



PROCUREMENT

March 29, 2022

Dear Madam/Sir:

**REF: RFP 3087-2022 Promotional Product Services**

Subject specifications for **ASU RFP #3087-2022 Promotional Product Services** are forwarded for your consideration/bid proposal. Your "sealed bid/proposal" (i.e., in a sealed envelope/container) marked "**ASU RFP 3087-2022 DO NOT OPEN**" must reach the Procurement Department, P O Box 271, Montgomery, AL 36101-0271 (Mailing Address) or 1301 West Fifth Street (Physical Address) by **Tuesday, April 12, 2022 @ 11:00 A.M. (CST)**. **Late/Faxed/Emailed/Unsealed** bids will not be considered.

If you have any questions, please contact me at (334) 229-6997.

Respectfully,

Patricia Thomas, DM  
Director of Contracts and Acquisition

Attachments (RFP Specs – 17 pages)

**Please acknowledge receipt of specifications as soon as possible by Fax (334) 229-4954 or Email [pthomas@alasu.edu](mailto:pthomas@alasu.edu).**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

**ALABAMA  
STATE  
UNIVERSITY**

If not submitting a proposal, please provide reason. Thanks.

P.O. Box 271

MONTGOMERY,

ALABAMA

36101 0271

334.229.4605

334.229.4406

334.229.5156

334.229.4954 FAX

www.alasu.edu

# **ALABAMA STATE UNIVERSITY**

**Request for Proposals  
3087-2022**

## **PROMOTIONAL PRODUCT SERVICES**

**Issued by:**  
Procurement Department  
Division of Business and Finance  
Alabama State University  
1301 West Fifth Street  
Montgomery, AL 36104

**ISSUED DATE:  
Tuesday, March 29, 2022**

**OPENING DATE  
Tuesday, April 12, 2022  
11:00 a.m. CST**

# ALABAMA STATE UNIVERSITY

## Procurement Department

(334)229-6997

(334)229-4954 Fax

Sealed proposals in original, subject to (1) the terms and conditions of the Request for Proposal, (2) the accompanying schedule, which is incorporated herein by reference and (3) such other contract provisions and specifications as are attached or incorporated by reference in the schedule, will be received at the above department until **Tuesday, April 12<sup>th</sup>, 2022 at 11 a.m. CST**, at which time will be publicly opened for furnishing the supplies or services in the accompanying schedule, for delivery, f.o.b. Montgomery, AL 36104. **(Late/Faxed/Emailed/Unsealed Bids will not be accepted). Alabama State University is tax-exempt.**

In compliance with the above, the undersigned offers and agrees, if this proposal is accepted, to furnish, any or all of the items upon which prices are quoted at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

### **Contact Information for Questions**

Any information provided by Alabama State University to any Vendor prior to the release of this Invitation to Bid, verbally or in writing, is considered preliminary and is not binding on Alabama State University. The Vendor must not make available nor discuss any cost information contained in the sealed copy of the bid proposal to or with any employee of Alabama State University from the date of issuance of this Invitation to Bid until the contract award has been announced, unless allowed by **Alabama State University Procurement Department** in writing for the purpose of clarification or evaluation. No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor. Every request for such interpretation or correction should be in writing, addressed to Alabama State University, Dr. Patricia Thomas, Director of Contracts and Acquisitions, Procurement Department, 1301 W. 5th Street, Montgomery, AL 36104 or pthomas@alasu.edu.

### **Submittal of Questions**

Dr. Patricia Thomas, Director of Contracting and Acquisitions/Procurement Department, will administer the solicitation process and will be the point of contact for purposes of this Invitation to Bid. All questions and inquiries should be emailed to pthomas@alasu.edu.

In case Alabama State University finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the Invitation to Bid which will be emailed, faxed or mailed to all prospective Vendors at the respective addresses furnished for such purpose.

**Addenda:** All addenda will become part of this Request for Proposal and must be responded to by each Vendor. All addenda must be acknowledged in writing in the proposal submitted by the Vendor. This Request for Proposal, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

Vendors that obtain specifications from the internet sites are responsible for obtaining any addenda that may be added at a later time.

**Confidentiality of Documents:** Alabama State University considers all information, documentation and other materials requested to be submitted in response to this Request for Proposal to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure.

## SCOPE OF WORK

Alabama State University is accepting proposals from qualified suppliers to provide promotional products on an as needed basis for the University's departmental personnel and programs.

