

REQUEST FOR BIDS
TO
FURNISH, DELIVER AND INSTALL
A
COPIER CONTROL CARD READER SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
FOR
THE UNIVERSITY OF MISSOURI – ST. LOUIS
RFB-0361
OPENING DATE: AUGUST 30, 2007
TIME: 2:30 PM, CST

Prepared by:

Tanjela Brooks, Buyer II
Office of the Manager
Campus Procurement
University of Missouri-St. Louis
209 Woods Hall
One University Boulevard
St. Louis, Missouri 63121
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Dated: August 16, 2007

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INDEX

<u>DIVISION</u>	<u>PAGE NUMBER</u>
<u>Section A</u>	
Advertisement for Bids	A/1
Information for Bidders and General Conditions	A/2 - A/9
<u>Section B</u>	
Detailed Specifications and Special Conditions	S/1 - S/5
Bid Form	B/1 - B/5
Statement of Bidder's Qualifications	Q/1 - Q/2

NOTICE TO BIDDERS

The University of Missouri – St. Louis requests bids to Furnish, Deliver and Install a COPIER CONTROL CARD READER SYSTEM, RFB-0361, which will be received by the undersigned at the Office of the Manager, Campus Procurement, University of Missouri-St. Louis, 209 Woods Hall, One University Boulevard, St. Louis, Missouri 63121 until 2:30 p.m., cst, August 30, 2007. Bids will be opened and identified starting at 2:35 p.m., cst.

Specifications and the conditions of bid together with the printed form on which bids must be made may be obtained from Sherry M. Box, Campus Procurement, 209 Woods Hall, One University Boulevard, St. Louis, Missouri 63121, (314) 516-5369.

The University reserves the right to waive any informalities in bids and to reject any or all bids.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By: Tanjela Brooks, Buyer II
Campus Procurement

Dated: August 16, 2007

**UNIVERSITY OF MISSOURI
GENERAL TERMS AND CONDITIONS
AND
INSTRUCTIONS TO BIDDERS
REQUEST FOR BID (RFB)**

A. GENERAL TERMS AND CONDITIONS

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and bid response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFB shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

7. **Minority and Women Business Enterprise Participation:** It is the policy of the University of Missouri to ensure full and equitable economic opportunities to persons and businesses that compete for business with the University, including Minority and Women Business Enterprises (M/WBEs). To this end, the University has established participation goals of 7% for MBEs and 3% for WBEs of the total value of contracts for goods and services.

The University expects participation in contracts for goods and services by firms that are certified as Minority and Women Business Enterprises (M/WBEs). This may either be by the primary contractor being a qualified M/WBE or by the utilization of M/WBE suppliers by the primary contractor (second tier purchases). Contractors are required to make a "best effort" in support of the University's policy and documentation demonstrating this effort is required. Upon request of the University, the contractor shall provide semi-annual or annual reports of the financial participation of M/WBEs, either as the primary contractor or as second tier purchases. The report shall include the name(s) and address (es) of the qualified M/WBEs, products or services provided and the total dollar amount or percentage of utilization."

8. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
9. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days notice.
10. **Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The

Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and the Health Care Financing Administration.

Bidders understand and agree that the Curators of the University of Missouri, in the operation of the University Hospitals and Clinics, is regulated under federal or state laws with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Bidders/Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any bidders who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

11. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

12. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.
13. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed

contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.

B. INSTRUCTIONS TO BIDDERS

1. **Request For Bid (RFB) Document:** Bidders are expected to examine the complete RFB document and all attachments including drawings, specifications, and instructions. Failure to do so is at bidder's risk. It is the bidder's responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of a RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source.

Any and all communications from bidders regarding specifications, requirements, competitive bid process, etc., should be directed to the University buyer of record referenced in this RFB. It is the responsibility of the person or organization communicating the request to ensure that it is received. To guarantee a timely response, such communication should be received at least ten calendar days prior to the bid opening date.

The terms and conditions as distributed by the University or made available on a University website, shall not be modified by anyone submitting a bid. Regardless of any modification to these terms and conditions that may appear in the submitted bid, the original University terms and conditions apply. Any exceptions to the terms and conditions shall be stated clearly and it is at the University's discretion whether the exception shall be accepted or shall invalidate the bid.

