



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 2023-002
Date Published May 18, 2022

BID MUST BE RECEIVED NO LATER THAN

Date and Time Tuesday, June 7, 2022 2:00 PM Central Time
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Please indicate: Minority Business

Yes _____
 No _____

Contact Person: Lori Davenport, Buyer
 660.785.4159
ldavenport@truman.edu

Bid Description: Honor Medallions and Diplomat Covers

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 e-mailed to ldavenport@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.

GENERAL INFORMATION

1. Pricing must include any crating and shipping charge: Shipping, FOB Destination, Kirksville, Missouri 63501. Truman State University will not make additional payments or pay add-in charges, freight or shipping unless specifically described and priced in the bid.
2. No substitutions will be accepted.
3. It is Truman’s intent to award each Group separately if it is within the University’s best interest.
4. As Truman State University is a Missouri public institution of higher education, we do not complete Credit Applications.
5. Vendors are requested to return the ‘Intent to Respond Form’ as soon as possible. Vendors are required to submit Exhibit A by the bid closing date/time.
6. 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.
7. Submission of a bid indicates that your equipment can meet or exceed the specifications stated.
8. Agreement will begin July 1, 2022. Truman reserves the right to extend this agreement for three (3) 1-year increments with a potential end date of June 20, 2026.
9. The quantities listed are a projected usage. Truman may purchase more or less than stated. No penalty will be imposed upon Truman for purchases less than the stated estimates. These items are purchased on an as needed basis. The number of graduates dictates how fast the University’s inventory is depleted.
10. **Pricing per unit must remain the same regardless of the number of covers and/or medallions ordered throughout each agreement period (July – June). The vendor will be allowed unit pricing adjustments in the spring prior to each award renewal period.**

_____ acknowledged

11. Electronic proofs will be required of each medallion and the diploma cover. Proofs can be a dylux, matchprint, or printer's preferred professional system for proofing (photocopy or equivalent is not acceptable). Cost for proof to be included in bid pricing.
12. Vendors may be requested to submit a sample of their company's work/product. If requested, samples should be received within five (5) business days using the address listed on the cover page of the bid document. Failure to submit samples may result in disqualification of the bid. Samples shall be submitted to Truman no additional cost and will not be returned. The vendor shall identify the samples with their company name.
13. 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.
14. 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.
15. The vendor expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained herein.
16. Any change to the agreement, whether by modification and/or supplementation must be accomplished by an amended agreement signed and approved by and between the authorized representatives of the selected vendor and the University or by a modified purchase order prior to the effective date of such modification. The selected vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communication by or from any person, shall be used or construed as an amendment or modification to the agreement.
17. Truman State University reserves the right to terminate the agreement at any time, for the convenience of the University, without penalty or recourse, by giving written notice to the vendor at least thirty (30) days prior to the effective date of such termination. The vendor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the University pursuant to the agreement prior to the effective date of termination.
18. All prices shall be as indicated on the Pricing Page. Truman State University shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney's fees, liquidated damages, restock fees, etc.
19. 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.
20. 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
21. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when the University determines that it is in their best interest to do so.

22. 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.
23. The University will utilize its exemption from payment of sales tax. The bids shall not include sales tax.

End of General Information

PROPOSER REGISTRY FOR NOTIFICATION OF INTENT TO RESPOND

Truman State University

Bid: 2023-002

Diploma Covers and Honor Medallions

Please complete and submit this form as soon as possible indicating your intent to participate in the bid. Please fax to 660-785-7337 or email to ldavenport@truman.edu. This page is not part of the bid package and should be submitted to notify Truman State University of your interest in this bid and for Truman State University to notify your organization of any addenda. These addenda are issued if there is a need to change the specifications or closing date/time of the request.

INTENT TO RESPOND STATEMENT

___ YES Our organization plans to submit a response to this solicitation for bids:

NO RESPONSE STATEMENT

___ No Our organization is not submitting a response for the following reason(s):

- | | |
|---|--|
| <input type="checkbox"/> We do not offer this commodity and/or service or an equivalent | <input type="checkbox"/> Insufficient time to respond to the invitation to bid. |
| <input type="checkbox"/> Our schedule would not permit us to perform | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> The project is too small | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____ Fax Number: _____

Contact Email Address: _____

BID 2023-002
Exhibit A – Diploma Covers and Honor Medallions

GROUP	QUANTITY	DESCRIPTION	PRICE EACH
1	800	<p>ALL MEDALLIONS WILL BE:</p> <ul style="list-style-type: none"> • 2 ½” Circle • 1/8” Thick • 50.00 DWT in Weight • Outer circle in Purple • Seal of the state of Missouri in center • Each medallion packed in individual poly bag <p>Cum Laude</p> <ul style="list-style-type: none"> • Estimated Annual Usage: 350 • Brass with hand polished details • 36” White V-Neck Ribbon <p>Magna Cum Laude</p> <ul style="list-style-type: none"> • Estimated Annual Usage: 250 • Rhodium Plate with hand polished details • 36” Purple V-Neck Ribbon <p>Summa Cum Laude</p> <ul style="list-style-type: none"> • Estimated Annual Usage: 200 • Gold Electroplate with hand polished details • 36” Purple & White V-Neck Ribbon <p>Cost of Proof (if applicable)</p> <p>Please indicate if medals are Die Struck ___ Yes ___ No</p> <p>One Time Set-Up Fee (if applicable)</p> <p>Delivery ARO: _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
2	1,500	<p>Diploma Covers</p> <ul style="list-style-type: none"> • Size: 9” x 11.5” • Must be foil stamped in gold • Please state whether a digital file or camera-ready copy is required. • Covers should open on the long side at the bottom (beneath logo). • Covers should be lined on the inside with white moiré affeta. • Covers shall have holding inserts with clear protector of the diploma. 	<p>\$ _____</p>

		<ul style="list-style-type: none"> • Covers should include double debossed lines around the outer edge. • Covers shall have the official seal of the state of Missouri imprinted on the outside in foil stamped in gold on purple cases. <p>Cost of Proof (if applicable)</p> <p>One Time Set-Up Fee (in applicable)</p> <p>Delivery ARO: _____</p>	<p>\$ _____</p> <p>\$ _____</p>
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End of Specification Section

