

REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
***SCIENTIFIC, RESEARCH, HEALTHCARE, SAFETY, EDUCATIONAL AND
DISASTER PREPAREDNESS EQUIPMENT AND SUPPLIES***

FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI

FOR
THE UNIVERSITY OF MISSOURI – SYSTEM

RFP # S-021006

OPENING DATE: FEBRUARY 10, 2006

TIME: 2:00 PM, CST

Prepared by:

***David Silvey, Commodity Specialist
Procurement Services, 1105 Carrie
Francke Drive, Columbia Mo 65211***

Dated: January 4th, 2005

NOTICE TO BIDDERS

The University of Missouri–System requests proposals for Furnishing and Delivery of ***SCIENTIFIC, RESEARCH, HEALTHCARE, SAFETY, EDUCATIONAL AND DISASTER PREPAREDNESS EQUIPMENT AND SUPPLIES, RFP # S-021006***, which will be received by the undersigned at the Office of David Silvey, Commodity Specialist Procurement Services, 1105 Carrie Francke Drive, Columbia Mo 65211 until 2:00 p.m., CST, Feb 10th, 2006. Proposals will be opened and identified starting at 2:05 p.m., CST.

Specifications and the conditions of proposal together with the printed form on which proposals must be made may be obtained from ***Procurement Services, 1105 Carrie Francke Drive, Columbia Mo 65211, 573-882-3201***.

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

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By: ***David Silvey,***
Commodity Specialist
Procurement Services, 1105
Carrie Francke Drive,
Columbia Mo 65211

Dated: January 4th, 2006

**UNIVERSITY OF MISSOURI
GENERAL TERMS AND CONDITIONS
AND
INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP)**

A. GENERAL TERMS AND CONDITIONS

- 1. Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms. **Changes made to University of Missouri standard terms or inclusion of any additional vendor-supplied terms and conditions may be grounds for immediate dismissal of any/all associated proposal responses at the sole discretion of the University of Missouri.**

- 2. Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the exte

subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

7. **Minority and Women Business Enterprise Participation:** It is the policy of the University of Missouri to ensure full and equitable economic opportunities to persons and businesses that compete for business with the University, including Minority and Women Business Enterprises (M/WBEs). To this end, the University has established participation goals as outlined in this RFP.

The University encourages M/WBE participation in contracts for goods and services by firms that are certified. The University accepts certifications provided by those entities identified on the page

9. Appropriation: The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days written or verbal notice.

10. Applicable Health Related Laws and Regulations: If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and the Health Care Financing Administration.

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

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

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

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

- 12. Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractors and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified below:

Insurance

The Supplier shall provide insurance coverage as follows:

Coverage	Minimum Limits
Workers' Compensation Employers' Liability	Statutory \$500,000
Auto Liability (To include Owned, Hired, and Non-Owned coverage)*	\$2,000,000 Combined Single Limit, per Occurrence and \$5,000,000 Aggregate
Commercial General Liability Coverage (Comprehensive Form, MUST include Premises & Operations, Contractual, and Products/Completed Operations Exposure). Occurrence Base coverage is required.	\$2,000,000 Combined Single Limit, Per Occurrence \$5,000,000 Aggregate

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

Contract Language

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. The University must receive at least 10 days advance notice in the event of policy cancellation or material change to the policy.

The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Contractor fails

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

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

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

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

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

cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

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

The University has established formal protest procedures. For more information about these procedures, contact David Silvey, Commodity Specialist in Campus Procurement Services.

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

- 4. Contract Award and Assignment:** The successful respondent shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract, in duplicate, prepared by the University. The Contract Documents shall include the Advertisement for Proposals, Specifications and Addenda, Exhibits, Proposal Form, Form of Contract, Letter of Award, and Form of Performance Bond, if required.

