IOWA STATE UNIVERSITY
REQUEST FOR BID NO. 63328

FOR

VERTICAL CAROUSEL FILE STORAGE UNIT

FOR

MARSTON HALL

IOWA STATE UNIVERSITY

Purchasing Department
Iowa State University
3616 Administrative Services Building
Ames, IA 50011-3616
March 14, 2016
IOWA STATE UNIVERSITY  
AMES, IOWA 50011-3616  

SCOPE OF THE WORK  

1.0 Iowa State University of Science and Technology (also referred to as ISU) in Ames, Iowa, desires to obtain bids for a Vertical Carousel file storage unit for Marston Hall, Iowa State University, Ames, Iowa.  

SECTION I  
BID INSTRUCTIONS AND CONDITIONS  

1.1 Each Company, by submitting a bid, represents that Company has:  

1.1.1 Read and completely understands the bid documents.  

1.1.2 Promptly notified ISU of any ambiguity, inconsistency or error that the Company discovered upon examination of the bid documents.  

1.1.3 Based the bid upon ISU needs described in the bid documents.  

1.1.4 Bids may be rejected because of faulty specifications, failure to comply with the requirements of the bid documents, abandonment of the project, insufficient funds, evidence of unfair bidding procedures, failure to provide bid security when required, evidence of Company's financial instability, or by the Vice President of Business Services or his designee if, in their opinion, the best interests of the University will be served.  

1.1.5 Failure of the selected Company to fulfill the provisions of section 1.1 shall in no way relieve the obligation of the Company to furnish all material, labor and equipment necessary to carry out the provisions of the contract, nor shall such failure constitute grounds for extra compensation over the price stated in the accepted bid.  

1.2 Receipt and Opening of Proposals  

1.2.1 Proposals are to be submitted to the Iowa State University Purchasing Department, 3616 Administrative Services Building, Ames, IA 50011-3616, by 5:00 p.m., Central Time on March 24, 2015. Your proposal can be submitted in via fax (515-294-9606) or via email (quotedsk@iastate.edu). If mailed or faxed, Company should include a copy of their proposal on a thumb drive or CD.  

1.2.2 ISU reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Company in the judgment of ISU. ISU also reserves the right to accept that proposal that is deemed to be in the best interests of ISU.  

1.2.3 A legally authorized representative of the Company shall sign the proposal. Unsigned proposals may not be considered. The official name, address and telephone number of the Company should be stated on the proposal form.  

1.2.4 Trade secret or proprietary information shall be handled as follows:
1.2.4.1 The laws of the State of Iowa require that at the conclusion of the selection process, the contents of all proposals will 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 Iowa law may be withheld, if clearly identified as such in the proposal. Pricing proposals cannot be considered proprietary. Proposals that indicate the entire proposal is proprietary may be rejected as nonresponsive.

1.2.4.2 Failure to list all proprietary sections of the submitted proposal in the space provided on the Form of Proposal, Subsection 6.3, Section VI, shall relieve ISU personnel from any responsibility, should such information be accidentally released or viewed by a competitor or the public. After the conclusion of the selection process, the contents of all proposals less proprietary sections will be placed in the public domain and be open to inspection by interested parties.

1.2.5 Failure to supply information requested is cause for rejection of the proposal as being non-responsive.

1.2.6 Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offerors lack of cost consciousness.

1.2.7 This Request for Proposal does not commit ISU to make an award, nor will ISU pay any costs incurred in the preparation and submission of proposals, or costs incurred in making necessary studies for the preparation of proposals.

1.3 Modification or Withdrawal of a Bid

1.3.1 Prior to the date and time designated for receipt of bids, bids submitted early shall be modified or withdrawn only by written notice to ISU. Such notice shall be received by ISU on or prior to the designated date and time for receipt of bids.