The RFB document and any attachments constitute the complete set of specifications and bid response forms. No verbal or written information that is obtained other than through this RFB or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFB or give information as to the requirements of the RFB in addition to that contained in or amended to this written RFB document. In case of any doubt or difference of opinion as to the true intent of the RFB, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Bids:** All bids must be submitted, in **SIX (6)** copies, on the bid form accompanying these specifications and must be enclosed in a sealed envelope plainly marked: "Bid to Furnish, Deliver and Install a Copier Control Card Reader System" and addressed, mailed and/or delivered to Campus Procurement, University of Missouri-St. Louis, 209 Woods Hall, One University Boulevard, St. Louis, Missouri 63121. ATTN: Tanjela Brooks.

To receive consideration, bids must be received, at the above address, prior to the bid opening time and date stated in this RFB. Bidders assume full responsibility for the actual delivery of bids during business hours at the specified address.

Unless otherwise specifically stated in the RFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFB is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications it is for the purpose of item identification and to establish standards of quality, style, and features. Bids on equivalent items of the same quality are invited. However, to receive consideration, such equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the bid form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original bid price.

Time will be of the essence for any orders placed as a result of this RFB. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the bidder and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all bids shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

- 3. Submission of Bids:** Bidders shall furnish information required by the solicitation in the form requested. The University reserves the right to reject bids with incomplete information or which are presented on a different form. All bids shall be signed, in the appropriate location, by a duly authorized representative of the bidder's organization. Signature on the bid certifies that the bidder has read and fully understands all bid specifications, plans, and terms and conditions.

A/7

By submitting a bid, the bidder agrees to provide the specified equipment, supplies and/or services in the RFB, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the bidder certifies that: (1) the bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; (3) the bidder has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the bidder has not sought by collusion or otherwise to obtain any advantage over any other bidder or over the University.

Modifications or erasures made before bid submission must be initialed in ink by the person signing the bid. Bids, once submitted, may be modified in writing prior to the exact date and time set for the bid closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supercedes or modifies the prior bid. The modification must be submitted in a sealed envelope marked "Bid Modification" and clearly identifying the RFB title, RFB number and closing time and date. Bids may not be modified after the bid closing time and date. Telephone and facsimile modifications are not permitted.

Bids may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for bid closing. Bids may be withdrawn in person before the bid closing upon presentation of proper identification. Bids may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of bids.

All bids, information, and materials received by the University in connection with an RFB response shall be deemed open records pursuant to 610.021 RSMo. If a bidder believes any of the information contained in the bidder's response is exempt from 610.021 RSMo, then the bidder's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt.

4. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the bidder's response in order to verify

A/8

5. the intent. The bidder is cautioned, however, that its response may be subject to

acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the RFB and whose bid is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity, and skill of the bidder to perform as required; whether the bidder can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of past performance by the bidder; the previous and existing compliance by the bidder with related laws and regulations; the sufficiency of the bidder's financial resources; the availability, quality and adaptability of the bidders equipment, supplies and/or services to the required use; the ability of the bidder to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer in Campus Procurement Services.

The University reserves the right to accept or reject any or all bids and to waive any technicality or informality.

6. **Contract Award and Assignment:** The successful bidder shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract, in duplicate, prepared by the University. The Contract Documents shall include the Notice to Bidders, Specifications and Addenda, Exhibits, Bid Form, Form of Contract, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

7. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting therefrom, as well as from such termination, shall not be affected by any such termination.

A/9

8. **Contract Termination for Convenience:** The University reserves the right, in its

best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

9. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFB, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

10. **Payment:** Payment terms, unless otherwise stated in the RFB, will be considered to be net 30 days after the date of satisfactory delivery and acceptance by the University and upon receipt of correct invoice whichever occurs last. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder.
11. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.

UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

I. INTRODUCTION

The University of Missouri - St Louis wishes to update the current card reader system for its convenience copiers using a domestic manufacturer with technical and field support located within the St. Louis metropolitan area.

Cost, reliability, connectivity, expandability and productivity features reducing human interaction are our main priorities. Vendor must be able to meet specifications below and demonstrate proven capability to provide for further requirements including building access, parking access, print management, POS, and vending machine.

The University reserves the right to order additional items at the same unit price for a ninety (90) day period after award of Contract.

We are requesting bids from vendors to furnish, deliver and install the following software and hardware.