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

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

**UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. INTRODUCTION:

The University of Missouri System is comprised of four (4) campuses located in Columbia, Rolla, Kansas City and St. Louis and one (1) Teaching Hospital located in Columbia. A School of Nursing, School of Medicine, Veterinary Teaching Hospital and Dental School are part of the system along with extensive research facilities. Other local or state-wide municipal and educational entities may also elect to utilize this contract if the successful vendor agrees to honor prices and terms for those entities which may include but not be limited to the State of Missouri, the Columbia Public School System, other localized or regional public school systems, Boone County Missouri Purchasing, City of Columbia Purchasing, Truman State College, Central Methodist College and any member of the Mid-Missouri Purchasing Cooperative.

The University System proposes to contract for the furnishing and delivering of Laboratory Supplies & Equipment, Glassware/Plasticware, Chemicals, Biotechnology, Life Science, Lab Safety, Healthcare and Disaster Preparedness Supplies and Equipment for the period from **July 1, 2006 through June 30, 2009**

specifically excluded above, or included below may or may not be deemed to be part of this contract. The offering of contract prices, or the inclusion of these items as part of a bidder's response shall not constitute inclusion into this contract. All such inclusion/exclusions shall be at the sole discretion of the University of Missouri.

Although the successful respondent/s shall be deemed the primary supplier for the products covered by the contract, the contract shall not be deemed exclusive. The University reserves the right to purchase similar products from other vendors to ensure the integrity of on-going research projects, if special needs exist, or for any reason it deems applicable. University of Missouri shall solely and exclusively determine appropriate contract purchase exceptions.

2. RENEWAL OF CONTRACT:

The University shall have the option to renew the contract for seven (7) additional terms of one (1) year each, under the existing terms and conditions, subject to changes in pricing as provided for in Paragraph 6 below. It shall be noted that the University of Missouri may cancel this contract in part or in whole at any time due to lack of available funding as solely determined by the University of Missouri or its' entities. The same shall apply to any third party public entity accessing this agreement with University permission. The University shall also retain the right to cancel this contract in its' entirety, or, cancel any portion of this contract at any time by giving 30 days written notice to the effected vendor/s.

Renewals shall occur and become effective July 1st of each subsequent year and extend the contract for one additional year. It shall be assumed each optional renewal period will be exercised by the University. No written notification of intent to renew is required to be provided by the University although notification letters may be submitted as a courtesy and for documentation purposes. Any successful vendor must notify the University by March 1st of any year of their desire to not accept a renewal of the contract for a one year renewal period.

bidders shall have an opportunity to provide additional rebate/discount programs for such credit card orders which will be considered in financial evaluation.

Application for Purchase Order payments shall be made by the contractor on the contractor's regular invoice forms and submitted to the University in duplicate to the address indicated on the Purchase Order.

Title to and risk of loss and damage as to all items shall remain in and be the responsibility of the contractor until delivery and acceptance of the items by the University. Items delivered to incorrect locations shall remain the property and responsibility of the vendor until delivered and accepted by the appropriate and correct end-using department or end-user.

5. **PROPOSAL EVALUATION AND METHOD OF AWARD:**

The proposal will initially be evaluated on an all or none award basis as it has been determined this will provide th

Health Care Supplies, (6) Safety Supplies, (7) Educational Supplies, and (8) Domestic Disaster Preparation.

*The pricing code is defined as a company's alpha or numeric code used to group items to assign and maintain discounts.

If the respondent can identify sub-categories within the categories listed on the pricing pages, these sub-categories must be clearly stated and described in the space available (below the relevant category) or on an attached and referenced page in the order presented in the Request for Proposal. The applicable discount and pricing code for these sub-categories must also be stated.

In addition, when applicable, respondents must indicate the applicable discount for **each** and **box/case** units of measure.

Additional non-specified groups which are not referenced above, upon which the respondent may wish to offer a discount should be included as part of this proposal. These additional groups may not be included in the cost evaluation and may or may not be incorporated as part of this contract.

