IOWA STATE UNIVERSITY
REQUEST FOR QUOTE No. 63310
FOR
SPIRIT SQUAD T-SHIRTS
RFQ No. 63310

SECTION I

PROPOSAL INSTRUCTIONS AND CONDITIONS

1.0 Introduction  Iowa State University (ISU or University) is soliciting proposals from qualified suppliers to provide short sleeved t-shirts for the ISU Spirit Squad. By submitting a quote the vendor agrees to all the terms and conditions in this Request for Quote (RFQ). Iowa State University does not imply or guarantee any quantity of frequency of business as a result of this bid. ISU will award contract purchase order(s) based on the criteria listed in section II. Estimated purchase quantity of each item is listed in section II.

All questions and comments with reference to this proposal may be directed to:

Dustin Mohr
Purchasing Agent
Iowa State University
3616 Administrative Services Building
Ames, Iowa 50011-3616
(515)294-4793
dmohr@iastate.edu

1.1 Parties to the Purchase  Bidders must identify all parties who will be involved with performance of the purchase. By Submitting a quote, the bidder warrants that all parties to the contract have received a copy of this RFQ and that the bidders’ response is acceptable to these parties.

1.2 Scope of the Purchase  The purchase(s) that may be awarded as a result of this RFQ would be for two orders of short sleeved t-shirts for the ISU Spirit Squad.

1.3 Each Company, by submitting a quote, acknowledges its representative has:

1.3.1 Read and completely understood the proposed Purchase Documents contained in this RFQ. The Purchase Documents shall consist of this RFQ (Quote Information and Instructions, Terms and Conditions of the Purchase, Specifications, Quote Content, Form of Bid, and all exhibits and attachments), any subsequent Addenda issued by ISU, Bidders response to this RFQ, and any agreement that results from this RFQ.

1.3.2 Based their quote upon the requirements described in the proposed Purchase Documents.

1.4 Receipt and Opening of Quotes

1.4.1 Quotes are to be submitted via email to quotedesk@iastate.edu, by mail to the address listed in this document, or by fax to 515-294-9606. Hard copy delivery by fax or mail must be accompanied by an electronic version delivered by email or if physically delivered, CD or thumb drive of the proposal should be included. Proposals must be received in the ISU Purchasing Department, 3616 Administrative Services Building, Ames, Iowa 50011-3616, by 4:00 P.M., central time, on March 7, 2016. Any proposal received after the time specified for the receipt of proposals may not be considered and may be returned unopened to the sender as non-responsive.

Proposals, which are delivered personally, are to be brought to the Purchasing Department receptionist’s desk located at the south entrance of the 1st Floor Administrative Services Building (ASB). The ASB building is located southwest of the intersection of Stange Road and 13th Street on Wanda Daley Drive.
It is preferable to have responses in electronic format.

1.4.2 ISU reserves the right to accept or reject any or all quotes and to waive any irregularities, technicalities, or informalities in quotes if such waiver does not substantially change the offer or provide a competitive advantage to any Company. ISU reserves the right to request additional documents or quote clarifications after the due date and time for quote submission.

1.4.3 Company's legally authorized representative (Officer of Company) shall sign the quote. The official name, address, telephone, and fax number and e-mail addresses are to be stated on the quote form.

1.4.4 No responsibility will be attached to any person for premature opening of a quote not properly identified.

1.4.5 The laws of the State of Iowa require the contents of all quotes be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the quote. Quotes marked entirely confidential or proprietary may be rejected. Pricing information and other offers cannot be considered proprietary information.

Failure to list all proprietary sections of the submitted quote in the space provided in the Form of Bid, shall relieve ISU personnel from any responsibility, should such information be viewed by the public, a competitor, or be in any way accidentally released.

1.4.6 All opened quotes become the property of ISU and will not be returned to the bidder.

1.4.7 Prior to the date and time designated for receipt of quotes, quotes submitted early shall be withdrawn only by written notice to ISU. Such notice shall be received by ISU prior to the designated date and time for receipt of quotes.