1.3.2 Withdrawn bids may be resubmitted up to the time designated for receipt of bids.

1.3.3 No Company may withdraw a bid for at least sixty (60) days after the scheduled closing time for receipt of bids.

1.4 Addenda

1.4.1 Any and all interpretations, corrections, revisions, and amendments shall be issued by ISU Purchasing Department to all holders of bid documents in the form of written addenda. Except for addenda modifying the bid due date or terminating the bid solicitation, such addenda shall be issued so as to be received prior to the time set for receipt of bids. All addenda so issued shall become part of the contract documents and shall be acknowledged in the bid form.

1.4.2 Companies are cautioned to refrain from basing their primary bid on a substitution that is not authorized by written addenda. (See multiple bids, Subsection 1.8.)

1.5 Bid Obligations The contents of the bid, and any clarification thereto submitted by the successful Company, including any modifications made by mutual agreement of the Company
and ISU, shall become part of the contractual obligation and be incorporated by reference into the ensuing contract.

1.6 **Preference Laws** ISU shall give preference to purchasing from Iowa based businesses if the offers submitted are comparable in price to those submitted by other Companies and meet the required specifications, according to Iowa Code Iowa Code §§73.1.

1.7 **Open Competition**

1.7.1 Where, in these contract documents, reference is made to materials, trade names, catalog numbers or articles of certain manufacture, it is done for the purpose of establishing a basis of comparative quality, type or style and not for the purpose of limiting competition. It shall be understood that such method of description is not intended to exclude other items, processes, similar designs, or kinds of materials, but is intended merely as a means of establishing a standard of comparison. Other manufacturing processes may be used, if, in the opinion of ISU, they are acceptable in serviceability, durability, quality, functional capabilities and design.

1.7.2 ISU reserves the right to reject any substitute article or material, and/or the associated bid which, in ISU's opinion, does not meet the standard of quality established by such a reference in the contract documents.

1.7.3 Companies offering other than the items specified shall submit, with their bid, catalog cuts, brochures, and detailed specifications covering the items on which they are bidding. In addition, include samples of paint, laminate, and frame finishes. Any deviation from the contract document contained in this bid shall be noted by the Company on the Bid Compliance Form. (See Attachment A.) Where the Company proposes to substitute an article or material, the Company shall be prepared to submit samples, upon request, for ISU's inspection. The cost of transportation, both ways, of such samples shall be borne by the Company.

1.7.4 The Company is expected to comply fully with the contract documents in this bid solicitation. In the event the Company's materials or equipment do not conform, and those deviations have not been stated on the Bid Compliance Form, the Company will be responsible for furnishing materials and equipment, which fully conform at no change in their bid price.

1.8 **Acceptable Alternate** Whenever the words "acceptable alternate" appear in any description set forth herein (or in appended purchase specifications/drawings), it shall mean "acceptable alternate in the opinion of ISU".

1.9 **Multiple Bids** ISU is seeking bids that meet its requirements as outlined in this Request For Quotation. If more than one method of meeting these requirements is proposed, each should be labeled "primary," "secondary," etc., and submitted separately. Submittals will be evaluated in the specified priorities. Always bid as specified in your primary submittal, as alternate bids may be deemed unacceptable by ISU.

1.10 **References** All offers should include three (3) references, other than Iowa State University, currently using tables of the type being offered. At a minimum, the name of a contact person and a telephone number shall be provided.
1.11  **Taxes -- Federal, State, and Local**  ISU is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on the Company's employee's wages. ISU is exempt from State and Local Sales and Use Taxes on the services and materials when purchased separately. A Tax Exemption Certificate will be furnished upon request.

1.12  **Literature**  All bids shall include in the bid price the cost for providing all service manuals, installation manuals, parts lists and any other literature available, which would permit ISU to support that portion of the system capable of being supported by ISU personnel.

1.13  **Gratuities**

1.13.1 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. Evidence of violation of this statute will be turned over to the proper prosecuting attorney.

1.13.2 ISU will pay for its employees travel expenses including transportation, lodging, meals, and miscellaneous expenses should a visit to a Company's site be deemed necessary.

