendors are required to submit Exhibits A and B by the bid closing date/time.
7. It is the University's intent to award each Group individually unless it is in the University's best economic interest to award all or none.
8. No substitutions will be accepted except where noted.
9. All communications (both written and oral) must be between the vendor and the Authorized Agent listed at the top of the bid document. Departmental contacts are not allowed.
10. A notice of award issued by the University does not constitute authorization for shipment. The selected vendor(s) must receive a properly authorized purchase order.
11. Each invoice submitted must be on the selected vendor's original descriptive business invoice and must contain a unique invoice number. The purchase order number must be on all invoices.
12. All payment terms shall be as stated in the Terms and Conditions of the purchase order as stated on Truman's website (<http://businessoffice.truman.edu/purchasing/conditions/index.asp>). Payment terms should be net 30 days unless otherwise agreed to in writing by both parties. No deposits or prepayment will be accepted unless specifically noted on the Bidder's response AND approved by the University prior to award
13. The award shall be made to the lowest priced responsive bidder. Truman State University reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet delivery of unsatisfactory product or services by the bidder within the past three years. As deemed in its best interests, the University reserves the right to clarify any and all portions of any bidder's submission.
14. Sales Tax Exemption.
  - a. The University will utilize its exemption from payment of sales tax. The bids shall not include sales tax.

***End of General Information***

**BID 2018-018**  
**Exhibit A – Pricing Page**

GROUP	QUANTITY	DESCRIPTION	UNIT PRICE PER EACH
1	3	Manufacturer: Garland Countertop Induction Range – Model BH/BA 1800 <ul style="list-style-type: none"> <li>• 120 V, 1800W</li> </ul> Delivery ARO: _____	\$ _____
2	1	Manufacturer: Edlund U-12 L Heavy Duty Manual Can Opener – Model 333U12L <ul style="list-style-type: none"> <li>• 22" Adjustable Bar and Plated Steel Base</li> </ul> Delivery ARO: _____	\$ _____
3	3	Manufacturer: Cambro Granite Green Three Shelf Service Cart – Model: BC235192 <ul style="list-style-type: none"> <li>• 37 ¼" x 21 ½" x 34 5/4"</li> </ul> Delivery ARO: _____	\$ _____
4	2	Manufacturer: Manitowoc Indigo Series 48" Water Cooled Full Size Cube Ice Machine – Model: 1803W 208-230/60/1 <ul style="list-style-type: none"> <li>• 208V</li> <li>• 1 Phase</li> <li>• 1850 lb.</li> </ul>	\$ _____
	1	Ice Storage Bin – Model: F-1650 <ul style="list-style-type: none"> <li>• 1660 lb</li> </ul> Delivery ARO: _____	\$ _____

GROUP	QUANTITY	DESCRIPTION	UNIT PRICE PER EACH
5	1	Manufacturer: Hatco Toast Qwik Conveyor Toaster - Model: TQ-800 208V <ul style="list-style-type: none"> <li>• 2" Opening</li> <li>• 208V</li> </ul> Delivery ARO: _____	\$ _____
6	1	Manufacturer: Globe Heavy Duty Bowl Truck for SP40 Mixer – Model: XBTRUCK-40  Delivery ARO: _____	\$ _____
7	5	Manufacturer: Regency 20 Pan End Load Nesting Bun / Sheet Pan Rack - Assembled – Model: 600PR1820ZWD  Delivery ARO: _____	\$ _____

*End of Pricing Page*

## MISSOURI PREFERENCE INFORMATION

As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations.

Vendors must provide the following information:

- a. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
- b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
- d. If any products and/or services offered under this RFB are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
- e. MBE/WBE Certification. In accordance with Executive Order 98-21, firms are encouraged and may be required per the RFB to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oa.mo.gov/oEO/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877.259.2963 or email [heyern@mail.oa.state.mo.us](mailto:heyern@mail.oa.state.mo.us).

\_\_\_\_\_ MBE      \_\_\_\_\_ WBE      \_\_\_\_\_ Both

In the evaluation of responses, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. 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. Such preferences shall be given when quality is equal or better and delivered price is the same or less. Truman reserves the right to consider the value of money and any other economic impact factor as deemed appropriate and in the best interests of the University.

**EXHIBIT B  
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"/>
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**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"/>
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**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**.

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

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

(Exhibit continues on next page)

**EXHIBIT \_\_, continued: DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

**TABLE 5 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)**

- List item numbers of products bid that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.
- Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.
- NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, "Most Favored Nation" status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

**TABLE 6 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)**

- List item numbers of products bid that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify sole US manufacturer name.
- Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole US Manufactured Product or Line of Particular Good

**The bidder is responsible for certifying the information provided on this exhibit is accurate by signing below:**

I hereby certify that the information provided herein is true and correct, and complies with all provisions of sections 34.350 to 34.359, RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

**SIGNATURE** (If submitting bid electronically, scanned or typed signature is acceptable)

**COMPANY NAME**