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**

<table>
<thead>
<tr>
<th>DOCUMENT BUSINESS AS (DBA) NAME</th>
<th>LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td>IRS FORM 1099 MAILING ADDRESS</td>
</tr>
<tr>
<td>CITY, STATE, ZIP CODE</td>
<td>CITY, STATE, ZIP CODE</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>FAX NUMBER</td>
</tr>
<tr>
<td>TAXPAYER ID NUMBER (TIN)</td>
<td>TAXPAYER ID (TIN) TYPE (CHECK ONE)</td>
</tr>
<tr>
<td></td>
<td>__ FEIN __ SSN</td>
</tr>
<tr>
<td>VENDOR NUMBER (IF KNOWN)</td>
<td>VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)</td>
</tr>
<tr>
<td></td>
<td>(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)</td>
</tr>
<tr>
<td></td>
<td>___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other ________________</td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE</td>
<td>DATE</td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>TITLE</td>
</tr>
</tbody>
</table>
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.
NOTICE TO RESPONDENTS

The University of Missouri Procurement requests bids for the Providing of one (1) 1000 kVA CAST COIL TRANSFORMER – RFB #21061, which will be received by the undersigned at University of Missouri Procurement, until January 4, 2021 at 2:00 P.M. CT. The University assumes no responsibility for any vendor’s on-time receipt at the designated location for bid opening. Faxed or emailed responses will not be considered.

Specifications and the conditions of Request for Bid together with the printed form on which Request for Bids must be made may be obtained by accessing the following website: http://www.umsystem.edu/ums/fa/procurement/bids or from the Strategic Sourcing Specialist identified within this document.

In the event a Respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

If you have any questions regarding the RFP, please send them to:

Wade A. Jadwin  
University of Missouri Procurement  
1201 North State Street – Suite G5C  
Rolla, Missouri 65409  
jadwinw@mst.edu

The University reserves the right to waive any informality in Request for Bid and to reject any or all Request for Bids.

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared by:  
Wade A. Jadwin  
Strategic Sourcing Specialist  
University of Missouri Procurement  
1201 North State Street – Suite G5C  
Rolla, MO 65409

Dated: December 11, 2020
UNIVERSITY OF MISSOURI
SPECIAL CONDITIONS

University of Missouri Procurement is requesting bids for providing one (1) 1000kVA Cast Coil Transformer for University of Missouri – Columbia.

AWARD:

The award will be based on lowest price and meeting specifications.

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.

Note: The University of Missouri reserves the right to negotiate best and final terms with the respondent selected.

PREVIOUS QUOTATIONS:

Any quotations sent to the University of Missouri prior to this Request for Bid (RFB) are now void and will not be considered. Bidders must respond with a new quotation / response by the bid deadline noted on the cover page of this RFB.

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 30 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. The University may withhold payment or make such 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 equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

QUESTIONS:

The final date for a request to be accepted for a clarification on any Specification or Requirement of the RFB is December 22, 2020 at 2:00 PM CT. Any request received after this date and time will NOT be acknowledged with a response. Please do not contact the department directly to ask questions. Please send ALL questions to Wade Jadwin – jadwinw@mst.edu
INSURANCE:

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability

Contractor agrees to maintain Commercial General Liability at a limit of not less than $1,000,000 Each Occurrence, $2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Business Auto Liability (If required in service performance)

Contractor agrees to maintain Business Automobile Liability at a limit not less than $1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
Workers’ Compensation & Employers Liability

Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: $500,000 each accident, disease each employee and disease policy limit.

Contract Language

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Indemnification

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor’s operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.
DETAILED SPECIFICATIONS

1. SCOPE

The University of Missouri Procurement desires to replace a Medium Voltage, dry type, open wound, transformer with a vacuum cast coil transformer. Installation will be by MU personnel.

Bid
Base bid will include transformer without enclosure. Transformer without enclosure will be installed in existing enclosure. A bid alternate is requested to include supplying the transformer with a new enclosure. Please provide option to expedite including cost and delivery for base and alternate bids. Bid will be awarded on the total ownership cost as described below and best overall value.

Base bid: One (1) transformer without enclosure.
Bid alternate: One (1) transformer with enclosure.

