



**LINCOLN UNIVERSITY
PURCHASING DEPARTMENT
REQUEST FOR QUOTATION (RFQ)**

RFQ NO.: Q22-1209
TITLE: Janitorial Services
ISSUE DATE: August 25, 2021

REQ NO.: N/A
BUYER: Michael Rothermich
PHONE NO.: (573) 681-5417
E-MAIL: rothermichm@lincolnu.edu

TARGET DATE AND TIME: September 10, 2021 AT 2:00 P.M. CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **RFQ Number** and **Return Target Date** on the lower left hand corner of the envelope or package. Quotations should be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the target date and time.

RETURN BID TO: (mail or courier service) **LINCOLN UNIVERSITY**
1002 CHESTNUT ST
SHIPPING & RECEIVING BLDG
JEFFERSON CITY MO 65101

(E-mail) rothermichm@lincolnu.edu

CONTRACT PERIOD: Contract will be effective from Date of Award through June 30, 2022. The University shall have the right, at its sole option, to renew the contract for four (4) additional one year periods, or any portion thereof. In the event the University exercises such right, all terms, conditions, provisions of the contract, including prices, shall remain the same and apply during the renewal period.

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Quotation (Dated 04-23-2010). The bidder further agrees that the language of this RFQ shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFQ is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the bidder and Lincoln University.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID #
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE
VENDOR NO. (IF KNOWN)	TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN or <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other		
CONTACT PERSON		E-MAIL ADDRESS
PHONE NUMBER		FAX NUMBER

NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)

ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
BUYER	DATE	PURCHASING DIRECTOR

1) Introduction:

Lincoln University is seeking quotes from qualified individuals and organizations to provide custodial services for Lincoln Universities Ft. Leonard Wood (FLW) campus located at 194 Eastlawn Ave, Suite D St. Robert, MO 65584 in accordance with the terms and conditions set forth herein. Facility available for tour on Tuesday August 31, 2021 from 10:00 AM to 12:00 PM.

2) Supplier Diversity:

Lincoln University is a diverse community and recognizes the importance of supplier diversity in our business and procurement practices and welcomes the development, utilization of certified Minority, Women, Veteran and Service-Disabled Veteran-owned Business Enterprise (MBE/WBE/VBE/SDVBE). Lincoln University encourages the participation of MBE/WBE/VBE/SDVBES in its procurement process both at the prime vendor level as well as at the subcontractor level.

3) Lincoln University Background Information:

Background Information: Lincoln University of Missouri is a historically black, 1890 Land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

4) Contact:

Any and all communications from bidders regarding specifications, requirements, competitive bid process, etc., related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communications should be received at least ten (10) calendar days prior to the official bid opening date.

5) Contractual Requirements:

- a) The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive an official letter or an official authorized, signed purchase order from the Director of Purchasing.
- b) The contract expresses the complete agreement of the parties and performances shall be governed solely by the specifications and requirements contained therein.
- c) Any changes to the contract, whether by modification and/or supplementation, must be accompanied by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the university or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the university, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

6) Clarification of Requirements:

It is the intent and purpose of the University that this request permits competitive bidding. It shall be the bidder's responsibility to advise the University, at the address noted on page one of this RFQ, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source. Such notification shall be submitted in writing and received by the University's Purchasing Department not later than five (5) days prior to the bid closing date.

7) RFQ Schedule:

Event	Responsibility	Date and Time
Issue RFQ	Lincoln University	August 25, 2021
Facility Tour	Lincoln University	August 31, 2021 from 10:00AM to 12:00 PM
Submit Written Questions	Vendor	September 1, 2021 by 11:00 AM
Provide Response to Questions	Lincoln University	September 3, 2021 by 12:00 PM
Submit Proposals	Vendor	September 10, 2021 by 2:00 PM
Contract Award	Lincoln University	TBD

- a) All questions will need to be directed to the Buyer of Record listed on the cover page.

8) Submission of Bids:

Bids are to be priced, signed and returned (with all necessary attachments) to the University by the date and time stated on page one. The bidder must respond to this RFQ by submitting all data required herein in order for his/her response to be evaluated and considered for award. The bidder is cautioned that it is the bidder's sole responsibility to submit information related the evaluation categories and that the University is under no obligation to solicit such information if it is not included with the bid. The bidder's failure to submit such information may cause an adverse impact on the evaluation of the bid.