1.4.8 Withdrawn quotes may be resubmitted up to the time designated for receipt of quotes provided that they are then fully in conformance with these Quote Instructions and Conditions.

1.4.9 No quote may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of quotes.

1.4.10 All erasures or corrections are to be initialed by the person(s) signing the quote.

1.4.11 Failure to comply with the requirements of this RFQ or evidence of unfair bidding procedures may be cause for rejection of the quote. Failure to supply information requested may also be cause for rejection of the RFQ as being non-responsive.

1.4.12 This Request for Quote does not commit ISU to make an award, nor will ISU pay any costs incurred in the preparation and submission of quotes, costs incurred in making necessary studies for the preparation of quotes, or any travel or personnel expenses associated with trips to ISU.

1.5 Addenda Any and all interpretations, corrections, revisions, and amendments shall be issued by the ISU Purchasing Department to all known holders of the Bid Documents in the form of written addenda. Except for addenda modifying the quote due date or canceling the Request for Quote, such addenda shall be issued so as to be received at least five (5) days prior to the time set for receipt of quotes. All addenda so issued shall become part of the Purchase Documents and shall be acknowledged in the Form of Quote.
1.6 **Quote Obligations** The Contractual Agreement (Agreement) shall incorporate the selected Company’s quote, including any clarification to the quote(s) requested by ISU and submitted by selected Company, except as amended by mutual agreement. The Agreement shall form the contractual obligation of ISU and the selected Company.

1.7 **Exceptions to Purchase Documents** Company shall clearly state in the submitted quote any exceptions to, or deviations from the Specifications (Section III), and any exceptions to the provisions, terms, and conditions of this RFQ included in Section I and terms and conditions of the potential agreement described in Section II. Such exceptions or deviations will be considered in evaluating the quotes. Any exceptions should be noted on Attachment A and returned with the submitted quote. Companies are cautioned that exceptions taken to this RFQ may cause their quote to be rejected at the sole discretion of ISU. Exceptions not stated on Attachment A will have no effect.

1.8 **Qualification of Company** ISU shall make such investigations as deemed necessary to determine the ability of Company to provide the expected goods or services. ISU reserves the right to reject any bid if the evidence submitted by, or investigation of, such Company fails to satisfy ISU, in its sole opinion, that said Company is properly qualified to carry out the obligations specified herein.

1.9 **Vendor Database** Companies must have a current vendor registration on file in order to receive an award resulting from an RFP. Companies may validate that they have a registration on file with ISU by visiting the following link:

https://accessplus.iastate.edu/NonAuth/PD10/PD162.jsp

If you do not have a current registration on file, please visit the vendor registration link (shown below) for instruction on the vendor registration process.

https://accessplus.iastate.edu/NonAuth/PD10/PD155Vendor.jsp

1.10 **Electronic Copies of the Bid** Vendors may request an editable copy of the RFQ by contacting Dustin Mohr at dmohr@iastate.edu.

1.11 **Samples** Samples of each potential color of shirt are required. Any bid returned without samples will not be considered.

1.12 **Gratuities** The laws of the State of Iowa provide that it is a criminal offense to offer, promise, or give anything of value or benefit to a state employee with the intent to influence that employee’s acts, opinion, judgment, or exercise of discretion with respect to that employee’s duties.

1.13 **Tie Bids** The Purchasing Department will resolve bids that are equal in all respects and tied in price by drawing lots. Whenever practical, the drawing will be held in the presence of the vendors who are tied in price. If this is not feasible, the drawing will be made in front of at least three (3) persons and said drawing documented. Whenever a tie bid involves an Iowa firm and firm outside the State of Iowa, the Iowa firm will receive preference. Whenever a tie involves one or more Iowa firms and one or more firms outside the State of Iowa, the drawing will be held among the Iowa firms only. Tie bids involving Iowa produced or manufactured products and items produced or manufactured outside the State of Iowa will be resolved in favor of the Iowa product.

