



**BID REQUEST NO.: 19-6016-LL-C**  
**TITLE: Graphic Arts Offset Printing Plates**  
**ISSUE DATE: May 28, 2019**

**STRATEGIC SOURCING SPECIALIST: Leyanna Long**  
**PHONE NO.: (573) 884-3228**  
**E-MAIL: Longlk@umsystem.edu**

**RETURN BID NO LATER THAN: June 11, 2019 at 2:00 pm Central Time**

**RESPONSE INSTRUCTIONS:** Print or type **Bid Request No. and Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed bids must be in UM System Supply Chain office at (2910 Lemone Industrial Drive, Columbia, MO 65201) by the return date and time.

**EMAIL BIDS WILL NOT BE ACCEPTED**

**RETURN BID TO: UM System Supply Chain**  
**2910 LeMone Industrial Blvd**  
**Columbia, MO 65201**

You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. All deliveries shall be made **FOB DESTINATION** with freight charges fully included and prepaid. The seller pays and bears the freight charges.

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

The bidder further agrees that the language of this bid document shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

**SIGNATURE REQUIRED**

DOING BUSINESS AS (DBA) NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
IRS FORM 1099 MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON		EMAIL ADDRESS	
PHONE NUMBER		FAX NUMBER	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) ___ FEIN ___ SSN	VENDOR NUMBER (IF KNOWN)	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other _____		(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)	
AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	

**BID REQUEST AND BID CONDITIONS**

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.
2. The University reserves the right to reject any and all bids and to waive any informality in bids.
3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.
4. All items bid shall be new unless otherwise specified by the University.
5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.
9. Shipments shall be marked as directed on the Purchase Order.
10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.
11. The University will not be responsible for articles or services furnished without a Purchase Order.
12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.
13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.
15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.
18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.
19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.
20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.
21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.
22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.
23. The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.

REQUEST FOR BIDS  
GRAPHIC ARTS OFFSET PRINTING PLATES, CHEMISTRY  
AND OPTIONAL PROCESSOR  
RFB #19-6016-LL-C

The University of Missouri – Printing Services requests bids for the Furnishing and the Delivery of Graphic Arts, Plates, Chemistry and Optical Processor as described herein.

**AWARD:**

1. Bids are requested for the furnishing and delivery of Thermal Graphic Arts Plates and Chemistry, including Processor and Stacker if required by type of plate, FOB Print & Mail Services, 2800 Maguire Blvd., Columbia, Missouri, 65211 for a twelve-month period beginning September 1, 2019 extendable by mutual agreement, four additional years. Selected plates must be non-bake plates, IR-sensitive and compatible with a CRON CTP model TP 4664 G+. Quantities listed are annual estimates for a full year, and as such do not represent a guarantee by the University to purchase the listed quantities.
2. The University of Missouri reserves the right to award the bid on a line by line basis or on an all or none basis, whichever is determined to be in the best interest of the University. The University of Missouri reserves the right to award the bid to the vendor(s) that can provide the product the fastest.
3. The University of Missouri reserves the right to award on a line-item basis.
4. Bidders must price product as specified.

**DELIVERY:**

1. The University wants to ensure it receives the absolute lowest bid on all actual items being purchased. Therefore, effective immediately, without exception all bidders must show the shipping costs (freight) as a separate line item on the bid proposal and invoices. If shipping costs are being included in the product unit cost, deduct the amount added for shipping and break it out as a separate line item. Freight terms to be FOB Destination.
2. Prices on the bid form must be all inclusive, including shipping, delivery, and installation (if applicable). If items are imported, delivery is to be D.D.P. Columbia, MO and the price is to include all costs, including but not limited to customs, duties, taxes, costs for carriage and transshipment, and delivery to Columbia, MO. The bidder is responsible for all risks and costs and providing all documentation as required for importing. Contact information for a customs broker accustomed to working with the University is available upon request. The bidder is responsible for any/all costs of customs broker.
3. If the bidder is providing a price for installation, all costs associated with installation (including but not limited to, delivery, shipping, installation, and any travel and/or living expenses) must be included in the price.
4. The University reserves the right to select or not select supplier installation at the time of bid award.