9) Award of Contract:

Awards will be made to the bidder whose bid (1) complies with all mandatory specifications and requirement of the RFQ (2) is the lowest and best bid, considering price, responsibility of the bidder and in the best interest of the University.

10) Price:

All prices shall be as indicated on the Pricing Page. The 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 fees, liquidated damages, etc.

11) Contractor Liability:

- a) The contractor agrees that Lincoln University shall not be liable for any damages or costs or injury incurred by the contractor of his/her employees arising of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.

- b) The contractor shall be responsible for any and injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions of the contract. In addition to the liability imposed upon the contractor on account of personal injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save Lincoln University, including its agents, employees, and assigns, from every expense (including attorney fees), liability, or payment arising out of such negligent act. The contractor also agrees to hold Lincoln University, including its agents, employees, and assigns, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract and indemnifies Lincoln University for all costs, expenses (including attorney fees), damages and payment.

12) Quotations:

- a) Lincoln University reserves the right to officially modify or cancel an RFQ after issuance. Such a modification shall be identified as an amendment.
- b) In the event that only one bid is received in response to this RFQ, Lincoln University reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole bidder's bid. In addition, as part of such negotiations, the university reserves the right to require supporting cost, pricing and other data from the sole bidder in order to determine the reasonableness and acceptability of the bid.
- c) Lincoln University reserves the right to accept or reject any and all bids without any statement or reason thereof. Final acceptance shall be subject to the parties entering into a written agreement including the terms thereof.

13) Assignment:

- a) The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of Lincoln University.
- b) The contractor shall agree and understand that, in the event Lincoln University consents to a financial assignment of the contract in whole or in part to a third party, any payments made by Lincoln University pursuant to the contract, including all of those payments assigned to the third party, shall be contingent upon the performance of the prime contractor in accordance with all terms, conditions, and provisions of the contract.

14) Insurance:

- a) The contractor shall understand and agree that Lincoln University cannot save and hold harmless and/or indemnify the contractor or its employees against and liability incurred or arising as a result of any activity set out in the contract or any activity of the contractor's employees related to the contractor's performance under the contract. The contractor shall acquire and maintain adequate insurance in the form(s) and amount(s) sufficient to protect Lincoln University, its employees, and the general public against any such loss, injury, damage, and/or expense.

15) Replacement of Damaged Product:

The contractor shall be responsible for replacing any item damaged during the execution of duties at no cost to the university.

16) Compliance with Terms and Conditions:

- a) The bidder is cautioned when submitting pre-printed terms and conditions or other type material to make such documents do not contain other terms and conditions which conflict with those of the RFQ and its contractual requirements. The bidder agrees in the event of conflict between any of the bidder's terms and conditions and those contained in the RFQ, the RFQ shall govern. Taking exception to the university's terms and conditions may render a bidder's bid non-responsive and remove it from consideration for award.

17) . Security Requirements:

- a. The contractor shall ensure all unauthorized persons are not allowed in the building.
- b. The contractor shall lock all doors and turn off all lights when the contractor or the contractor's employees leave their assigned work areas.
- c. The contractor shall be issued keys to all areas in which custodial services shall be required.
- d. The Site Coordinator and Regional Educator shall issue to the contractor's designated supervisor one (1) key per area and a master key.
- e. The contractor's supervisor must sign out the area keys daily to the contractor's personnel assigned to clean the area.
- f. Upon contract termination or completion of the contract, all keys shall be surrendered to the Site Coordinator and Regional Educator.
- g. In the event the contractor or contractor's employees lose a key, the contractor shall pay \$1500 for the replacement of each affected lock core and \$5.00 for each new key required. The contractor shall understand and agree that for any one core, multiple keys are issued to building occupants, including reserves and the contractor shall be liable for the replacement of all keys.
- h. The contractor shall insure that no key shall be duplicated. In the event the University has reason to believe that keys issued to the contractor have been duplicated, the contractor shall agree to submit all involved personnel to a polygraph examination performed by a designated authority. If such evidence of duplication is substantiated beyond reasonable doubt, the contract may be terminated immediately and appropriate legal proceedings instituted.
- i. The contractor shall understand and agree that failure to comply with any of the foregoing security requirements shall be deemed a material breach of contract and the University shall reserve the right to terminate the contract immediately. In the event the contract is terminated for breach, the contractor may be liable for all costs incurred by the University to establish a new contract.