Usage figures for items purchased from the current contract vendor during 2004 can be found at this web location: <http://www.pmm.missouri.edu/david/>
It should be noted these usage figures include items with an each cost up to \$5,000 as this will most closely reflect potential purchases during subsequent contract terms.

A respondent's cost points will be figured using the net price of a control group of representative items from various categories. The net price shall be figured by applying the discount set forth in respondent's proposal calculated against the price in the respondent's standard published price book, effective January 1, 2006.

A predetermined Excel file/s may be supplied to each vendor being considered for an all-or-none or partial contract award. If sent, it shall be the vendor's responsibility to complete the pricing and commodity code information for all items listed in said file/s and return the file/s in the time frame indicated. A two week return time frame is probable. Instruction will be included.

Please note that these spread sheet/s will only be sent after it is determined bidders meet Mandatory Requirements and are being further considered for award. No changes to the list of items shall be allowed. Any alterations to said list by a vendor may be grounds for immediate and complete rejection of that vendors bid response. This includes but shall not be limited to deleting any row or column, changing any part number or item description, changing any formula or changing any item location on the list. The list will contain approximately 350 line items as determined to be appropriate by University of Missouri Procurement staff. Detailed instructions will accompany said list/s.

It shall also be indicated in initial bid response how pricing will be affected by a multiple vendor award. That is to say, pricing shall be supplied based on an all-or-none award and if a dual award or split award is chosen, bidders must indicate how that will affect their proposed pricing, if at all.

Contractor's support/technical specifications: Each bidder shall provide the information requested herein regarding the mandatory and desirable requirements. Information must be provided in the order stated in the request for proposal.

6. PRICING:

For purposes of evaluating the proposals, as stated above, prices are to be computed using the respondent's standard published price book effective January 1, 2006 and respondent's proposed discount factors for each category. Discount factors proposed shall be firm for the entire contract period. Discount factors shall not be altered at any time during the contract unless to the benefit of the University of Missouri.

Again, it shall also be indicated in each response how pricing will be affected by a multiple vendor award. That is to say, pricing shall be supplied based on an all-or-none award and if a dual award or split award is chosen, how will that affect pricing if at all. This information shall not be located in the sealed pricing envelope. It must be accessible without opening sealed pricing envelopes.

There will be no net price increases allowed during the period July 1, 2006 through Dec 31, 2006. Net price increases shall only be allowed on January 1st of each contract period. This applies to years one, two and three of the initial contract as well as any option years exercised.

All discounts proposed must be discounted off the standard published price regardless of any quantity ordered at any given time. The University cannot guarantee quantities or minimum order size. However large quantity individual or

University may, at its sole discretion, can

7. **MANDATORY REQUIREMENTS:**

For each mandatory requirement, the respondent shall initial the blank corresponding to the specification to indicate complete compliance.

_____ **7.1 DELIVERY:** All shipments (including large, heavy, bulky, palletized orders, refrigerators, large equipment and/or 55 gallon drums) shall be made FOB University of Missouri - Columbia, Kansas City, Rolla, St, Louis, University Hospital, Columbia Regional Hospital or any off-campus University locations, based upon the address designated on the purchase order, with **all** transportation and delivery charges including but not limited to dry ice, hazardous materials fees, special packaging, tailgate lift, and lead container fees fully prepaid and included in the contract price of each item. The only exception will be for orders specifically requested by a customer to be same-day or over-night delivery. The University of Missouri shall incur the additional fees charged by third party shippers for such rush deliveries. If same-day or overnight delivery is requested and can be accomplished by the vendors' normal delivery procedure, said additional charges shall not apply. It shall also be noted that when orders are placed for multiple items and said items are located in various, or non-primary warehouse locations, that all items ordered will still be shipped promptly, and therefore back order status will not occur due to the fact an item which is ordered is simply not in the primary warehouse location. The fact that this will result in multiple deliveries is acceptable to the University of Missouri.