1.14  **Tie Bids**  The Purchasing Department will resolve tie bids that are equal in all respects and tied in price by drawing lots. Whenever practicable, the drawing will be held in the presence of the Companies who are tied in price. However, if this is not possible, the drawing will be made in front of at least three (3) persons and said drawing documented. Whenever a tie involves an Iowa firm and a firm outside the State of Iowa, the preference will be given to the Iowa firm according to Iowa Code §§73.1.

1.15  **Award of Contract**  Contract shall be considered awarded when the successful Company is served written notice by Iowa State University. Written notice will be in the form of an ISU purchase order.

1.16  **Contract Provisions by Reference**  It is mutually agreed by and between ISU and the Company that ISU's acceptance of the Company's offer by the issuance of written notification in the form of a purchase order shall create a contract between the parties thereto containing all terms and conditions of this request for quotation and the Company's bid, except as amended by mutual agreement. The Company shall clearly state in the submitted bid any exceptions to or deviations from these contract documents. Such exceptions or deviations will be considered in evaluating the bids. Any exceptions should be noted on the Bid Compliance Form, Attachment A, and returned with the submitted Form of Bid (Section VI).

1.17  **University Representatives**  Questions and comments with reference to the detailed specifications or with reference to purchasing procedures or other administrative issues relative to this request for quotation should be directed to:  **Cathy S. Beckman, Purchasing Agent III, Iowa State University, Purchasing Department, 3616 Administrative Services Building, Ames, Iowa 50011-3616, Telephone: (515) 294-9394 csbeckm@iastate.edu**
SECTION II
GENERAL CONDITIONS OF THE CONTRACT

2.1 General Warranty

2.1.1 The Company shall unconditionally warrant any products furnished as free from defect and capable of performing the requirements stated in this bid, when utilized by ISU within the parameters normally accepted for office furniture usage. Within one (1) year from final acceptance of this project, or products, the Company shall correct all errors subsequently discovered in the design, materials or installation not due to the fault and negligence of ISU, without charge to ISU.

2.1.2 The Company shall expressly warrant that all goods supplied hereunder shall be merchantable as stated in Subsection 2-314 (2) of the Uniform Commercial Code in effect as of the date of our order.

2.2 Patent Protection

2.2.1 The Company, at its own expense, will defend any suit which may be brought against ISU to the extent that it is based on a claim that the system furnished hereunder infringes a United States patent, and in any such suit which is attributable to such claim. This is upon the condition that ISU shall give the Company prompt written notice of such claim and full right and opportunity to conduct the defense thereof, together with full information and all reasonable cooperation, and upon further condition that the claimed infringement does not result from the combinations of the system furnished hereunder with other systems, apparatus, or devices not furnished hereunder. No cost or expenses shall be incurred for the account of the Company without its written consent. If principles of governmental or public law are involved, ISU may participate in the defense of any such action.

2.2.2 If, in the Company's opinion, the system furnished hereunder is likely to or does become the subject of a claim of infringement of a United States patent, then without diminishing the Company's obligation to fulfill the Contract, the Company may, at its option and expense (1) obtain the right for ISU to continue the use of such item, (2) substitute for the alleged infringing system other equally suitable system satisfactory to ISU.

2.3 Commercial Advertising In submitting this bid, the Company agrees not to use the results as a part of any commercial advertising without prior approval of ISU.

2.4 Laws Terms and provisions of this bid solicitation and any contract resulting from this bid solicitation shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this bid solicitation, or contracts resulting from this bid solicitation, shall be instituted in the appropriate courts in the State of Iowa.

2.5 Assignment Any contract resulting from this bid solicitation may not be assigned or transferred in whole or in part by either party without the prior written consent of the other party and the bonding company, if appropriate.