18) Closing Requirements:

All trash shall be placed in a dumpster provided by Lincoln University.

19) Reporting Requirements:

a. The contractor's supervisors shall maintain a daily log of all services performed during the work shift. The daily log shall reference any abnormal or unusual conditions affecting the physical and material aspects of the building or its contents, such as unlocked doors, breakage, damage, as well as any mitigating circumstances which prevented the contractor's employees from performing. The daily log shall remain on in the supply room of the premises at a mutually agreed upon location which shall be accessible to both the contractor and the Site Coordinator.

20) Miscellaneous Requirements:

a. The contractor shall be bonded. Such bonding shall be adequate to cover all employees. The exact amount of bonding shall be mutually agreed upon between the contractor and the University. The contractor shall submit proof of bonding within five working days of the award of contract.

b. The contractor shall furnish the University with a current police record on employee(s) utilized to furnish services for FLW campus. No employees with a criminal record shall be allowed in the building without prior written authorization from the University.

c. While performing services at the FLW campus contractor's employees shall wear similar uniforms or wear and display badges or nametags depicting the employee's name and the contractor's company name.

21) Supplies and Equipment:

a. The contractor shall supply all necessary equipment to perform the cleaning requirements stated herein. Equipment shall include, but shall not be limited to vacuum cleaners, extractors, polishers, mops, buckets, etc.)

b. The contractor shall supply all necessary supplies to perform the cleaning requirements therein.

22) Invoicing and Payment Requirements:

a. The contractor shall submit a monthly invoice for services rendered by the 5th working day of the following month to: Site Coordinator, Regional Educator, and Accounts Payable ap@lincolnu.edu. The invoice must be itemized indicating the days of work and applicable price per day for which payment is requested.

b. The University shall not be invoiced nor reimbursed for any additional costs incurred by the contractor/contractor's employees with the exception of any supplies requested to be provided by the University. The contractor shall itemize any supplies requested and include such costs on the itemized invoice.

c. The contractor shall understand and agree that the final payment due to the contractor shall be withheld until such time as all keys are accounted for and returned to the Site Coordinator and

Regional Educator.

- 23) Subcontractors:** If approved by Lincoln University in writing, the contractor may subcontract for those services described herein provided that any subcontracts include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and Lincoln University and to ensure that Lincoln University is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind arising from a subcontract of any matters described in the contract between Lincoln University and the contractor. The contractor shall expressly understand and agree that they shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the equipment or services required by the contract shall in no way relieve the contractor of the responsibility for providing the equipment or services as described and set forth herein.
- 24) Contractor Status:** The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of Lincoln University. The contractor shall assume all legal and financial responsibility for taxes, Federal Insurance Contributions Act (FICA), employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold Lincoln University, its officers, agents, and employees, harmless from and against any and all loss, injury, cost (including attorney fees), and damage of any kind related to such matters.
- 25) Property of Lincoln University:** All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of Lincoln University. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to anyone without the prior written consent of Lincoln University.
- 26) Substitution of Personnel:** The contractor agrees and understand that Lincoln University's decision to enter into the contract is predicated in part on the utilization of the specific individual(s) identified in the proposal. Therefore, the contractor agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made without the prior written consent of Lincoln University. The contractor further agrees that any substitution made pursuant to this paragraph shall be by personnel of equal or better qualification than originally proposed and that Lincoln University's approval of a substitute shall not be construed as an acceptance of the substitute's performance potential.

General Requirements:

The contractor shall provide custodial services for the Lincoln University Ft. Leonard Wood Campus in accordance with the requirements stated herein. The contractor shall provide custodial services Twice weekly, each week for all offices, training room, fax room, hallways, conference room, restroom and reception area, lunchroom and kitchen area. Again, the 11,500 sq. ft. facility is located at 194 Eastlawn Ave Suite D St. Robert, MO 65584) available for tour on Tuesday August 31, 2021 from 10:00 PM to 12:00 PM.