All shipments must be accompanied by a packing list indicating the quantities and items shipped the purchase order number or customers' name as well as the final delivery location. All packages must have an appropriate reference name/Purchase Order number clearly marked on the outside of the package. All chemicals or other applicable materials must be labeled on the outside of the package with the appropriate information required by State or Federal Laws or the Missouri Department of Transportation. Shipments received without this information shown on the outside of the package may be refused and returned at vendors' expense.

All "hazardous materials" must be properly packaged, in accordance with all applicable federal and state regulations. The University will normally request no more than two (2) copies of Material Safety Data sheets to be provided to the location(s) specified by the campuses.

Contract items shall be kept in stock and available for immediate shipment and delivered within three (3) working days ARO at a 96% fill rate or above. The contractor may be required to furnish a complete list of stocked items and classification of each of those items.

If contractor fails to make delivery of contracted product within 10 working days after receipt of an order the University may purchase the item/s elsewhere and the contractor shall be liable for any additional cost over contractor's net contract price.

In some cases the University of Missouri reserves the right to order product from an alternate source to ensure integrity of on-going research, or to meet other needs as solely approved by the University.

_____ **7.2 SUMMARY REPORTS:** The contractor must furnish to each campus a quarterly summary of purchases. In addition, the contractor may be required to furnish other miscellaneous reports regarding contract activity as requested by the University.

_____ **7.3 HAZARDOUS MATERIALS REPORTS:** The contractor must track and report all hazardous materials purchased from the contract. The monthly report shall be provided at no cost to the University and must be in accordance with **Attachment #1**. The report must be supplied to the Director of Environmental Health and Safety for each campus. The report shall be contained on a compact disk, ASCII format, or with prior approval, may be supplied via email as an attached file in a format approved by the applicable Environmental Health and Safety Director or Officer.

_____ **7.4 AUTHORIZED DEALER:** The contractor must be an authorized distributor and show evidence as-requested of inventory of items listed in their catalog.

_____ **7.5 SERVICE DEPARTMENT/SALES REPRESENTATIVE:** The contractor must have an established sales department. The contractor must have an area salesperson(s) calling on each campus as follows: Kansas City, weekly; Rolla, bi-weekly; and St. Louis, weekly. For Columbia, the contractor must have a sales representative whose primary responsibility is servicing the needs of the campus. All sales representatives must be available as-needed in addition to regular visits.

_____ **7.6 ON-LINE ORDERING SYSTEM:** The contractor must have an on-line order system, or web-based system by which University departments can use a personal computer (IBM/Windows-compatible or Apple) for real-time linking between the departments and the supplier or their web site. The contractor must provide software and training as needed by the four (4) campuses and hospital. The contractor shall provide electronic mail access to sales representatives. The system must

have the ability to review the shipment status of items ordered, including ship date (if applicable) and net prices. Access to this system must be without any fees, long distance toll or phone charges to the University.

_____ **7.7 NEW ITEMS:** The contractor must notify the University of new products which become available during the term of the contract, including subsequent renewals. The same pricing discounts which apply to similar contract items shall apply to the new items. A quarterly report which lists all new items added to the contract with their associated discounts and net prices must be provided to each campus. Prior notification to David Silvey, Commodity Specialist must be made when vendor wishes to create new categories, or add new product lines to existing categories. The request shall include the proposed published list price, proposed discount factor and net University price. The University reserves the right to accept or reject the proposed addition of categories and/or product lines to the contract.

_____ **7.8**

reclassified items are subject to Procurement approval as described elsewhere herein.