2.6 Code of Fair Practice Company shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age or physical or mental
disability, or status as a Vietnam-era/disabled veteran. Company will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age or physical, mental disability, or status as a Vietnam-era/disabled veteran except where it relates to a bona fide occupational qualification. Company shall comply with the provisions of Federal Executive Order 11246.

2.7 Termination

2.7.1 ISU may terminate the contract resulting from this bid at any time that the Company fails to carry out its provisions or to make substantial progress under the terms specified in this bid solicitation and the resulting contract.

2.7.2 With the mutual agreement of both parties, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

2.8 Remedies Upon Default  In any case where the Company has failed to deliver or has delivered non-conforming goods or services, ISU shall provide a Cure notice. If after notice the Company continues to be in default, ISU may procure substitute goods or services from another source and charge the difference between the contracted price and the market price to the defaulting Company. The Attorney General shall be requested to make collection from the defaulting Company.

2.9 Indemnification  The Company agrees to jointly and severally indemnify and hold ISU, its agents, successors and assigns, harmless from and against all liability, loss, damage or expense, including reasonable attorney's fees that the State may incur or sustain by reason of the failure of the Company to fully perform and comply with the terms and obligations of a resulting agreement.

2.10 Acts of God  Whenever a Company's place of business, mode of delivery or source of supply has been disrupted by strike, or act of God, it shall be the responsibility of the Company to promptly advise the Purchasing Department. ISU may elect to cancel the order without penalty to ISU and place the order with another Company.

2.11 Severability of the Contract  In the event any one or more of the provisions contained in this agreement 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 of this agreement, but this agreement shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the event that any provision of this agreement 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.

2.11 Responsibility for Those Performing Work

2.11.1 The Company shall skillfully supervise and direct the work and shall be solely responsible for all construction, methods, techniques, sequences and procedures and for coordinating all portions of the work under the contract.

2.11.2 The Company shall perform the work so as to cause the minimum of inconvenience to and interruption of ISU's operations. Company's failure to give ISU timely notice of
such intentions shall place the responsibility for any resulting delays or additional costs solely with the Company.

2.11.3 The Company shall be responsible for the acts and omissions of all the Company's employees and agents and all subcontractors, subcontractor's employees and agents, and all other persons performing any of the work under a contract with the Company or subcontractor.

2.11.4 The Company shall at all times enforce strict discipline and good order among the Company's employees and subcontractor's employees, and shall not employ on the work site any unfit person or anyone not skilled in the task assigned.

2.11.5 Incompetent or incorrigible employees shall be dismissed from the project by the Company when so determined by ISU, and such persons shall be prohibited from returning to the project without the written consent of ISU.

2.11.6 Unless otherwise specifically provided in the contract documents, the Company shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, insurance, lodging and other facilities and services necessary for the proper execution and completion of the work, whether temporary or permanent, and whether or not incorporated or to be incorporated in the work.

2.11.7 The Company shall take all necessary precautions for the safety of and shall provide all necessary protection to prevent damage, injury or loss to:
   a. all employees on the Work and all other persons who may be affected thereby;
   b. all the Work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of Company or any of Subcontractors or Sub-subcontractors; and
   c. other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities. all employees, all the work, materials, equipment and other property at the site or adjacent thereto.

2.11.8 The Company shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property to protect them from damage, injury or loss and shall promulgate such safety regulations in the performance of the work.

2.12 Insurance and Related Requirements

The Company shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, ISU shall not be deemed or construed to have assessed the risk that may be applicable to the Company arising from Company’s business operation. The Company shall assess its own risk and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Company is not relieved of any liability or other obligations assumed or pursuant to the Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Minimum insurance coverages and requirements are as follows:

**Commercial General Liability**
- General Aggregate: $2,000,000
Each Occurrence Limit $1,000,000

**Automobile**
$1,000,000 combined single limit each accident to include owned, non-owned, hired, or rented vehicles.

**Worker’s Compensation and Employer’s Liability**
Statutory Limits of $100,000/$500,000/$100,000

Worker’s Compensation Policy shall include a Waiver of Subrogation in favor of Iowa State University; Board of Regents, State of Iowa; and the State of Iowa. Endorsement form WC 00 03 13 shall be attached to the Certification of Insurance if waiver language is not stated on the actual certificate.