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary Voltage</th>
<th>Secondary Voltage</th>
<th>Existing Unit Size</th>
<th>Existing Unit Z</th>
<th>New Unit Size</th>
<th>Bid Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby Concourse #2 XF</td>
<td>13,800Δ</td>
<td>208Y/120</td>
<td>1000 kVA</td>
<td>6.11%</td>
<td>1000 kVA</td>
<td>W/enclosure (alt)</td>
</tr>
</tbody>
</table>

Installation
New transformer installation will be by MU personnel. Attached are pictures and measurements of installation.

2. GENERAL

The following specifications and other information is provided for bidders.

- Information about existing unit is as follows (existing unit is not cast coil):

- The University of Missouri-Columbia is greatly interested in transformer loss reduction and will perform loss tests, in harmonically loaded environments when appropriate, on the supplied unit to determine the actual losses. The results of these tests will determine if the University will purchase future units from the supplier of the transformer tested.

- No load losses, full load losses and total losses shall be provided with the bid. At the time of the bid, the “Transformer Losses in Watts” data sheet must be completed for each type of transformer bid. The log sheet must be signed by a duly authorized officer of the bidding company, one who will guarantee the validity of the losses stated. Failure to return the signed data sheet can result in rejection of the bid. Losses will be considered in the bids evaluation using Total Ownership Cost. The following values will be used:

  Transformer Purchase Price = A
  No Load Losses X $ 6.40 /Watt = B
  Load (Coil) Losses X $ 2.78 /Watt = C
Total Ownership Cost = A + B + C

- A certified test report of the 60Hz losses of all transformers supplied must be received by the University within fourteen (14) days after shipment. This report must show, at rated voltage, both no load and full load (coil) losses for each transformer supplied listed by manufacturer serial number.

- University of Missouri-Columbia, Energy Management Electric Distribution must approve the construction drawings prior to construction of each type of transformer supplied.

- The University reserves the right to test any transformer supplied. Failure of the transformer to perform as guaranteed in the bid will be sufficient reason to omit the associated supplier from future projects. The test information may also be used by the University for settlement of damages.

- All equipment shall conform to the latest revision of all applicable standards. A listing of these standards includes, but is not limited to, NEMA, NESC, NEC, ANSI, DOE and IEEE. The equipment will also comply with the applicable requirements of the "Federal Occupational Safety and Health Standards".

- The new transformers shall not increase the available low voltage short circuit current over existing.

- Equipment proposed by the bidder that cannot fully meet the requirements of this specification shall have all exceptions clearly stated in the bid.

- Proposed equipment shall be FOB University of Missouri – 417 S 5th Street, Columbia Missouri.

- Delivery shall be given for both standard and expedited construction.

3. DESCRIPTION

A. CONSTRUCTION

- Transformers shall be Dry Type Vacuum Cast Coil construction in accordance with ANSI Standard C57, latest revision. The transformer shall be constructed of individually cast primary and secondary coils, coaxially mounted. All primary and secondary coils shall be cast.

- Transformers shall be operated at an altitude less than 3,300 feet above sea level.

- Equipment must be new. Re-manufactured equipment will not be accepted.

- Noise level of transformers shall be per IEEE/ANSI/NEMA standards and shall not exceed the levels given by NEMA TR1-1980.

- Transformers without enclosures shall be designed to fit existing enclosure and base frame designs.

- Transformer with enclosure shall be designed to be installed on concrete equipment pad.

- New Vibration isolation pads shall be provided for MU installation.

- Frame of transformer shall be secured to the enclosure frame. All necessary hardware shall be supplied for MU installation.

- Each transformer shall include all hardware to permit connections to existing switchgear terminals, including flexible bus if necessary.
• Frame of transformers shall be supplied with jacking provisions and lugs for lifting.

• Transformers must fit through door openings as follows:
  
  o 70 inches high by 82 inches wide.

• Supplied enclosures shall limit the entry of a #12AWG wire. Enclosure shall be designed to fit into existing switchgear without modifications to the switchgear or the room while maintaining all needed clearances.

B. ELECTRICAL SPECIFICATIONS

• Transformers shall be 3 Phase, 60 Hertz.