_____ **7.12** Any delivery placed by a customer against this contract that is mistakenly labeled, shipped incorrectly or for any reason caused by the supplier to be shipped to the incorrect address shall not be the liability of

8. DESIRABLE SPECIFICATIONS:

The respondent should indicate whether he/she can meet each desirable by initialing each Desirable item. **Information that completely describes how each desirable specification will be met should be presented with proposal responses on attached sheets using the same numbering system as in the Request for Proposal.** Points awarded for each item shall be as follows:

8.1 SOFTWARE SYSTEMS: The contractor shall furnish any proprietary and other software systems for ordering, managing stockrooms, Hazardous Material order tracking, and supply chain management, etc. for use on IBM-compatible or Apple computers. Multiple copies of such software may be required by various locations on each campus. Haz-Mat tracking software shall be capable of tracking materials from purchase through use and to final disposal.

_____ We meet this desirable specification. Further information is provided with the proposal response.

_____ We do not meet this desirable specification.

8.2 E.D.I.: The contractor should explore the feasibility of real-time E.D.I. for any of the four (4) campuses who request it. E.D.I. should be provided should it prove to be feasible and in the best interest of the University. Describe and explain any E.D.I. arrangements currently utilized by other customers and provide reference name of primary contact persons and phone numbers.

_____ We meet this desirable specification. Further information is provided with the proposal response.

_____ We do not meet this desirable specification.

8.3 ENZYME INVENTORY: The contractor should establish restriction enzyme inventories on the four (4) University campuses, as-requested. The contractor shall supply and maintain the appropriate equipment to include but not limited to freezers and refrigerators. Describe your process and services available under such a program and how charges are handled. In addition, placement of any freezer shall be in accordance with the freezer placement agreement located at the end of these specifications.

_____ We meet this desirable specification. Further information is provided with the proposal response.

_____ We do not meet this desirable specification.

8.4 QUALITY: The contractor should have established standards and guidelines for a quality performance program relating to this contract.

_____ We meet this desirable specification. Further information is provided with the proposal response. (Describe your program)

_____ We do not meet this desirable specification.

8.5 EQUIPMENT SERVICE: The contractor should provide instrument maintenance and repair by manufacturer certified technicians for as much of the equipment sold as part of this contract as possible. Warranty repairs should be handled at no charge of any kind to the University of Missouri System. Provide a description of the service you can provide and how you will work with manufacturers.

_____ We meet this desirable specification. Further information is provided (including University price schedules and hourly rates).

_____ We do not meet this desirable specification.

8.6 MATERIAL SAFETY DATA SHEETS: The contractor should provide free-of-charge, the required Material

8.8 CROSS REFERENCE INDEX: The contractor should, if requested, furnish each campus with a copy of an acceptable cross reference index of catalog numbers of Baxter, Fisher, CMS, VWR, Sigma Chemicals, plus other major suppliers. Respondents should clearly indicate the format in which this information can be provided, re: web-site, printed hard copy,

- 8.12 BIDDERS' WEB SITE** shall be evaluated in the basis of general ease-of-use, ease-of-navigation, ease-of-ordering process, etc. Web address, login ID and pass code shall be supplied with bid response that will allow University of Missouri users to log in and navigate said web site in the same manner it will be accessed by end-users should a contract be awarded to your company. Contract prices do not have to appear during this test period but all other features shall be functional.
- 8.13 Regarding delivery of typical “supply orders”** such as chemicals, glass ware and plastic wares: Describe your warehouse locations, distribution process and capabilities and your ability to provide prompt delivery as per the terms of this contract. Describe in detail how “desk top” delivery to end-users locations shall be made and in what time frame. Bidders shall also provide their fill rate history of orders placed by the University of Missouri campuses/hospital. Fill rates and the number of orders may be considered in point award.
- 8.14 Regarding delivery of large and or heavy items**, such as refrigerators: Describe your distribution process and capabilities and your ability to provide delivery as per the terms of this contract. Describe in detail how delivery to end-users locations shall be made and what services are provided once the item reaches its' final delivery location such as inside delivery, tailgate lift provided at no charge, uncrating, inspection and settings in place.
- 8.15 Describe your ability to hold specific “lots” of fetal serums**, or other lot-specific biological products and do you have the ability to “hold” a specified quantity of a specific product lot and deliver it on as as-needed quantity basis with the rest of the lot being properly stored until additional

party items. If you have agreements in place with any specific manufacturers list them with your response.