1.14 **Errors in Bids** In the event of a discrepancy between a unit price and its extension, the unit price will govern. Bids may be amended or withdrawn by the bidder up to the bid opening date and time.
1.15 Modification or Withdrawal of Quotation

1.15.1 Prior to the date and time designated for receipt of quotations, quotations submitted early shall be withdrawn only by written notice to ISU. Such notice shall be received by ISU prior to the designated date and time for receipt of quotations.

1.15.2 Withdrawn bids may be resubmitted up to the time designated for receipt of bids provided that they are then fully in conformance with these Bid Instructions and Conditions.

1.16 Evaluation ISU reserves the right to award a contract based not only on cost, but on the criteria which best meets the University’s requirements and goals. Evaluation of proposals will be based on, but not limited to, the following criteria, which are not listed in any particular order of importance.

1.16.1 Total Cost to ISU
1.16.2 Samples/Quality of product
1.16.3 Delivery schedule
1.16.4 Freight terms
1.16.5 Trademark License Status
RFQ No. 63310

SECTION II

CONTRACT SPECIFICATIONS

2.0 Introduction Iowa State University (ISU or University) desires to purchase short sleeved t-shirts for the ISU Spirit Squad as a part of a fundraising effort. These t-shirts will be resold at various events as part of a fundraising effort for the ISU Cheer and Dance Teams.

2.1 Item Specifications

2.1.1 Participant T-Shirts

- **Quantity:** Total Quantity of 9305
  - An order for 4800 will need to be delivered to ISU by April 25, 2016
  - An order for 4505 will need to be delivered to ISU by May 2, 2016
  - Sizes range from Youth Large up to XXL
- **Color:** White, Cardinal or Gold
  - ISU requests that one (1) sample of each color be sent along with your bid response
- **Style:** Short sleeved one-color fabric with a taped neck
- **Material:** Tubular knit, 6.1 oz. 100% cotton, pre-shrunk and heavyweight so that you cannot see through the material. No irregulars or seconds are to be included in the order.
- **Printing:** T-shirts will have a 2-color front and 1-color back
  - Artwork to be provided to awarded vendor

2.2 Royalties As these t-shirts will be resold as part of a fundraising effort, vendors should make sure that royalties are included in their quoted price.

2.3 Samples Vendors are required to submit one (1) sample of each color of t-shirt. The shirt samples must include a 1-color imprint for evaluation purposes. The print does not need to include the ISU nameplate or marks. The intention is to evaluate the quality of production printing. Bid responses with no samples provided will not be considered for award.

A graphic proof and pre-production samples will be required prior to actual production taking place. These will need to be approved by a representative of ISU Spirit Squad prior to running the order.

2.4 Licensing Vendor **MUST** be licensed to produce goods with the ISU name or its logos in order to participate in this bid process. Licensing generally takes 4-6 weeks and must have been completed **PRIOR** to submitting a bid. Licensing is handled through our Trademark Licensing office. For information on the licensing process, please refer to the web page at: [http://www.trademark.iastate.edu/](http://www.trademark.iastate.edu/).

2.5 Delivery For evaluation purposes, ISU prefers that all items be bid FOB Destination, freight included in the purchase price.
3.0 Definitions

The University The University is Iowa State University (ISU). The term University means the University or the University's authorized representative.

The Company The Company is the person(s) or organization(s) to which the University will issue a contract purchase order, when/if award of this Request for Quote is made. The term Company means the Company or the Company's authorized representative.

Purchase Documents These shall consist of RFQ 63310 (Quote information and Instructions, Terms and Conditions of the Purchase, Specifications, Quote Content, Form of Bid, and all exhibits and attachments), any subsequent Addenda issued by ISU, Bidders response to this RFQ, and any agreement that results from this RFQ.

The following conditions will apply to any contract awarded as a result of this RFQ:

3.1 Term of the Contract There will be two purchase orders placed as a result of this RFQ. The first purchase order will be released on April 25, 2016 and the second purchase order to be released on May 2, 2016

3.2 Assignment Contract may not be assigned or transferred by either party without the prior written consent of the other party.