Workers Compensation coverage is required for all personnel working under this agreement for Iowa State University. All of the contractor’s employees, partners, members, officers and sole proprietors must be included.

**Additional Requirements**
- The company (ies) providing coverage must be at least A- Class VII rated by A.M. Best Company.
- The State of Iowa; the Board of Regents, State of Iowa; and Iowa State University **must be named as additional insureds** for General Liability, Excess Liability and Automotive Liability. All legal entities referenced above must be individually listed on the certificate as an additional insured for liability coverage. Additional insured status shall be on a primary and non-contributory basis.
- Iowa State University requires occurrence coverage. The certificates should be marked “occurrence.” If there is no box marked “occurrence,” we require the notation “occurrence form” in the Special Conditions box.
- Company must maintain insurance coverage throughout the term of the work. Failure to maintain insurance coverage throughout the term shall be considered a breach of contract.
- All policies must be written on a primary basis, non-contributory with any other insurance and/or any self-insured funds of Iowa State University; State of Iowa; and Board of Regents, State of Iowa.
- Company shall require all of its Subcontractors and their respective Sub-subcontractors to carry insurance coverage that meets these same insurance requirements or insure the activities of Subcontractors in the Company’s own policy.
- All policies and endorsements may not be non-renewed, cancelled or materially changed or altered unless thirty (30) days’ advance written notice via certified mail is provided to Iowa State University, Purchasing Department.
2.13 Protection of Work and Property

2.13.1 Company shall continuously maintain adequate protection for all their work from damage or theft of any and all kinds, and from the weather and shall protect ISU's and adjacent party's property from damage, theft or injury arising in connection with their work.

2.13.2 Each Company shall make good any damage, theft or injury to existing work from any cause whatsoever. The work shall be entirely at the Company's risk and ISU assumes no responsibility or obligation whatever for damage or theft to any property, work, materials, or equipment.

2.13.3 The Company shall be responsible for the work until it is accepted by ISU and shall cover and protect furnishings from any damage during transportation.

2.13.4 If Company's personnel and equipment are adequately protected in the opinion of ISU, elevators may be used for the transport of project materials to upper floors.

2.14 Clean-up

2.14.1 Company shall at all times keep the site of Work and adjacent premises as free from materials, debris, rubbish and trash as practicable, and shall remove same from any portion of the site if, in the opinion of Owner such materials, debris, rubbish or trash constitute a nuisance or are objectionable in any way to the public.

2.14.2 At the completion of Work, Company shall remove all materials, implements, barricades, equipment, staging, piling, falsework, debris and rubbish connected with or caused by operations for such work immediately upon the completion of that work and shall leave the premises in perfect condition insofar as affected by Work under this Contract. Fires for disposal of rubbish on the site are prohibited.

2.14.3 If Company should fail to clean up the premises as required in the above Subsections 2.14.1 and 2.14.2; Owner, after giving Company 48 hours notice, may do so and charge the cost thereof to Company.
SECTION III
DETAILED SPECIFICATIONS

3.1 Scope of Work  Furnish and install Kardex Remstar Lektriever Vertical Carousel Model 125-1611X or acceptable alternate meeting the following minimum specifications.