### OVERVIEW

Alabama State University is seeking sealed proposals to established non-exclusive preferred relationships with several Promotional Product Suppliers to supply promotional products to University campus units and student organizations. Promotional Product Suppliers may NOT sell to retail outlets.

The University is interested in entering into contracts for one (1) year, with two (2) one-year options to renew. Renewal will be contingent upon successful proposer holding to original contract terms and conditions.

No guarantee is made as to the quantities, which will be purchased, or to any total contract dollar amount. Clothing will be purchased on an "As Needed" basis. Vendor should have in-stock availability of all sizes and types of items and garments that they list in their bid proposal.

- Successful vendor must be able to fill orders in a reasonable time frame. Reasonable is considered two to three weeks of order placement and/or artwork approval.
- Flexibility will be given for larger or special order items.
- Consistent delays in receiving orders could result in the cancellation of this contract.
- All items furnished in response to this Request for Proposal shall conform to requested specifications; shall be of commercial first quality, and are to be manufactured in accordance with current industry standards for workmanship, materials and construction.
- The vendor will guarantee replacements of improperly manufactured garments. Such replacements must be made within one (1) week from the time of notification.
- Sizes and quantities will vary. Vendor shall include price schedules for additional charges for oversized apparel.

### ARTWORK

Upon award, successful proposers will be given information regarding the manner in which the University's information can be printed and utilized. The University has a branding policy in place that will manage the way in which the University's logo can be printed. Successful proposers will be required to follow the criteria provided.

In order to be considered, suppliers must:

Understand Alabama State University's trademark licensing and campus branding policies OR show a willingness to learn and strictly adhere to these University policies.

### Related Services

The Supplier shall provide Clients related Services including but not limited to:

- Recommendation on Products and decoration methods;
- Creation and/or revision of artwork;
- Adaptation of Client artwork for production; and
- Creation and provision dies when required.

### **Recommendation on Products and Decoration Methods**

When needed, the Supplier shall provide Clients support in selecting the most appropriate and suitable products including decoration methods (e.g., embroidery, silk-screening) that can achieve Client's promotional needs and budget.

### **Major promotional items or types of items purchased included the following:**

Award	Button	Lapel pin	Medal	Plaque	Trophy
Backpack /Knapsack Polo shirt	Bag clip Short	Duffle bag Sweatpants /Sweatshirt	Cap/Hat/Toque	Hoodie T-Shirt	Jacket
Cup	Mug	Tumbler	Water Bottle	Fans	
Business Card Magnet Paperweight	Card Holder Pin	Clip Post-It	Frame Stickers	Organizer Key chains	
Balloons Hand sanitizer/lip balm	Frisbee	Sunglasses	Towel	Umbrella	
Badge Holder Name Badge	Banner Table Cloth	Breakaway Table Throw	Flag Tent	Lanyard Decals	
Highlighter Pencil	Journal Pencil Case	Notebook	Pad folio	Pen	
USB	Charger	Ear buds	Flash drive	Mobile accessories	

Total Bid Prices must include all products and any other associated cost. **Alabama State University is tax-exempt, exemption certificate will be provided upon award.** In compliance with the above, the undersigned offers and agrees, if this bid is accepted, to furnish, any or all of the items upon which prices are quoted at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

#### SCHEDULE OF DATES

Invitation to Bid Issued Date	Tuesday, March 29, 2022
Pre-Award Conference	Friday, April 1, 2022 @ 10:00 A.M CST
Questions from Vendors/Suppliers Received	Wednesday, April 6, 2022 no later than 4:00 P.M. CST
Addendum Issued (if applicable)	Thursday, April 7, 2022
Bid Proposals Due and Opening	Tuesday, April 12, 2022 @ 11:00 A.M. CST

#### NOTE:

**No later than, March 31, 2022 @ 3:00 P.M. CST, Pre-Award Conference** may be requested by contacting the Director of Contracts and Procurement : 334-229-6997, [pthomas@alasu.edu](mailto:pthomas@alasu.edu).

**VENDOR'S INFORMATION**

**FEIN or SSN** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Representative** \_\_\_\_\_ **Email** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Toll Free #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT** - I have read the entire bid documents and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

**CERTIFICATION PURSUANT TO ACT NUM. 2006-557:** Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local Sales, Use and/or Lease Tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557. They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Type or Print Signer's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Sworn to and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2022.**

**Notary's Signature** \_\_\_\_\_ **Date Notary Expires** \_\_\_\_\_  
**Must include Notary Seal**

1. **SCOPE:** This solicitation is for Promotional Product Services for Alabama State University. This contract is for one year with multiple two option years (if applicable).
  