1. GENERAL CLEANING: Two days per week (Monday and Thursday) during school year (August through May), Summer Months (Monday and Wednesday) June and July.

- A. All trash receptacles are to be emptied and trash removed to a collection point, cleaning/washing inside of trashcans monthly and as needed.
- B. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture and remove soluble spots
- C. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture with a treated mop.
- D. Thoroughly dust all horizontal surfaces, including, desk tops, file cabinets, window sills, remove cobwebs, chairs, tables, pictures and ledges, moldings, ducts, etc.
- E. Clean and sanitize drinking fountains and sinks.
- F. Damp wipe entrance metal and fingerprints on entrance glass.
- G. Spot clean partition glass.
- H. Damp wipe and sanitize telephones
- I. Clean baseboards and wood as needed.
- J. Maintain cleanliness and order in janitor closets
- K. Wet mop tile floors
- L. Wipe and disinfect the tables in the classroom
- M. Shampoo all carpets every six (6) months
- N. Clean inside windows each month
- O. Clean outside windows every three (3) Months
- P. Clean Windows on doors one (1) time weekly
- Q. Replace light bulbs in reception area as necessary and clean

2. RESTROOM CLEANING:

- A. Restock all restrooms with supplies provided by Lincoln University, including paper towels, toilet tissue, hand soap, liners and sanitary napkins.
- B. Wash and polish all mirrors, dispenser, faucets, flushometers and other bright work.
- C. Clean and sanitize all toilets, toilet seats, urinals, and sinks. Descale and remove stains as necessary.
- D. Empty and sanitize all waste and sanitary napkin receptacles. Replace liners.
- E. Clean walls, partitions, light switches, and doors
- F. Dust and wipe all horizontal surfaces.
- G. Clean overhead vents
- H. Sweep and wet mop floors with germicidal detergent. Clean baseboards one (1) time per week.
- I. Report inoperable or leaking fixtures to the Site Coordinator and Regional Educator as soon as possible.

3. Lunchroom

- A. Empty trash receptacles, wet wipe if needed, and remove trash to a collection point.
- B. Wipe all exposed horizontal surfaces, including tables, chairs, and window sills.
- C. Clean and sanitize sink
- D. Spot clean exterior of refrigerator.
- E. Clean interior and exterior of microwave oven.
- F. Dust mop hard surface floor with a disinfectant
- G. Vacuum all carpeting/carpet runners

Initial Deep Clean (One time only)

Once awarded contractor will need to complete a deep clean of the facility. The initial deep clean will need to take place within a week of award. Deep clean should consist of the follow items if applicable.

- A. Thoroughly vacuum/shampoo all carpeting, taking care to get into corners, along edges and beneath furniture and remove soluble spots
- B. Strip and wax ALL tile floors
- C. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture with a treated mop.
- D. Thoroughly dust all horizontal surfaces, including, desk tops, file cabinets, window sills, remove cobwebs, chairs, tables, pictures and ledges, moldings, ducts, etc.
- E. Clean and sanitize drinking fountains and sinks.
- F. Damp wipe entrance metal and fingerprints on entrance glass.
- G. Spot clean partition glass.
- H. Damp wipe and sanitize telephones
- I. Clean baseboards and wood as needed.
- J. Wash and polish all mirrors, dispenser, faucets, flushometers and other bright work.
- K. Clean and sanitize all toilets, toilet seats, urinals, and sinks. Descale and remove stains as necessary.
- L. Clean walls, partitions, light switches, and doors
- M. Dust and wipe all horizontal surfaces.
- N. Clean overhead vents

PRICING PAGE:

Line Item	Description	Original Contract Period <i>Firm, Fixed Price per Week</i>	1st Renewal Period <i>Maximum Price Per Week</i>	2nd Renewal Period <i>Maximum Price Per Week</i>	3rd Renewal Period <i>Maximum Price Per Week</i>	4th Renewal Period <i>Maximum Price Per Week</i>
001	Items 1,2, and 3 per page 4 General requirements page Service two times a week	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
002	All tiled/hardwood areas will be stripped and waxed every Six months (quote per occurrence)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
003	Buff Floors once a <u>month</u> <u>quote per monthly occurrence</u>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
004	Shampoo Carpets every six months <u>Please quote per semi-annual cost</u>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
005	<u>Initial Deep Clean</u>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
006	<u>Total</u>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

References:

Please provide names, addresses and a point of contacts for at least three institutions that require similar services to what is being quoted.

