



REQUEST FOR QUOTATION

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

Hands-Free Soap Dispensers

Quotation No: 20-16-10001-03140 Due Date / Time: 9-23-19/2PM/Local Time		Return to: Dan Martens, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 dmartens@usi.edu Fax: 812-461-5275
--	--	---

GENERAL INSTRUCTIONS TO PROPOSERS

USI Quotation form must be returned to:
PROCUREMENT SERVICES, DAN MARTENS
Support Services Building
dmartens@usi.edu or Fax 812-461-5275

- Non-sealed proposal form may be faxed or emailed by due date/time.
- Late submissions will NOT be considered in bid analysis.

- The award of this bid to be made on a total proposal basis.
- This is a request for a Blanket (open) order for a three-year term. Please make prices firm through 6-30-21.
- Successful bidder shall warehouse stock.
- Multiple shipments to be made through 6-30-21.
- Authorized USI personnel will place orders for delivery, as needed multiple times per year with Standing PO.
- Vendor to adhere to height restriction per skid – vendor to designate content per case, cases per pallet layer and how many layers not to exceed 7' height, including the skid.
- Vendor to deliver product to Support Services Bldg. – Distribution Services, Attn: Caroline Fields.
- Vendor to submit invoice for individual deliveries to USI.
- NO Delivery Fees.

Please direct any questions concerning this quotation to:

Caroline Fields
University of Southern Indiana
8600 University Blvd., Evansville, IN 47712
Phone: (812) 465-7098 Email: jcfields@usi.edu

Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____
2. If yes, how certified: _____

Company Name: _____

Authorized company signature: _____

Printed name: _____

For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature 
Dan Martens, Director of Procurement

Date 9-13-19