5. The quantity of each item to be delivered shall be specified by the University of Missouri Procurement Services Department and their authorized representative. The University will be responsible only for those items the successful bidder has been requested to deliver by the University of Missouri Procurement Service Department.
6. The University reserves the right to return at the bidder's expense, shipments failing to meet the specification.

**WARRANTY:**

1. The bidder shall note any applicable warranty information for each piece of equipment on the attached pricing pages.

**INVOICES:**

1. All invoices must be emailed to the following address:

[dickinsond@missouri.edu](mailto:dickinsond@missouri.edu)  
or mailed to:  
Print & Mail Services  
Attn: Debbie Dickinson  
2800 Maguire Blvd  
Columbia, MO 65211

**PAYMENT:**

Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. Acceptance of items will be upon verification that all items provided meet or exceed the specification of this bid. The University may withhold payment or make deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of products/services furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred. Any different payment terms desired by bidder must be clearly stated and may or may not be accepted by the University. A payment schedule may be negotiated with the successful bidder. If prepayment is required, the Successful Bidder may be required to provide a performance bond or irrevocable letter of credit at no cost to the University for the full amount of prepayment.

**LIABILITY AND INSURANCE REQUIREMENTS**

Liability:

Agrees to define, indemnify, and hold harmless the University, its officers, agents and employees from and against all losses and expenses (including costs and attorney's fees) resulting from any injury (including death) to any person, or damages to property of others arising out of the acts or omissions of the Consultant, its employees, or agents in performance of the work under this Agreement.

Insurance:

Shall provide and maintain, during the life of the Agreement, insurance acceptable to the University which will afford protection and coverage in accordance with the requirements set forth below:

Commercial General Liability Coverage comparable to Comprehensive General Liability coverage to protect the Consultant and any Sub-consultant performing work covered by this Agreement from claims for damages for personal injury, bodily injury (including wrongful death), and from claims for property damage which may arise from the operation under the Agreement. The coverage will provide protection for all operations by the Consultant or any Sub-consultant or by anyone directly or indirectly employed by either of them. In addition, the coverage is to include "The Curators of the University of Missouri" as "Additional Insured." The amount of the insurance shall not be less than a minimum of \$1,000,000 combined single limit, per occurrence and aggregate, for both bodily injury and property damage combined.

In lieu of the "Additional Insured" endorsement, an Owners-Contractors-Protective policy may be provided evidencing "The Curators of the University of Missouri" as the Named Insured.

Professional Liability Insurance will be provided by the Consultant to cover any claims, including but not limited to errors and omissions, which may arise from the work performed by the Consultant, Sub-consultant, or anyone directly or indirectly employed by them. The coverage provided will not be less than \$1,000,000 per occurrence and aggregate.

All insurance shall be procured through agencies and be written by insurance companies which are acceptable to and approved by the University, e.g., all coverage should be placed with Insurance Carriers that are licensed to do business in the State of Missouri as an admitted Carrier and all coverage placed are subject to the University's approval as to form and content, as well as Carrier. All required coverage shall be obtained and paid for by the Consultant.

The Consultant shall furnish the University with certificates, policies or binders which indicate the Consultant and/or the University and other Consultants (where required) are covered by the required insurance showing type, amount, class of operations covered, effective dates and dates of expiration of policies prior to the University issuing a Notice to Proceed.

## **TECHNICAL SPECIFICATIONS FOR COLUMBIA CAMPUS**

### **1) SAMPLES:**

Proposals must include complete descriptive literature and specifications of the product(s) that the bidder proposes to furnish. Bidder may be required to submit twenty-five (25) 790 x 1030 mm (31-1/8" x 40-1/2"), one-sided, .3 mm (.012") grained plates and (25) 665 x 945 mm .30 mil plates, with adequate chemistry for testing purposes. Samples must be of the exact type, base, size, and kind, bidder proposes to furnish. Vendors should not submit samples unless specifically requested to do so by the University. All costs related to furnishing the samples, including transportation and delivery, shall be the responsibility of the vendor. Samples will not be returned.