A. Detailed Specifications

1. System Components

- a. 2500 (two thousand five hundred) Cards
- b. 40 (forty) copier controllers with copier interface cables
- c. 1 (one) Minitill with Receipt Printer
- d. 4 (four) card revaluators
- e. 1 (one) coin box to operate one copier
- f. Data reporting software

2. Detailed Specifications

- a. Cards
 - i. Magnetic swipe card
 - ii. Pre Printed-All Cards
 1. 4 Color Front
 2. 1 Color Back
 - iii. Pre Encoded Departmental Cards
 1. Departmental Charge Cards
 2. Departmental Debit Cards
- b. Copier controllers
 - i. Compatible with current copier fleet (attach a Schedule A or list models here)
 - ii. Compatible with Multi Function Devices
 - iii. Fully Functional Offline
 - iv. Multiple Price Lines

- v. Charge and Debit Accounts
 - vi. Data Collection via PC/PDA
 - vii. TCP/IP for future data collection
 - viii. PIN authorization
- c. Minitill with Receipt Printer
- i. Fully Functional Offline
 - ii. Multi Level Operator Security
 - 1. Deduct Value Only from Card
 - 2. Add and Deduct Value from Card
 - iii. Re Activate Disabled Card
 - iv. Add Value to Card
 - v. Data Collection Via PC/PDA
 - vi. TCP/IP for future data collection
- d. Revaluator
- i. Add Value to Card via
 - 1. Bill
 - 2. Credit Card(future)
 - a. Magnetic Stripe
 - b. VisaWave/Paypass
 - ii. Issue Card
 - 1. User Defined PIN
 - 2. Excess of User Payment over Card Cost added to purse.
 - iii. Display Card Value
 - iv. Print Receipt
 - v. Data Collection via PDA/PC
 - vi. TCP/IP for future Data Collection and Credit Card Authorization
- e. Coinbox
- i. Accept Coin and Bill for copies
 - ii. Make Change
- f. Software
- i. Copier Transactions and Meters formatted to interface with existing report software
 - ii. Transaction Detail and Cash Settlement Reports for Revaluator Transactions
 - iii. Card Activity Reports and Cash Settlement Reports for Mini till Transactions

II. DELIVERY

1. The system must be delivered within 30 days and installation is to be completed with seven days of delivery.

III SPECIAL CONDITIONS

A. Workmanship

All equipment, materials, and articles incorporated in the equipment are to be new and of the best grade of their respective kinds for the purpose. The University shall have the right to reject materials, workmanship, and such items of equipment as are defective, or may require their correction.

B.. Inspection

The materials, patterns, fabricated members, and assembled or partially assembled items of equipment may be inspected at the factory or elsewhere by a representative of the University at any time during the process of manufacturer or until final delivery and acceptance to determine whether or not there is compliance with the requirements of these specifications.

Approval prior to the time of final acceptance shall not preclude rejection of delivered items which do not satisfy these specifications.

1. Bidder shall submit with their bids complete descriptive literature and detailed specifications, current catalogs/price lists, finish/fabric charts and delivery schedules.
2. If requested by the University, bidder will be required to provide within seven (7) days, COMPLETE technical specifications and actual standard finish/fabric samples for the products quoted.

C. Warranty

Contractor shall fully warrant all items furnished hereunder against defects in design, materials, and workmanship for a minimum of (additional requirements if necessary).

D.. Delivery

All orders shall be shipped FOB Destination: University of Missouri-St. Louis with all transportation and delivery charges fully prepaid and allowed. Each order shall be shipped on a separate bill of lading with packing list enclosed

S/4

E. Payment

Payments for order involving installation will be made within thirty (30) days following completion of the job and acceptance by the University.

Application for payment must be made on Contractor's regular invoice forms and submitted to the University in duplicate.

F.. Insurance

The Contractor shall provide insurance coverage as follows:

<u>COVERAGE</u>	<u>MINIMUM LIMITS</u>
Workers Compensation Employers Liability	\$500,000 Statutory
Auto Liability (To include Owned, Hired, and Non- Owned coverage)*	\$1,000,000 Combined Single Limit Per Occurrence and Aggregate
Commercial General Liability Coverage (Comprehensive Form, MUST include Broad Form Property Damage, Premises & Operations, Contractual, and Products/Completed Operations Exposure). Occurrence Base Coverage is required.	\$1,000,000 Combined Single Limit, Per Occurrence and Aggregate

* Required only if vehicles are to be operated on University premises during the contract period.