3.3 Non-appropriation of Funds Notwithstanding other provisions of any award resulting from this RFQ, if funds anticipated for the fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the federal government to provide funds or the program under which funds were provided is altered, then ISU shall have the right to terminate this agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding or program change.

3.4 Immunity from Liability Every person who is a party to this Agreement is hereby notified and agrees that ISU, and its agents, successors, and assigns are immune from liability and suit for or from Company's activities involving third parties and arising from this Agreement.

3.5 Indemnification To the extent permitted by Iowa law, University hereby agrees to indemnify, protect and hold harmless Company, its officers, directors, shareholders, employees, and agents, and each of them, in their corporate and individual capacities, from any expense, liability or damage any of them may incur, including as a result of claims, demands, costs, awards or judgments of any kind or nature, by anyone whosoever, arising out of or otherwise connected with this Agreement, provide such claims are due to the negligent acts of University. Company agrees to defend, indemnify and hold harmless the State of Iowa, Iowa State University, its Board of Regents, faculty, students, employees and agents from all liability, injuries, claims or damages (including claims of bodily injury or property damage) and loss, including costs, expenses, and attorneys’ fees, which arise from its operations or the negligent acts of Company, its officers, directors, employees, and agents under this Agreement.

3.6 Insurance Requirements stated below will apply to those vendors that are required to deliver product to Iowa State University themselves.
3.7.1 Company shall purchase and maintain, throughout the life of this Contract, commercial general liability insurance and commercial automobile liability insurance to protect COMPANY from all claims for bodily injury, including accidental death, personal injury, and property damage arising from operations under this Contract, whether such operations be by COMPANY, subcontractor or by anyone else directly or indirectly employed by COMPANY. In addition, all statutory insurance requirements, including worker’s compensation, shall be met. Limits of such insurance shall be as stated below:

<table>
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<tr>
<th>Type of Insurance</th>
<th>Limits of Liability</th>
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<tbody>
<tr>
<td>Worker's Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1 million each occurrence*</td>
</tr>
<tr>
<td>Commercial Auto Liability</td>
<td>$1 million each occurrence*</td>
</tr>
</tbody>
</table>

*$2 million aggregate

3.7.2 The State of Iowa, Iowa State University and the Board of Regents, State of Iowa, shall be named on such policies as additional insureds. Prior to providing services under the terms of the contract, COMPANY shall provide a Certificate of Insurance evidencing the umbrella liability, general liability, and automotive liability insurance coverage that COMPANY has in effect. COMPANY shall maintain such insurance in effect throughout the duration of the Contract consistent with all applicable laws and in amounts sufficient to cover any and all claims or actions arising from performance of this Contract. The certificate shall also provide that should the policy be cancelled or materially changed, thirty (30) days written notice prior to the effective date shall be given directly to Dustin Mohr in the purchasing department.

3.7.3 Upon notification of award, Certificates of Insurance acceptable to the University shall be addressed to Dustin Mohr, indicating the purchase order number and filed with the Purchasing Department, 3616 Administrative Services Building, Iowa State University, Ames, Iowa 50011-3616, prior to commencement of the Contract. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to the University.

3.7 Code of Fair Practice Company shall not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender identification, marital status, national origin, sex, age, or physical or mental disability, or status as a US veteran. Company shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, or physical or mental disability or status as a Vietnam-era/disabled veteran, except where it relates to a bona fide occupational qualification. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. If applicable to this agreement, Company shall comply with the provisions of Federal Executive Order 11246 as amended by Executive Order 11375. In the event of Company’s non-compliance with this section 3.7 or with any of the aforesaid regulations, this contract may be canceled, terminated or suspended in whole or in part, without penalty to the Board of Regents, State of Iowa, the University, or the State of Iowa, and Company may be declared ineligible for further contracts with Board of Regents, State of Iowa, institutions.

3.8 Subcontractors Company is specifically advised that any person, firm, or other party to whom it awards a subcontract under this Agreement must be approved in advance and be acceptable to ISU. The Company is responsible for all acts of its Subcontractors, as well as the Subcontractors’ performance of delegated duties.
Company shall be solely responsible for payment to all subcontractors or secondary suppliers that the Company may engage for the completion of any contractual agreement with ISU.