2. **LICENSING:** \_\_\_\_\_ Applicable        X   Not Applicable  
 General contractors (persons, firms, or corporations) must show evidence of a state license before their bid is considered. **THE CURRENT LICENSE NUMBER MUST BE INCLUDED ON THE OUTSIDE OF THE SEALED ENVELOPE** in which the bid proposal is delivered; otherwise, the bid will be rejected/not considered. Also, a legible copy of the license shall be included with the bid.
  
3. **GENERAL CONTRACTOR:** \_\_\_\_\_ Applicable        X   Not Applicable  
 Section 34-8-1 (Chapter 8 of Title 34, Code of Alabama 1975, as amended), provides: “(a) For the purpose of this chapter, a "general contractor" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama. (b) For the purpose of this chapter, a "general contractor" is defined to include one who, for a fixed price, commission, fee, or wage exceeding five thousand dollars (\$5,000), undertakes to construct, superintend the construction of, repair, or renovate, any swimming pool, and anyone who shall engage in the construction, superintending of the construction, repair, or renovation of any swimming pool in the State of Alabama, where the cost of the undertaking exceeds five thousand dollars (\$5,000), shall be deemed and held to have engaged in the business of general contracting in the State of Alabama and shall be subject to this chapter. (c) For the purpose of this chapter a "subcontractor" is defined to be one who constructs, superintends, or engages in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving, or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more under contract to general contractor as defined in subsection (a) or another subcontractor.” Section 230-X-1-.17 provides "a license is required for the installation of machinery or equipment that becomes affixed to a structure.”
  
4. **FOREIGN CORPORATIONS (Out-of-State Firms):** Alabama law provides that a foreign corporation (out of-state company/firm) may not transact business in the State of Alabama until it obtains a certificate of authority from the Secretary of State. (Section 10-2B-15.01, Code of Alabama 1975). To obtain forms for a certificate of authority, contact the Secretary of State, Corporations Division. The certificate of authority does not keep the vendor from submitting a bid.
  
5. **MINORITY PARTICIPATION:** Provide any information with respect to your plans for utilization of minorities on this project and documentation which evidences your past utilization of minorities.
  
6. **OWNER:** Whenever the term ‘University’ is used in these specifications it refers to Alabama State University.



7. **WITHDRAWAL:** Bids may be withdrawn on written or telegraphic request received from bidder(s) prior to the opening. Negligence on the part of the bidder in preparing the Bid confers no right for withdrawal of the Bid after it has been opened.
8. **BID OPENING and BID RESULTS:** Interested parties are invited to attend the bid opening. At the time fixed for the opening of the Bid, the contents will be made public for the information of bidders and others properly interested, which may be present in person or by representative.
9. **EQUAL OR APPROVED EQUAL:** Where a definite material and/or item are specified, it is not the intention to discriminate against an equal product made by another manufacturer. It is rather intended to set a definite standard. Bidders who intend to furnish another product as an equal to that specified, must submit with their bid current catalogs or brochures, including pictorials and sufficient specifications to support said claim of equality. Bids submitted with insufficient evidence to determine the claim of equal/better quality will be considered non-responsive. Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to vendor at no cost to the University.
10. **AWARD OF CONTRACT:** A. The contract will be awarded as soon as possible to the lowest Responsible Bidder provided his/her bid is reasonable and in the best interest of the University to accept. B. The University reserves the right to (1) Waive any informality in bids received when such waiver is in the interest of the University, (2) To accept any item in the bid unless otherwise specified by the University or the Bidder, (3) Award the contract by low bid on each item, low bid on all items, all or none, or products groups. C. The University reserves the right to reject any and all bids when such rejection is in the interest of the University, and to reject the bid of a bidder who is not in a position to perform the contract. The decision of the University on all such questions shall be final. In the event of any adverse decision by the University, no claim of any sort shall be made or allowed against the University.
11. **ACCEPTANCE AND PAYMENT:** Upon delivery and with reasonable time to inspect the items/service, and upon acceptance thereof, payment will be made within a reasonable time thereafter.
12. **EXAMINATION OF BID DOCUMENTS:** Each bidder shall examine bid documents carefully and shall make written request to the ASU Purchasing Office for interpretation/clarification/correction of any ambiguity, inconsistency or error therein which he/she may discover. Any interpretation/correction will be issued as an Addendum by the Purchasing Office. Only a written interpretation/correction by Addendum shall be binding. No bidder shall rely upon any interpretation/correction given by any other method.
13. **NON-COLLUSION AFFIDAVIT:** Section 41-16-25 provides: "Any Agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise shall render the bids of such bidders void.