3.2 Specifications  Proposed unit must meet the following minimum specifications.

3.2.1 Approximate dimensions of 128”W x 107”H x 59”W with work counter

3.2.2 Unit should have 16 letter carriers, each with 114” clear filing space

3.2.3 Bi-parting Door with key lock, self-counter balancing, lockable

3.2.4 Emergency hand crank to manually rotate carriers in case of power outage

3.2.5 Front light

3.2.6 Keyboard in work counter. Work counter located approximately 39.4” from floor

3.2.7 Imbalance detection module.

3.2.8 Safety system to continually monitor the unit. Should include
   • Emergency stop buttons
   • Mechanical safety bars
   • Infra-red photocell
   • Safety switches
   • Safety light curtain
   • Emergency service switch

3.3 Installation

3.3.1 Installation is on grade level, there is no dock.
   • Will have to use fork extensions and unload in parking lot, then deliver crates via hand trucks or moving carts internally.
   • ISU will provide 6’ fork extensions for unloading unit off the truck
   • ISU will provide the forklift truck (min 4,000#) for unloading
   • ISU will provide a dry wall cart
   • ISU will provide two (2) pallet jacks
   • ISU will provide dumpster for company to dispose of waste in.

3.3.2 Unit will be installed on concrete floor/slab with carpet tiles.

3.3.3 Power source is located on the east side of the room, which would be the left side as looking at the unit.

3.3.4 Company to provide all mechanical and electrical installation, and startup.

3.4 Literature and Construction  Company must include complete detailed literature and construction specifications on the unit they are proposing, to assist ISU in the evaluation process.
3.5 **Delivery**

3.5.1 Awarded Company will call schedule delivery and installation with ISU designated personnel. Company is responsible for receiving and unloading of product at installation site. The installation is on the 1st floor of Marston Hall. See included map. No storage or use of pallet jacks to move equipment is allowed in the main corridor of the building.

3.5.2 Delivery and installation is requested for June 1-10, 2016. Company should indicate on the Form of Proposal if they can meet that date.

3.5.2 Delivery must be accurately quoted as it will be a consideration in making an award.

3.5.3 Indicate on the Form of Bid when you would be able to make delivery and complete the installation.

3.6 **F.O.B.** All bids should be F.O.B. destination and include the cost of materials, labor, insurance, freight or maximum estimated freight charges, fuel surcharge must be quoted as a separate item.

3.7 **Warranty and Warranty Claims** Section 2.1 states our minimum warranty requirements. Company should include a copy of the manufacturer’s furniture warranty with their bid. ISU prefers a warranty that includes parts and labor.

3.8 **Approval of Samples/mockup** Samples of the proposed unit is to be provided, if necessary within 10-14 days, upon request of ISU, to enable us to verify that specifications are being met. This would involve arranging a visit to a dealer's showroom or other location within approximately 30-60 miles of Ames, IA. (See Subsection 1.13.2)

3.9 **Payment and Completion**

3.9.1 Payment will be made in full after undamaged delivery to the building and acceptance by ISU, provided such items comply fully with these specifications.

3.9.2 Acceptance shall be deemed to have taken place 10 days after completed installation, allowing time for a complete final inspection for compliance with table specifications. This statement shall govern over the preprinted acceptance term stated on the reverse side of any resulting ISU purchase order.
SECTION IV
EVALUATION CRITERIA

4.1 **Bid Evaluation** The evaluation of the bids will be performed by a committee consisting of Iowa State University (ISU) Purchasing Department, Facilities Planning & Management Department and department representatives. Evaluation of the bids will be based on, but not limited to, the following criteria, which are listed below in no particular order. Since all furniture has different features, components and quality, ISU reserves the right to award not based on cost alone, but on the criteria which best meets the user's requirements as listed below. The decision of ISU will be final and binding.

**Bid Evaluation Criteria:**

4.1.1 Company's references, which demonstrate to ISU's satisfaction, the expertise and past performance of the Company relative to the equipment or services outlined in Section III.
4.1.2 Warranty terms and provisions
4.1.3 Unit design, construction, finishes and quality.
4.1.4 Company's compliance with the terms, conditions and specifications (section III) of this bid.
4.1.5 Delivery time
4.1.6 Since different brands of furniture are not identical, the following elements will be taken into account in establishing value: cost, design, technical capability, serviceability, construction, finish, quality and functionality.
4.1.7 Net cost to ISU.