3.9 Laws Terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this Agreement shall be instituted in the appropriate courts in the State of Iowa.

3.10 Advertising Company shall not use or reference the name of Iowa State University as a part of any commercial advertising without prior written approval of ISU’s central administration and its Trademark and Licensing Office.

3.11 Taxes ISU is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Company’s employee’s wages. ISU is exempt from State and Local Sales and Use Taxes on the services. A Tax Exemption Certificate will be furnished upon request.

3.12 Termination

3.12.1 If Company is adjudged bankrupt or makes a general assignment for the benefit of creditors, if a receiver is appointed on account of Company’s insolvency, if Company repeatedly refuses or fails to supply enough employees, management staff, or equipment to adequately provide timely delivery or services for ISU, or if Company is otherwise guilty of a substantial violation of the Purchase Documents, ISU may terminate the Agreement after giving Company a minimum thirty (30) days written notice, without penalty to ISU.

3.12.2 In any case where Company has failed to provide items or services or has provided nonconforming items or services, ISU shall provide a Cure Notice. If after notice Company continues to be in default, ISU may procure services from another source and terminate the Agreement, without penalty to ISU.

3.13 Severability of the Agreement In the event any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, but shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the event that any provision shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

3.14 Amendments to the Agreement When awarded, the Agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidence by a written amendment to the Agreement executed by both parties.

3.15 Remedies Upon Default In any case where the Company has failed to deliver services or has delivered nonconforming services, ISU shall provide a Cure notice. If after notice the Company continues to be in default, ISU may procure substitute services from another source and charge the difference between the contracted price and the market price to the defaulting Company.

3.16 Force Majeure Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provision of this contract are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

3.17 Records for Audit Vendor shall maintain records and documents, which sufficiently and properly document all sales to ISU and associated business activities with ISU throughout the term of this agreement and for a period of at least three (3) years following the termination of the agreement or completion of any required audit, whichever is later. Records to be maintained include both financial records, service records and any associated labor
records. The Vendor shall permit the Auditor of the State of Iowa, Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, or any authorized auditor or representative of the ISU, to access and examine, audit, excerpt and transcribe any directly pertinent documents, papers, electronic or optically stored and created records or other records relating to the services provided or payments made under the terms of this agreement, wherever such records may be located. Vendor shall not impose a charge for audit or examination of such records. If an audit discloses incorrect billings or improprieties, ISU reserves the right to charge the Vendor for the cost of the audit and appropriate reimbursement.
SECTION IV

BID CONTENT

4.0 Form of Bid
Form of bid, pages 12-15, completed and signed by your Company’s authorized representative.

4.1 Company Profile
Bidder should provide a brief profile listing company history, business composition (proprietorship, partnership or incorporation), the state under which your business is organized, and any other pertinent information that can be used to evaluate the quote. (Include as Supplement 1 of your RFQ response)

4.2 Samples
Vendors are required to submit one (1) sample of each color of t-shirt. The shirt samples must include a 1-color imprint for evaluation purposes. The print does not need to include the ISU nameplate or marks. The intention is to evaluate the quality of production printing. Bid responses with no samples provided will not be considered for award.

A graphic proof and pre-production samples will be required prior to actual production taking place. These will need to be approved by a representative of ISU Spirit Squad prior to running the order. (Include as Supplement 2 of your RFQ response)

4.4 Addendums
Any addendums that are sent out by ISU need to be acknowledged, signed, and returned as a part of your bid response.
COMPANIES MUST COMPLETE ALL PARTS OF THIS SECTION FOR THEIR PROPOSAL TO BE CONSIDERED.

5.0 Company has provided all parties involved with a copy of the RFQ?

Yes _____ No _____

5.1 Company agrees to all Proposal Conditions contained in Section I of this RFQ?

Yes _____ No _____  Note: If No, please list exceptions on Attachment A

5.2 Company can provide the services and can perform as to the expectations and responsibilities outlined in the Specifications/Scope of Work, Section II?