Please confirm AFFIDAVIT OF WORK AUTHORIZATION (ATTACHMENT #1) is completed and returned

Personnel:

- A. Respondent understands and agrees that
 - i. Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
 - ii. If Contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if Lincoln has reasonable cause to believe that Contractor has knowingly employed individuals who are not eligible to work in the United States, Lincoln shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. Lincoln may also withhold up to twenty-five percent of the total amount due to Contractor.
 - iii. Contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.
 - iv. Contractor shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services included herein.
- B. Subcontractors. Pursuant to RSMo 285.530 (1) no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with RSMo 285.525 to 285.550, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates RSMo 285.530 (1), if the contract binding the contractor and subcontractor affirmatively states that
 - i. the direct subcontractor is not knowingly in violation of RSMo 285.530 (1) and
 - ii. shall not henceforth be in such violation and
 - iii. the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- C. Affidavit of Work Authorization and Documentation. Pursuant to 285.530 RSMo, Contractor must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by
 - i. submitting a completed, notarized copy of ATTACHMENT 1, (note page 11) AFFIDAVIT OF WORK AUTHORIZATION and**
 - ii. providing documentation affirming Contractor's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.**

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder/company name and 2) a valid copy of the signature page completed and signed by the bidder/an authorized representative of (company name), the Social Security Administration, and the Department of Homeland Security – Verification Division.

ATTACHMENT #1

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(NAME) (OFFICE HELD)

sworn on my oath, affirm _____ is enrolled and will continue to
(COMPANY NAME)

participate in a federal work authorization program in respect to employees that will work
in connection with the contract services related to _____ for the duration of
(BID NUMBER)

the contract, if awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that

_____ does not and will not knowingly employ a person who is an
(COMPANY NAME)

unauthorized alien in connection with the contracted services related to _____
(BID NUMBER)