14. **DISCLOSURE STATEMENT:** The successful bidder will be required to file with ASU Procurement Department a **STATE OF ALABAMA VENDOR DISCLOSURE STATEMENT** of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of a purchase order by the University.
15. **DEFAULT OF CONTRACTOR:** Where the University determines the contractor to be in default, the University reserves the right to purchase any or all products or Services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from defaulting contractor will be considered.
16. **DELIVERY:** Upon agreement and acceptance of contract.
17. Before commencing work, the Contractor shall secure any/all necessary permits, and shall comply with all applicable federal, state and local laws, ordinances, codes, rules and regulations pertaining to this type project.
18. Contractor shall assume all liability for and shall indemnify and save harmless, the University from all damages and liability for injury to any person, and injury to or destruction of property, including the loss thereof, by reason of any accident or occurrence arising from operations under the contract, whether such operations be by the Contractor, Subcontractor, or anyone directly or indirectly employed by either, occurring on or about the work site during the term of the contract or any extension thereof.

**RETURN SEALED BID PLUS TWO COPIES TO:**

**Via Regular Mail**

Alabama State University  
Procurement Department  
**ASU Bid #3087-2022-Do Not Open**  
PO Box 271  
Montgomery, AL 36101-0271

**Via Courier**

Alabama State University  
Procurement Department  
**ASU Bid #3087-2022-Do Not Open**  
1301 West 5th Street  
Montgomery, AL 36104

## SELECTION CRITERIA/EVALUATION FACTORS

Proposals will be evaluated and ranked. Alabama State University reserves the right to reject any and all proposals to make an award based directly on the proposals or to negotiate further with one or more firms. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the University.

Award of any contract(s) will be based on the following criteria, as addressed in the Request for Proposals by the Firm. References to "project" in the evaluation criteria are related to potential projects within the services described in this Request for Proposals. Please separate proposal into the following categories:

### 1. Scope of Services

- Describe your depth of understanding of the work
- Clarify your firm's capacity to provide the services successfully.
- Include quality assurance procedures to be utilized.
- Indicate your willingness to work with the Alabama State University's staff in the creation and implementation of site specific work-orders and task plans.

### 1. Experience, Services and Support

- The firm must have personnel who have experience with the services described herein
- Experience: Artwork, Screen-printing, and Embroidery Services. May be verified from reference checks
- Dedicated Representative: The ability of the submitting firm to provide a dedicated representative to assist and support the University
- Warranty: The firm's program dealing with warranties, returns, etc.
- Describe your firm's experience working with other universities and state agencies.

A. Identify and describe the proposed teams past experience providing clothing apparel/uniforms and screen printing and embroidery services on merchandise and promotional apparel items on an as needed basis that are identical to this project within the last five (5) years. List the contracts in order of priority, with the most relevant contract listed first.

B. Provide references (for each contract listed above, identify the following):

The Owner's name and their representative who served as the day-to-day liaison during the contract term, including current contact information.

ASU may contact these references during this qualification process.

C. Has your firm/organization within the past seven (7) years ever been terminated from an awarded contract? If yes, please give pertinent details.

2. **Product Quality and Variety (MUST PROVIDE BROCHURES/CATALOG)** - The overall quality and variety of the proposed promotional items and the ability of the firm to provide a comprehensive line in order to meet the needs of the various personnel and departments of Alabama State University. The overall durability of the materials used and the ability of the finished product to maintain its original integrity.

### 3. **Local Representation**

Indicate the primary location of the firm's office which will have direct responsibility for this contract. If the distance from the project exceeds 60 miles, describe how the project would be effectively managed or what limitations, if any, in services the University might expect as a result of the distance.

### 4. **Order Placement and Delivery mechanisms**

Proposal must discuss in detail the order placement and delivery mechanisms that will ensure that orders are placed and processed in a timely fashion. Also provide how local representation will be used in terms of order placement and availability.

### 5. **Cost/Proposed Fee Schedule** Provide Pricing schedule

The proposed rates shall remain firm for the first year of the contract term and shall include all charges incurred in fulfilling the terms of this contract.