Yes _____ No _____  Note: If No please list exceptions on Attachment A

5.3 Company agrees to all Terms and Conditions of the Contract contained in Section IV?

Yes _____ No _____  Note: If No please list exceptions on Attachment A

5.4 Pricing  If freight charges are not included in the price of the item, provide the freight charge for each item in the spaces below. For evaluation purposes, pricing should include all set up and screen charges.

Vendors do not have to bid on all items to be considered.

5.4.0 White Shirt Color (2-color front/1-color back)

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<th>Unit Price</th>
<th>Total Price</th>
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<tr>
<td>Youth Large</td>
<td>465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>1795</td>
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<tr>
<td>Medium</td>
<td>2060</td>
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Freight Charges:________________________
5.4.1 Cardinal Shirt Color (2-color front/1-color back)

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Freight Charges:______________________

5.4.2 Gold Shirt Color (2-color front/1-color back)

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<tr>
<th>Size</th>
<th>Total Quantity</th>
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Freight Charges:______________________

5.4.3 Additional Charges

5.4.3.0 Is there a charge for Pre-Production graphic proof? Yes_______ No_______  
If yes, please indicate the pre-production graphic proof charges: ______________________

5.4.3.1 Is there a charge for Pre-Production Samples? Yes_______ No_______  
If yes, please indicate the pre-production sample charges: ______________________

5.4.3.2 How long will the company make this pricing available? _______________________

5.5 Payment Terms  _____________________________________

Be certain to state your terms of payment. Failure to indicate your terms will mean that if your bid is accepted, Iowa State University will apply a five percent (5%) discount for payments made within 15 days of receipt of your invoice in the Purchasing Department.

5.6 FOB (ISU prefers FOB Destination Prepaid and Allowed)__________________________
5.7 Lead Time

For order that needs to be delivered by April 25, 2016 order needs placed by: ___________________________

For order that needs to be delivered by May 2, 2016 order needs placed by: _____________________________

5.8 All Parties to the contract, including subcontractors, should be listed below including address along with name and phone number of contract person for each party. Please describe the work that these other parties would do in regard to a contract with ISU.

1. __________________________________ 2. __________________________________
   ______________________________     ______________________________
   ______________________________     ______________________________
   ______________________________     ______________________________

Work ______________________ Work _____________________

5.9 Proprietary Information Please list all information or sections that you consider proprietary. Note that pricing and financial arrangements cannot be considered as proprietary information. The sections of this proposal listed below represent trade secrets or proprietary information.

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5.10 References The undersigned Vendor provides the following references:

Customer Contact
Current Customer Address Person/Phone#

#1

#2

#3

_____________________________  ______________________________
5.11 Company Information

Business Name: ________________________________

Federal I.D. Number/SSN: ________________________________

Official Address ________________________________________

____________________________________________________

Firm's State or Foreign Country of Residence __________________

Telephone Number ________________________________

Fax Number ________________________________________

Authorized Signature __________________________________

Typewritten or Printed Signature ___________________ Date ____________

Email Address ________________________________
Please note: Your proposal will be considered incomplete unless the following are included with your offer. Indicate compliance by placing a check mark in the space provided: All Documents should be included IN THE ORDER PROVIDED BELOW.

Compliance

[  ] Proposal Compliance Form (this page)
[  ] Section II (Form of Bid, pages 12-15) completed and signed by your company's authorized official.
[  ] Attachment A (Exceptions)
[  ] Supplement 1 (Company Profile)
[  ] Supplement 2 (Samples)
[  ] Addendums (If applicable, all addendums need acknowledged and signed by Company and returned with bid)
Please list any and all exceptions to this RFQ in this section. Include page number, section and reason for exception: (Make additional pages if necessary)

Please check one of the following:

[   ] We have no exceptions to this RFQ
[   ] We have the following exceptions to this RFQ

<table>
<thead>
<tr>
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