BIDDERS INSTRUCTIONS

REQUEST FOR QUOTATIONS (RFQ): Bids are to be submitted only on forms provided by Emporia State University. The bid must be received in the ESU Purchasing Office, no later than the date and time scheduled for closing of the bid.

PREPARATION OF BIDS: Each bid must be legible and properly signed. Prices are to be entered in spaces provided on the bid form and stated in units of quantity specified. Mathematical extensions and totals shall be indicated where required. In cases of errors, extensions or totals, the unit price will govern.

SIGNATURE OF BIDS: Each bid must give the complete mailing address of the bidder and be signed by an authorized representative, by original signature with his/her name and legal title typed below the signature line. Each bid shall include the vendor's Federal Employer's Identification Number. CAUTION: If your tax number is the same as your Social Security Number (SSN), you must not enter it on any forms. If your SSN is required for any reason, you will be contacted by an authorized representative from Emporia State University's Purchasing Department.

EQUIVALENT BIDS: When brand names or trade names and model numbers followed by the words “or equivalent” or “other approved equal” are used in the bid request, it is for the quality, style, and features. Bids on equivalent items of substantially the same quality, style, and features are invited. However, to receive consideration, such equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the units and provide for competitive evaluation.

DA-146a: Contractual Provisions Attachment DA-146a applies to all bids.

SAMPLES: Samples of the items, when required, must be furnished at no expense to the University, and if not destroyed in the evaluation or testing process, will be returned at the bidder's expense, if requested.

SUBMISSION OF BIDS: Bids under $25,000 are accepted by facsimile or e-mail. Bids for $25,000 and over must be securely sealed in a suitable envelope addressed and marked on the outside, including name and address of bidder, quotation number and closing date. E-mail and facsimile bids are not sealed bids and do not comply with K.S.A. 75-3739(b) and (c). Therefore, this office will not accept facsimile bids when the purchase is estimated to be $25,000 and over.

RECEIVING BIDS: All bidding will close promptly at 2:00 pm Central Standard/Daylight Savings Time, whichever is in effect at Emporia, KS or other designated bid opening site on the date specified in the RFQ. Formal bids received prior to time of closing will be kept secure and unopened until closing time. The University will accept no responsibility for prematurely opening of a bid not properly identified on the outside of the envelope as required.

MODIFICATION OF BIDS: Written modifications of bids already submitted will be accepted by Emporia State University, if received prior to date and hour scheduled for closing of bids.

WITHDRAWAL OF BIDS: A bid may be withdrawn on written request received from the properly identified bidder prior to the date and hour scheduled for closing of bids.

ACCEPTANCE OF BIDS: Bids are invited on the basis that acceptance of the offer to furnish articles as described in the invitation shall constitute a contract between the bidder and ESU, which will bind the bidder to furnish and deliver articles for which the offer is accepted. If specifications and contents of the proposal cannot be complied with, a bidder may elect not to bid.
BID DISCLOSURE: At the time of closing, bid prices shall be made public information. Interested vendors or their representatives may be present at the announcement at the following location:

Emporia State University  
Controller’s Office/Purchasing  
Plumb Hall 105  
Emporia, KS  66801

Bid results will not be given to individuals over the telephone, by fax, or e-mail. Results may be obtained after contract finalization by obtaining the bid tabulation from ESU Purchasing. Please send:

- Check for $3.00 payable to Emporia State University  
- Self-addressed, stamped envelope  
- Request for Quotation number

Should a check be returned to Emporia State University for insufficient funds, the vendor will be suspended from all bidding until such time as the vendor makes good on payment.

All other documents pertaining to the bid (individual bids, proposals, etc.) are not available until the bid has been accepted or all bids rejected. Pamphlets, brochures, books, videos, etc. included in proposals will not be reproduced, but may be inspected on site.

To obtain copies of individual bid responses under the Kansas Open Records Act K.S.A. 45-215 et seq., please call 620-341-5413 to request an estimate of the cost to reproduce the documents and remit that amount with a written request to the above address. Upon receipt of the funds, the documents will be sent by regular mail. Copies will be sent by express mail only at the expense of the requestor. A vendor may make an appointment by calling the phone number above to view the bid file.

The Following Prices Apply:

• Staff time in providing records/access to/inspection of records:  
  - Printed records: $20.00/hr.  
  - Computerized records retrieval and queries: $35.00/hr.  
  - Confidentiality/Privilege/Open-closed redaction review: $40.00/hr.

• Non-Certified copies of records: $0.25/pg.

• Certified copies of records: $1.25/pg.

• Copies produced by outside vendor – actual cost

• Mailing of record – actual cost

• Fax (outgoing only): $0.90/pg.

• Additional fees; any other costs actually incurred by the university as a result of complying with a record request may be charged to the requester

ESU’s revised Kansas Open Records Act (KORA) can be found at:  
http://www.emporia.edu/about/kora.pdf
CAUSE FOR BID REJECTION: Any bid may be rejected for justifiable reason, including but not limited to the following:

- Material alteration or erasure.
- Bidder is in arrears on taxes due to State.
- Bidder has failed to perform on a previous contract with the State/University.
- Failure of bidder to sign bid form.
- Obvious errors on part of bidder.
- Failure to submit required bid guaranty.
- Failure to furnish requested pricing, FEIN, or other information.
- Submission of a late bid.
- Failure to comply with shipping requirements or other critical specifications.

NOTICE OF AWARD: Depending upon the type of purchase transaction, Emporia State University will issue a purchase order of contract to the successful bidder.