### **2) PROCESSOR/STACKER:**

**If the type of plate being proposed requires processing of any type**, contractor shall provide a processor with stacker compatible with the plates being supplied for use of the University for the duration of the contract, up to five years, beginning September 1, 2019. The processor should be compatible with a CRON TP 4664G+ Thermal CTP with output speeds up to 29 plates/hr at the max size, and Prinergy EVO, or approved equal. Processor must be able to process plates in size from 280 x 280 mm to 790 x 1030 mm. The processor shall be subject to inspection and acceptance by the University and should be either new or refurbished in like new condition. The contractor shall provide such technical

assistance as may be required to resolve any problems arising from the use of the processor or materials furnished under this contract.

**3) PROCESSOR/STACKER MAINTAINENCE:**

- A. **Option 1:** All costs related to the furnishing, delivery, installation, maintenance and repairing of the processor and stacker, including replacement parts, labor, mileage, travel time, and related charges, shall be the responsibility of the contractor. Please indicate maximum response time for service calls on the processor.
- B. **Option 2:** All costs related to the initial furnishing, delivery and installation of the processor and stacker, including labor, mileage, travel time, and related charges, shall be the responsibility of the contractor. Contractor will offer a separate service contract for the processor. Please explain in detail your service contract offering and the associated yearly cost.

4) **IMPRESSION WARRANTY (Expected Run Lengths):** Indicate the expected run length of the plates being offered along with the technical specifications of the printing plates. Note that the 665x945mm plates will be used with an LED UV offset press, which is known to be more abrasive to the printing plates. All other sizes will use traditional inks.

5) **ORDERS/DELIVERIES:** Materials will be ordered by authorized representatives of Print & Mail Services on an “as needed” basis. Plates and chemistry must be delivered within three weeks of order date. The processor and an initial supply of materials must be installed and in production within thirty (30) to forty-five (45) days after the bid is awarded, by September 1, 2019. Expiration dates of plates must be not less than sixty (60) days from date of delivery.

Vendor shall state the average delivery time for plate orders in the space provided on the bid form.

6) **REMOVAL OF PLATES/CHEMISTRY:** Upon termination of the contract, contractor shall, at his own expense, remove all remaining plates and chemistry, giving the University full credit, at current prices, for the unused stock.

**7) AWARDING OF THE BID:**

- A. The University of Missouri is in the process of installing a new CTP system along with a new offset printing press with expected installation completed by August of 2019. Awarding of the bid will require thorough testing of contractor’s proposed printing plates with both systems. Therefore, because of unknown installation factors, awarding of the contract may be delayed or progress faster than expected. Contractors are encouraged to stay engaged with the University of Missouri during this time.
- B. The awarding of the bid will be all or none, based on the lowest total value of the specified product, both plates and chemistry. See below for quantities estimated that will be used as the basis.

8) **GRAPHIC ARTS OFFSET PRINTING PLATES AND CHEMISTRY AS FOLLOWS:** All plate specifications are for Thermal offset printing plates to be run through CRON TP 4664G+ Thermal CTP. Printing Plates must allow daylight handling. If processing through water is required to meet daylight handling specification, processor (see above) must be included. Sizes are targets and provided plates may have minor variance at the sole discretion of the University. These are first-year quantities, with the expectation that quantities will remain the same over the term of the contract:

**9) PRICING:**

**PROCESSED PRINTING PLATES & CHEMISTRY**

**A) Jet Envelope Press 2/C Plates --- Please note, we are looking for a 2-up sized plate to meet the minimum feed size for the CRON CTP – Please indicate the size plate you are offering.**

1,000 EA 504 x 311 mm .20 mm (.008”), One-sided

Size offered \_\_\_\_\_ x \_\_\_\_\_ 504 x 311 mm or large

\_\_\_\_\_ qty per pack

\$ \_\_\_\_\_ Per Plate (includes processor maintenance as noted in 3A )

\$ \_\_\_\_\_ Per Plate (w/separate processor maintenance contract as noted in 3B)

Impression Warranty \_\_\_\_\_

**B) Heidelberg QM46 2/C Press Plates**

1,200 EA 340 x 505 mm .20 mm (.008"), One-Sided

\_\_\_\_\_ qty per pack

\$ \_\_\_\_\_ Per Plate (includes processor maintenance as noted in 3A )

\$ \_\_\_\_\_ Per Plate (w/separate processor maintenance contract as noted in 3B)