for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

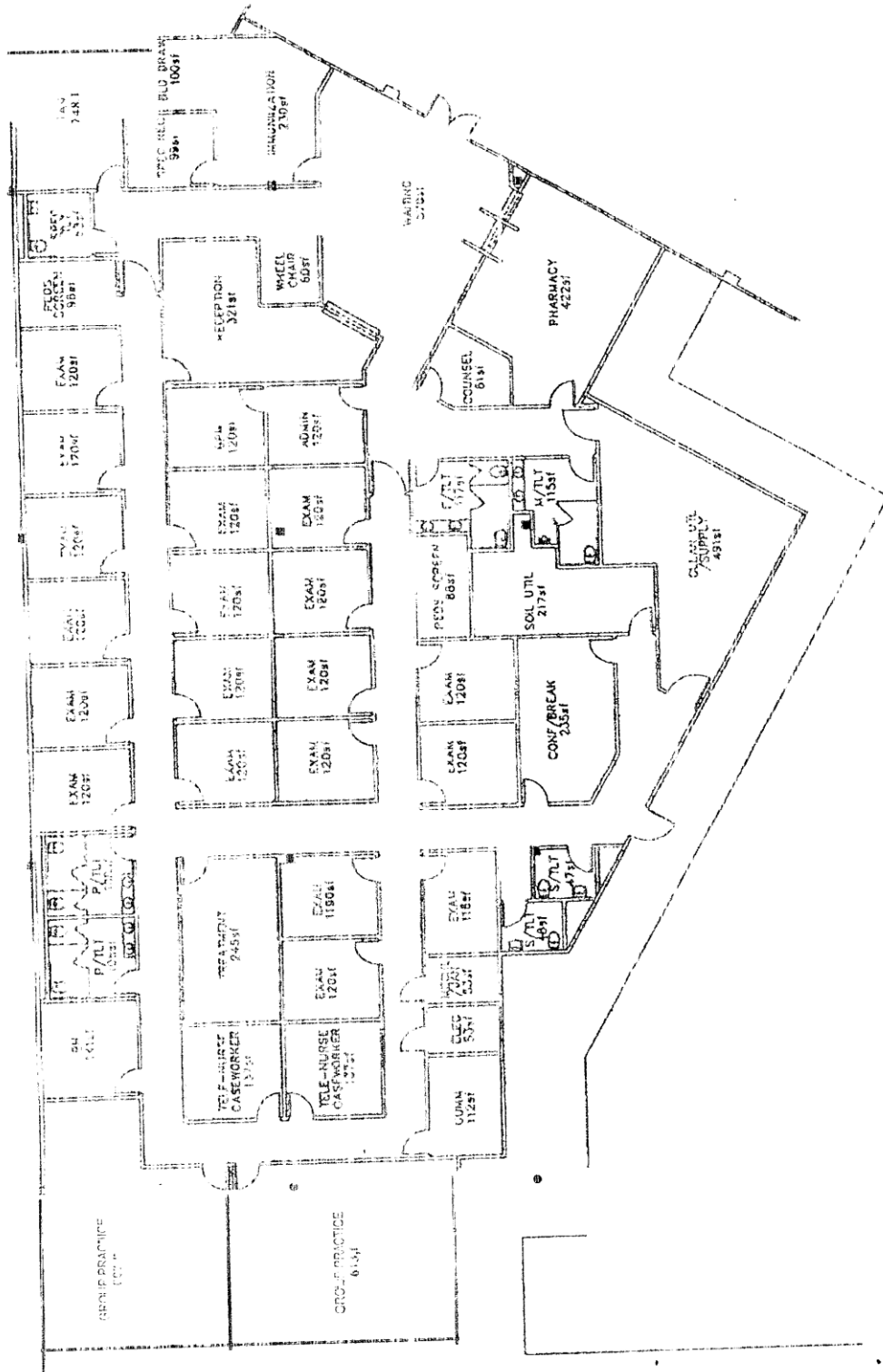
Commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

Attachment# 02



**LINCOLN UNIVERSITY
PURCHASING DEPARTMENT**

TERMS AND CONDITIONS -- REQUEST FOR QUOTATION

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Quotation (RFQ) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency** Lincoln University (the University) in the State of Missouri for which the equipment, supplies, and/or services are being purchased by **Lincoln University**. Lincoln University is also responsible for payment.
- b. **Amendment** means a written, official modification to a RFQ or to a contract.
- c. **Attachment** applies to all forms which are included with a RFQ to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Target Date and Time** and similar expressions mean the deadline required by the RFQ for receipt of bids..
- e. **Bidder** means the person or organization that responds to a RFQ by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the RFQ document.
- f. **Buyer** means the procurement staff member of Lincoln University. The **Contact Person** as referenced herein is usually the Buyer .
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of a RFQ and who enters into a contract.
- i. **Exhibit** applies to forms which are included with a RFQ for the bidder to complete and return with the bid prior to the specified target date and time.
- j. **Request for Quotation (RFQ)** means the solicitation document issued by Lincoln University to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder shall state the price(s) applicable for the equipment, supplies, and/or services required in the RFQ. The pricing pages must be completed and returned by the bidder with the bid prior to the specified target date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of Lincoln University.
- o. **Shall** have the same meaning as the word **must**.
- p. **Should** mean that a certain feature, component and/or action are desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. 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.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the University.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to arising out of the RFQ or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

3. OPEN COMPETITION/REQUEST FOR QUOTATION DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise Lincoln University if any language, specifications or requirements of a RFQ appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFQ to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from Lincoln University, as indicated on the first page of the RFQ. Such communication should be received at least five calendar days prior to the official bid target date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFQ, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFQ, any questions received by Lincoln University less than five calendar days prior to the RFQ target date may not be answered.
- c. Bidders are cautioned that the only official position of Lincoln University is that position which is stated in writing and issued by Lincoln University in the RFQ or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. Lincoln University monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. Lincoln University reserves the right to officially modify or cancel a RFQ after issuance. Such a modification shall be identified as an amendment.