Each year following the initial year of the contract, upon the Contract's written request with ninety days' notice prior to the expiration of the current year term, a rate increase may be requested. All increases related to changes in wage laws and other applicable laws will not be retroactive and can only be granted for the following year of service. When wages are affected by changes to wage law, only the specific positions affected by the wage law will be reviewed to determine the increase. There will not be an overall increase by percentage for a wage law increase. An increase in the contract rates will require prior written University's approval.

Provide the proposed annual price increase index/criteria after the first year.

Alabama State University reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The University is **not required** to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, references, or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a consultant's approach meets the desired requirements and needs of the University.

The contractor shall provide competent, suitable and qualified personnel to perform the work as required by the specifications. The contractor will designate a representative who will be the point of contact for the firm and will have the authority to act on behalf of the firm. The representative will not be replaced without prior written notice to the University. All communications given the representative will be binding.

The contractor shall represent that all tasks will be performed in accordance with generally acceptable professional standards and further represents that advice and consultation provided will be within its authority and capacity as a professional. The firm will comply with the regulations, laws, ordinances and requirements of all levels of government applicable to the requested services.

The contractor shall not subcontract any or all portions of the work unless the University grants prior written approval. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and assigned temporary personnel and shall indemnify the Alabama State University for such acts or omissions.

**IF YOUR FIRM USES A STANDARD CONTRACT, PLEASE PROVIDE A COPY WITH YOUR SUBMITTAL.**

## CONTRACTOR QUALIFICATIONS

In order to qualify as a responsible bidder it must be documented that your firm is capable of satisfactorily complying with the terms, conditions and specifications of this RFPs. Qualified bidder must have at least 3 years of experience in promotional product services. The following information must be provided in order for the University to make an informed decision regarding your firm's capabilities. Your signature certifies under oath the truth and correctness of all statements and all answers provided in this RFPs document.

Submitted by  
Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Corporation       Partnership       Individual       Joint Venture       Other \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

1. How many years has your organization been in business as a service contractor? \_\_\_\_\_

2. How many years has your organization been in business under its present business name? \_\_\_\_\_

3. If a corporation, answer the following:

Date of Incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Vice President(s): \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

4. Date of Organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_ (such as general or limited)

5. Name and address of all partners: (Note: Attach separate sheets as required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. If other than a corporation or partnership, describe organization and name principals:

---

---

---

7. Have you ever failed to complete any work awarded to you? If so, indicate when, where and why:

---

---

---

8. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a service contracts? \_\_\_\_\_ If so, state circumstances:

---

---

---

9. List major promotional product service contracts your organization has had under contract within the past twelve (12) months. Attach additional pages if necessary. The promotional product service contract must provide evidence that **other schools or facilities are comparable with the contract being evaluated by ASU.**

Contract One	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

Contract One	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

Contract One	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	

10. List major service contracts your organization has had in the **last five years**. Attach additional pages if necessary.

Provide a description of promotional product services that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address.

Contract One	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
Brief Description of Project	



<b>Contract Two</b>	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

<b>Contract Three</b>	
<b>Client Name:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Brief Description of Project</b>	

## EVALUATION

### Evaluation Matrix

To insure that all RFPs are fairly evaluated, scored and ranked, it is very important that the RFPs are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

The University shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The University's decisions will be final.

### Non-Responsive Proposals

Non-responsive proposals will be rejected by the Purchasing Department, and may not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:

1. Failure to sign the proposal
2. Failure to acknowledge addenda (unless all changes are not material)
3. Failure to provide required submittals/documentation
4. Submission of a late proposal
5. Firm does not meet minimum requirements

### Cost

The University is interested in entering into contracts for one (1) year, with two (2) one-year options to renew. Renewal will be contingent upon successful proposer holding to original contract terms and conditions.

**Year One** \$ \_\_\_\_\_  
**Year Two (optional)** \$ \_\_\_\_\_  
**Year Three (optional)** \$ \_\_\_\_\_

## EVALUATION CRITERIA

**Point System:** All proposals will be evaluated on the following point scale.

• <b>Scope of Services</b>	<b>20 Points</b>
• <b>Experience, Services and Support</b>	<b>20 Points</b>
• <b>Product Quality and Variety</b>	<b>30 Points</b>
• <b>Local Representation</b>	<b>10 Points</b>
• <b>Order Placement and Delivery Mechanisms</b>	<b>10 Points</b>
• <b>Cost/Proposed Fee Schedule</b>	<b><u>10 Points</u></b>
<b>Total Written Proposal</b>	<b>100 Points</b>