8.18 NEW LAB/RELOCATION/RENOVATION DISCOUNTS: Describe what additional discounts and possible design services you will provide for new lab, lab relocations and renovations:

8.19 Describe your ability to provide access to manufacturer “Sale Specialists” and “Technical Specialist” and your ability to have these

8.23 Cooperative member institution order rebates to the University of Missouri. As listed above in the introduction, many public entities may wish to utilize this contract by “purchase Missouri entities could be from sizeable. Bidders shall indicate how they te (or otherwise

give financial benefit to the Univer

per

ATTACHMENT #1
HAZARDOUS CHEMICAL REPORT
FIELD/DATA SPECIFICATIONS

<u>FIELD NAME</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
DATE	4	Julian Order Date, i.e. 3016 3 = 1993, 016 = 16th day
SHIPTO	25	Destination of chemical ordered. Primary sort field. Department or address.
CALLER	25	Ordering person by name.
CAS NBR 1	10	CAS Number.
CAS PERC 1	6	% of chemical, if a compound/mixture, represented by the 1st CAS number. Numeric field.
CAS NBR 2	10	If a compound/mixture, the 2nd CAS number associated.
CAS PERC 2	6	% of chemical, if a compound/mixture, represented by the 2nd CAS number. Numeric field.
CAS NBR 3	10	If a compound/mixture, the 3rd CAS number associated.
CAS PERC 3	6	% of chemical, if a compound/mixture, represented by the 3rd CAS number. Numeric field.
BOL CODE	3	A code used to designate a hazardous chemical. Provided for informational purposes only.
CATALOG NBRXX*		Vendor catalog number.
QUANTITY	5	Quantity, numeric field.
UNIT	2	Unit of Measure.
NUMERIC SIZE	6	Numeric size of unit of measure, i.e., 500.00 as in 500 grams. Numeric field.
SIZE	2	Size of unit of measure, i.e. GR for grams.
DESCRIPTION	30	Vendor description.
SHPMNT ID NBR	11	Shipment identification number. A unique number to identify each shipment.

CERTIFYING MBE/WBE AGENCIES

MBE/WBEs are those businesses certified as disadvantaged by an approved agency. The Bidder is responsible for obtaining information regarding the certification status of a firm. A list of certified firms may be obtained by

M/WBE PARTICIPATION FORM

If proposing MBE/WBE participation, the contractor/supplier must indicate below the percentage of qualified MBE and WBE participation committed to in relation to the total dollar value of the contract regardless of whether the contractor/supplier is awarded one, some, or all of the categories being proposed

PROPOSAL FORM

(Name of firm or individual responding)

REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
**SCIENTIFIC, RESEARCH, HEALTHCARE, SAFETY, EDUCATIONAL AND
DISASTER PREPAREDNESS EQUIPMENT AND SUPPLIES, RFP # S-021006**
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
FOR
THE UNIVERSITY OF MISSOURI – SYSTEM
RFP # S-021006
OPENING DATE: February 10th, 2006
TIME: 2:00 PM, CST

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

PRICING INFORMATION shall be attached and clearly indicated in a separate and sealed envelope marked “Financial Response to Request For Proposal # S-021006. Two copies of financial pricing shall be included in said envelope. Pricing must not be included with any of the 5 response copies. Pricing shall be in the form of percentage discount off current list prices for each commodity code/grouping.

However as stated above, dual and multiple award up-charge information shall not be in the sealed pricing envelopes. It should be available without opening sealed pricing/percentage discount envelopes.

AUTHORIZED RESPONDENT REPRESENTATION

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

This signature sheet must be returned with your proposal.