4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire RFQ carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the RFQ, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.

- c. Unless otherwise specifically stated in the RFQ, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any written indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFQ.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of a RFQ, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between Lincoln University and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFQ. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the RFQ which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new and of current production and available for marketing by the manufacturer unless the RFQ clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFQ.
- h. Bids, including all prices therein, shall remain valid for 90 days from the target date unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

5. SUBMISSION OF BIDS

- a. Bids may be submitted either by a hardcopy delivered or faxed to the Lincoln University Purchasing Department. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the RFQ, and (3) be priced as required. Bids should be received in the Lincoln University Purchasing Department prior to the target date and time specified in the RFQ.
- b. The envelope or container containing a bid should be clearly marked on the outside with (1) the official RFQ number and (2) the official target date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid may only be modified or withdrawn by signed, written notice which has been received by Lincoln University Purchasing Department prior to the official target date and time specified. A bid may also be withdrawn or modified in person by the bidder or its authorized representative, provided proper identification is presented before the official target date and time. Telephone or telegraphic requests to withdraw or modify a bid shall not be honored.
- d. Bidders must sign and return the RFQ cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all RFQ terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- e. Faxed and e-mailed no-bid notifications shall be accepted.

6. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

7. EVALUATION/AWARD

- a. Any clerical error, 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 written clarification of the intended bid. The correction shall be made in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by Lincoln University to be in the best interests of the University.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit Lincoln University. However, unless otherwise specified in the RFQ, pricing shall be evaluated at the maximum potential financial liability to the University.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the RFQ, (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the RFQ and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in a RFQ, Lincoln University reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, Lincoln University reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. Lincoln University reserves the right to reject any and all bids. When all bids are unacceptable and time does not permit a rebid, Lincoln University may negotiate for the required supplies.
- g. When evaluating a bid, Lincoln University reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by written notification from Lincoln University Purchasing Department to the successful bidder. The University reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Lincoln University based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the University.
- j. All bids and associated documentation will be considered open records pursuant to Section 610.021 RSMo.
- k. The University reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that their response shall be subject to acceptance or rejection without further clarification.
- l. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- m. The final determination of contract award(s) shall be made by Lincoln University.

8. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the RFQ, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFQ and any amendments thereto, (2) the contractor's response (bid) to the RFQ, and (3) clarification of the bid, if any, and (4) the University's acceptance of the response (bid) by "notice of award" (for ongoing provision of equipment, supplies, and/or services) or by "purchase order." All Exhibits and Attachments included in the RFQ shall be incorporated into the contract by reference.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized Purchase Order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the University or by a purchase order change order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification order to the contract.

9. INVOICING AND PAYMENT

- a. Lincoln University does not pay state or federal taxes unless otherwise required under law or regulation.
- b. Each invoice submitted must reference the contract or purchase order number and must be itemized in accordance with items listed on the purchase order and/or contract. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the University.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFQ.
- e. Lincoln University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the University's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the University shall be subject to late payment charges as provided in Section 34.055 RSMo.
- g. Lincoln University reserves the right to purchase goods and services using the Lincoln University Purchasing Card.

10. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

11. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the 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.
- c. Lincoln University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. Lincoln University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

12. WARRANTY

- a. 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 to or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFQ, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for said equipment, supplies, and/or services.

13. CONFLICT OF INTEREST

- a. Officials and employees of Lincoln University, its governing body, or any other officials of Lincoln University must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

14. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim by the University of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the University of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the University.

15. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the University may cancel the contract. At its sole discretion, the University may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the University within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the University will issue a notice of cancellation terminating the contract immediately.

- c. If the University cancels the contract for breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the University deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the University for any period in which funds have not been appropriated, and the University shall not be liable for any costs associated with termination caused by lack of appropriations.

16. COMMUNICATIONS AND NOTICES

Any written notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail, or hand-carried and presented to an authorized employee of the bidder/contractor.

17. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the University immediately.
- b. Upon learning of any such actions, the University reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

18. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the University, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

19. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

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 recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or, veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, removal from all bidder's lists issued by the division until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

20. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

21. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.