Impression Warranty \_\_\_\_\_

**C) RMGT Series 9 (940) LED UV Offset Press Plates – Note uses LED UV inks**

5,200 EA 665 x 945 mm .30mm (.012"), One-Sided

\_\_\_\_\_ qty per pack

\$ \_\_\_\_\_ Per Plate (includes processor maintenance as noted in 3A )

\$ \_\_\_\_\_ Per Plate (w/separate processor maintenance contract as noted in 3B)

Impression Warranty \_\_\_\_\_

**D) Heidelberg SM102 2/C Press Plates**

800 EA 790 x 1030 mm .30 mm (.012"), One-Sided

\_\_\_\_\_ qty per pack

\$ \_\_\_\_\_ Per Plate (includes processor maintenance as noted in 3A )

\$ \_\_\_\_\_ Per Plate (w/separate processor maintenance contract as noted in 3B)

Impression Warranty \_\_\_\_\_

**CHEMISTRY:**

E) **Developer**, \$ \_\_\_\_\_ per unit \_\_\_\_\_. Unit yield square meters \_\_\_\_\_ Number of units needed based on plate volume above: \_\_\_\_\_

F) **Plate Finisher**, \$ \_\_\_\_\_ per unit \_\_\_\_\_. Unit yield square meters \_\_\_\_\_ Number of units needed based on plate volume above: \_\_\_\_\_

G) **Any other chemistry or filters needed** for the standard operation of the processor (vendor to include all information including amounts based on estimated annual usages noted above, pricing, yield and packaging).

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H) **OPTIONAL PROCESS-LESS PRINTING PLATES** (No Chemistry Required)

At this time the University of Missouri is not interested in exploring offset printing plates that do not require processing. We will continue to monitor this technology for future consideration.

I) **Price adjustments.** Requests for price adjustments for plates and chemistry, including justifications and documentation, shall be submitted by the contractor in writing, to Ms. Leyanna Long, Procurement Department, University of Missouri, Columbia, MO 65211. These notifications must be received no less than ninety (90) days prior to the anniversary date. The University shall have forty-five (45) days after notification to exercise its option to renew the contract.

J) **Average delivery time for each order:** \_\_\_\_\_

K) **Optional Processor and Stacker Maintenance contract price per 3B.** Please outline the pricing, along with terms and condition for your maintenance contract for the processor and stacker.

Annual Pricing: \_\_\_\_\_

Terms and Conditions (i.e., all inclusive, vs. parts only, customer pays time and labor):

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L) Space for **additional information** on substitute bid items: \_\_\_\_\_

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## ATTACHMENT A

### SUPPLIER DIVERSITY PARTICIPATION FORM

The University of Missouri System is committed to and supports supplier diversity because it is essential to the University's mission and core values. The University's Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
  
- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - Supplier's Total Revenues: \$10,000,000
  - Revenues from University \$: \$ 4,000,000
  
  - University % of Total Revenues: 40% (#2 divided by #1)
  - Total MBE Dollars \$: \$ 150,000
  - Total WBE Dollars \$: \$ 150,000
  - Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
  - Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
  - Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
  - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): \_\_\_\_\_

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2. What percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

\_\_\_\_\_

\_\_\_\_\_

3. Complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, [vestt@umsystem.edu](mailto:vestt@umsystem.edu).

-----**THIS FORM MUST BE SUBMITTED WITH THE RESPONSE**-----

**ATTACHMENT B  
SUPPLIER REGISTRATION INFORMATION**

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN:  Yes  No

The term "small business concern" shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a "small business concern".

WOMAN OWNED BUSINESS (WBE):  Yes  No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE):  Yes  No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh  (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.  (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa.  (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only.  (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.  (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE  Yes  No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE  Yes  No

MISSOURI FIRM:  Yes  No

A Missouri Firm is defined as an organization, which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer \_\_\_\_\_ (M)  
Distributor/Wholesaler \_\_\_\_\_ (D)  
Manufacturer's Representative \_\_\_\_\_ (F)  
Service \_\_\_\_\_ (S)  
Retail \_\_\_\_\_ (R)  
Contractor \_\_\_\_\_ (C)  
Other \_\_\_\_\_ (O)

SOLE PROPRIETORSHIP: \_\_\_\_\_ Yes \_\_\_\_\_ No

SUPPLIER'S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes.

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Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: \_\_\_\_\_

Date: \_\_\_\_\_