The Curators of the University of Missouri are to be "additional insured" on the required Commercial General Liability coverage. A certificate of insurance evidencing all coverage required is to be provided 10 days prior to the inception date of the contract between the Contractor and the University. The University must receive ten days advance notice in the event of policy cancellation or material change to the policy.

Failure to maintain the requested insurance in force may be cause for contract termination. In the event the Contractor fails to maintain and keep in force the required insurance, the University shall have the right to cancel and terminate the Contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Contractor, or their employees in the performance of the contract.

G. Indemnification

The contractor agrees to indemnify and save harmless The Curators of the University of Missouri, their officers, Agents and Employees, from and against all loss or expense from any cause of action arising from the Contractor's performance under this contract.

H. FINAL DATE FOR REQUEST FOR CLARIFICATION

The final date for a request to be accepted for a clarification on any Specification or Requirement of the RFB is **Friday, August 24, 2007 at 12:00 noon**. Any request received after this date and time will **NOT** be acknowledged with a response.

BID FORM

(Name of firm or individual bidding)

REQUEST FOR BIDS
TO
FURNISH, DELIVER AND INSTALL
A
COPIER CONTROL CARD READER SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
FOR
THE UNIVERSITY OF MISSOURI – ST. LOUIS
RFB-0361
OPENING DATE: AUGUST 30, 2007
TIME: 2:30 PM, CST

The undersigned proposes to furnish the following items and/or services at the prices quoted and agrees to perform in accordance with all requirements and specifications contained within this Request For Bid issued by the University of Missouri.

BID:

<u>No.</u>	<u>Qty</u>	<u>Units</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1.	2500	ea	Cards	\$_____	\$_____
2.	35	ea	Copier Controllers with Copier Interface Cables	\$_____	\$_____
3.	1	ea	Minitill with Receipt Printer	\$_____	\$_____
4.	4	ea	Card Revaluators	\$_____	\$_____
5.	1	ea	Coin Box to Operate One Copier	\$_____	\$_____
B/2					
6.	1	ea	Data Reporting Software	\$_____	\$_____

7. Service Agreement for one (1) year \$_____ \$_____
8. Phone Support/Field Technician \$_____ \$_____

Total Cost F.O.B. University of Missouri- St. Louis \$_____

OPTION:

1. Please list additional hardware

_____	\$_____
_____	\$_____
_____	\$_____
_____	\$_____

Vendor to State Brand & Model:

Vendor to State All Warranties Provided:

Delivery:

30 Days after receipt of contract

Yes_____

No_____

Installation:

7 working days of delivery

Yes_____

No_____

AUTHORIZED BIDDER REPRESENTATION

B/4

Number of calendar days delivery after receipt of order	Payment Terms
---	---------------

Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	Federal Employer ID No.
Fax No.	E-Mail Address
Circle one: Individual Partnership Corporation	
If a corporation, incorporated under the laws of the State of _____	
Licensed to do business in the State of Missouri? ___yes ___no	

This signature sheet must be returned with your bid.

BIDDER'S CERTIFICATE

The Bidder hereby certifies:

That the bid is genuine and is not made in the interest of or on behalf of any undisclosed person, or firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation;

That he has not directly or indirectly induced or solicited any other bidder to put in a false sham bid;

That he has not solicited or induced any person, firm or corporation to refrain from bidding; and

That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the University.

The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706) and Executive Order 11758, and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

By virtue of the policy of the Board of Curators, and by virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined or grown within the State of Missouri. By virtue of the policy of the Board of Curators, preference will also be given to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, all as more fully set forth in "Information for Bidders".

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

- 1. Number of years in business: _____. If not under present firm name, list previous firm names and types of organizations.

- 2. Contracts on hand: (Complete the following schedule).

ITEM	PURCHASER	AMOUNT OF YOUR CONTRACT	PERCENT COMPLETED
------	-----------	-------------------------	-------------------

- 3. General Type of product sold or manufactured:

- 4. There has been no default in any contract completed or uncompleted except as noted below:

- (a) Number of contracts on which default was made: _____

- (b) Description of defaulted contracts and reason therefore:

5. List Banking References:

6. (a) Do you have a current confidential financial statement on file with the University?

If not, and you desire, you may file such statement with his bid, sealed in a separate envelope and appropriately designated.

(b) If not, upon request will you within 3 days file a detailed confidential financial statement?

Yes: _____ No: _____ (check one)

Dated at _____ this _____ day of _____, 20_____.

Name of Organization(s)

By: _____
Signature

Title of Person Signing