4.2 **Assistance Furnished by the Company to Aid in the Evaluation Process** The Company shall, upon request, furnish ISU with assistance in arranging for an examination of the manufacturer's/contractor's operation or for the examination of materials used in the furniture being purchased. No additional payment will be made for these services. ISU will pay for its personnel's travel expenses. (See Subsection 1.13.2, Section I.)
FORM OF BID
REQUEST FOR QUOTATION NO. 63328
FOR
VERTICAL CAROUSEL FILE STORAGE UNIT

TO: Iowa State University
    Purchasing Department
    3616 Administrative Services Building
    Ames, IA 50011-3616

6.1 The undersigned Company, in response to request for quotation number 63328, having examined the Scope of the Work, Bid Instructions and Conditions, General Conditions of the Contract, Detailed Specifications, Evaluation Criteria, Bid Requirements and this Form of Bid, all of which comprise the Contract Documents, hereby proposes to furnish seating in accordance with the proposed Contract Documents, within the time set forth therein. (See Subsection 6.8, Section VI and Attachment A).

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<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
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<td>Lektriever Model 125-1611X Or acceptable alternate Model No. __________________ Mfg. ___________________</td>
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Total Bid Price F.O.B. For Line item 1-3
$______________________________

Payment terms: ________________________________________________________________

(ISU’s standard payment terms are 5% 15, Net 30. If these terms are not acceptable, please state your company's payment terms. Terms requiring percentages with orders or prepayments are unacceptable.)

Delivery and installation can be made during Jun 1-10, 2016 Yes _____ No _____?
If no when can delivery and installation be made? ________________________

6.2 The sections of this bid listed below represent trade secrets or proprietary information. Note monetary sections of this bid cannot be withheld as proprietary information or trade secrets.

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6.3 Company represents that the bid includes all submittals, catalog cuts, product specifications et al, according to Subsection 1.7.3 Section I, and Subsection 3.4 on proposed items. YES _____ NO _____
6.4 The undersigned Company provides the following references as examples of the equipment and/or services specified in Section III having been provided by the Company within the last Three (3) years. ISU reserves the right to check additional sources or make any further investigations deemed necessary as outlined in Subsection 1.10, Section I.

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<thead>
<tr>
<th>Current Customer Address</th>
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6.5 Quoted prices include all freight and handling charges or freight and handling charges have been listed as a separate line item on the bid, per section 3.6. YES NO

6.6 Company has included warranty information per section 3.7. YES NO

6.7 Company will provide samples or has included a list of location(s) where samples of similar proposed product can be seen per section 3.8. YES NO

6.8 The Company states that full compliance with the Contract Documents is maintained in this proposal, unless otherwise stated on Attachment A, submitted in response to this Request For Quotation.

6.9 The Company understands that ISU reserves the right to accept or reject any and all bids, to waive irregularities, defects, or technicalities in any bid, and accept that bid(s) in whole or in part that it deems to be in its best interest.

6.10 The Company agrees their bid is an offer to ISU that may not be withdrawn for a period of sixty (60) calendar days after the public opening and reading of bids.
6.11 The Company hereby certifies by signing below: that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the Company has not directly or indirectly induced or solicited any other Company to put in a false or sham proposal; (c) that the Company has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the Company has not sought by collusion or kickback to obtain any advantage over any other Company or over ISU.

Company's Business Name

Company's Official Business Address

Federal Employment Identification Number

Company's State or Foreign Country of Residence

Authorized Signature

Name Printed or Typed

Title

Telephone No.

Date

Company's representative to contact during normal office hours regarding this proposal

Telephone number of this representative:

Email address of this representative:
ATTACHMENT A

BID COMPLIANCE FORM

*NOTE: Additional copies may be made as necessary.*

I hereby certify total compliance with all terms, conditions, and specifications of this request for proposal except as expressly stated below.

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Signature

Name Printed or Typed

Date