

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

### **RFP/RFQ Information and Instructions**

Iowa State University provides this web site as a service to our vendor community and to the public. While the Purchasing Office will make every effort to insure that bid information is posted to the website in a timely and accurate manner, no guarantee in this regard can be made. Questions regarding bid opportunities should be forwarded to the ISU Purchasing Quote Desk for response (515-294-8201) or [quotedesk@iastate.edu](mailto:quotedesk@iastate.edu). Please refer to the Quotation Number in all communications.

Iowa State University does not endorse any of the products or vendors referenced in the web site. Any mention of specific manufacturers or vendors, or their products or services, is for informational purposes or to reference a standard of quality.

1. Vendors intending to respond to a Request for Proposal(RFP) or Request for Quotation(RFQ) should contact the ISU Purchasing quote desk by telephone at 515-294-8201 or by email at <mailto:quotedesk@iastate.edu> to be added to the bid abstract. Failure to do so may preclude you from receiving addenda or changes in a timely fashion.
2. Vendors are responsible for ensuring that they have obtained all addenda to web posted bids prior to the due date and time. Addenda will be sent to all vendors listed on the bid abstract and also will be posted, as time permits, to the web site. To make sure you receive addenda in a timely fashion, notification of your intent to bid is imperative. Bids may be rejected for failure to confirm receipt of all addenda.
3. Response to an RFP/RFQ implies agreement with the "Bid Solicitation - Standard Terms and Conditions" listed at <http://www.public.iastate.edu/~purchasing/quoteterms.pdf>. The standard terms and conditions will apply unless they conflict with specific terms and conditions in attachments or on the face of the RFP/RFQ. In this case, the specific terms and conditions will take precedence over the Bid Solicitation Standard Terms and Conditions.
4. Vendors must have a current vendor application on file in order to receive an award resulting from an RFQ/RFP. Please visit the vendor application site at [http://www.public.iastate.edu/~purchasing/vendor\\_app\\_process.htm](http://www.public.iastate.edu/~purchasing/vendor_app_process.htm) for instructions on the vendor application process.
5. If you are accessing this bid solicitation from our website, Acrobat Reader may be required to download some documents. The software to view and print Adobe Acrobat documents is available free form the Adobe Website. To get a free copy of the software, please visit <http://www.adobe.com/products/acrobat/readstep2.html>. ISU is not responsible for any problems caused by downloading this software in the unlikely event problems should occur.
6. RFQ/RFP solicitations that require the vendor to receive blueprints, drawings, plans, samples or other documents that are not web-available will be noted accordingly. Vendors will need to contact the ISU Purchasing quote desk (515-294-8201) or [quotedesk@iastate.edu](mailto:quotedesk@iastate.edu) to receive the additional materials required for these bids.

7. All bids are due by conclusion of business on the date specified on the RFP/RFQ, unless otherwise noted. Sealed bids will have a specific due date and time provided in the documents.
8. Bids may be withdrawn or modified upon written request from the properly identified bidder, prior to the date and hour scheduled for the closing of bids.
9. Each bid must be legible and properly signed. Prices are to be entered in spaces provided on the bid form and stated in units of quantity specified. Mathematical extensions and totals shall be indicated where required. In cases of errors to extensions or totals, the unit price will govern.
10. When brand names or trade names and model numbers are used in the RFP/RFQ and are followed by the words "or equal" or "or acceptable alternate", it is to provide reference to the quality, style, and features. Alternate bids of substantially the same quality, style and features are invited. In order to receive full consideration, such alternate bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the offer and allow for a complete evaluation.
11. Any alteration or erasure to the RFP/RFQ document that materially changes the specifications, the Form of Bid, or the terms and conditions associated with the RFP/RFQ is grounds for rejection of the bid as non-responsive.
12. Any bid may be rejected as non-responsive in the judgment of ISU should any of the following occur: Material alteration or erasure of the RFP/RFQ documents; Failure of bidder to sign form; Failure to submit required bid guaranty (when required); Failure to furnish requested pricing or other information; Submission of a late bid. In addition, bids may be rejected for any other justifiable reason including, but not limited to, failure to perform on previous contracts with Iowa State University.
13. Documents pertaining to the bid solicitation (individual bids, proposals, etc.) are not public documents and are not available to view until a bid has been accepted and an award has been made, or all bids have been rejected. Pamphlets, brochures, books, videos, etc. included in proposals will not be reproduced, but may be inspected on-site after an award has been made.
14. The laws of the State of Iowa require that at the conclusion of the selection process, the contents of the 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.
15. Unless otherwise specified, vendors wishing to respond to this request for Quotation must return a signed copy of the Request for Quotation Form and any accompanying documents from the Documents Directory via mail by the date and time specified.
16. Do not include State or Federal taxes. Exemption certificates are available at <http://www.public.iastate.edu/~purchasing/forms/TaxExempt.pdf> or by calling 515-294-4860.
17. Iowa State University reserves the right to accept part or all of your offer. ISU further reserves the right to accept or reject any or all bids, to waive technicalities in any bid and to accept any bid which the University deems to be in its best interest.