• The finished primary and secondary coils must be hermetically sealed in epoxy utilizing a proven manufacturing system that demonstrates its ability to minimize hot spots and partial discharge. An induced partial discharge test shall be performed on each winding. The induced partial discharge test shall be performed by measuring partial discharge levels beginning at 80% rated voltage and continuing in 10% step increments through 200% rated voltage. Partial discharge inception and extinction levels are defined as levels above 10 Pico-Coulombs and shall be recorded. Acceptance criteria is Partial discharge extinction at or above 120% rated voltage.

• Primary Windings shall be constructed with copper conductors. Primary Windings should be transposed for reduced losses at fundamental (60Hz) and harmonic frequencies, if advisable per manufacturer. Primary windings shall be designed to withstand high 3rd, 9th, and 15th harmonic circulating currents.

• Secondary Windings shall be constructed with copper conductors. Secondary Windings should be transposed for reduced losses, at fundamental (60Hz) and harmonic frequencies, if advisable per manufacturer. Individual conductors shall be insulated.

• The core shall be constructed to reduce eddy current losses at fundamental and harmonic frequencies. The core shall be designed to reduce losses due to both the fundamental and harmonic frequencies.

• Neutral conductor shall be properly sized to handle up to 2 times the rated phase current.

• All wiring connections shall be suitable for copper or aluminum.

C. INSULATING MEDIA AND RATINGS

• Transformer shall have a maximum average winding temperature rise of 80 degrees C when the unit is operated continuously at full nameplate rating.

• Winding insulation shall have a rating of 180 degrees C.

• Transformer shall have an ambient temperature rating of 30 degrees C and a 24-hour period maximum ambient temperature rating of 40 degrees C.

• Transformers shall be rated AA (self cooled) at specified kVA with enclosure.

• Unit shall be capable of continuous operation at 17% above nameplate AA rating by allowing an ultimate rise to be 115 degrees C.
D. **HIGH VOLTAGE TERMINALS**

- Transformer shall have three (3) terminals for a delta connection of 13,800V, dry type design with a 95kV BIL rating. Terminals shall support a two hole lug type connection with 1/2" holes on 1 & 3/4" centers capable of connecting either copper or aluminum.

- “Red Phenolic” shall not be used for electrical insulation of any HV conductor.

- Primary Voltage Taps shall be supplied to provide 2.5% no load tap changes, two above and two below the rated voltage. Taps shall be made such that changing connections without bending or damage.

- No lightning arrestors are required.

E. **LOW VOLTAGE CONNECTIONS**

- The secondary voltage requirements and the delta or wye connection are specified in section 1. Secondary shall have a 10kV BIL. Low voltage terminals shall be tinned copper and shall provide for connections to existing conditions as shown in attached drawings. **Connections to existing switchgear terminals shall include flexible bus connections (if needed) and all hardware for installation.** Flexible bus connections shall be rated for full load ampere rating of transformer.

F. **GROUNDING**

- A copper connection strap from the neutral to ground shall be supplied.

- A ground pad shall be provided for transformer grounding.

G. **TESTING**

- Transformer shall undergo routine production testing per ANSI 57.

4) **NAMEPLATE**

- A duplicate stainless steel, engraved nameplate shall be provided for MU installation for exterior of enclosure.

- In addition to normal information, the following items shall be included on the nameplate of each unit:

  1. kVA ratings, AA
  2. Primary voltage.
  4. Full load secondary current.
  5. BIL ratings.
  6. Temperature ratings.
  7. Primary and Secondary voltages for each tap setting.
  8. Primary amperage rating for each tap setting.
  9. Date of Manufacture.
  10. Name of Manufacturer.
  11. Transformer K factor (if included)
  12. Type of conductor in windings.
13. X/R ratio.
15. Detail circuit diagrams.
16. Delta - wye or delta -delta diagram detailing the relationship of primary to secondary bushings.
17. Total weight of unit expressed in pounds
18. Serial Number
DETAIL - LV CONNECTION (TYP 4 PLACES)
LOBBY CONCOURSE #2
# Transformer Losses in Watts
## Data Sheet

Manufacturer: 

Project: 

### Transformer Information

<table>
<thead>
<tr>
<th>Transformer Type</th>
<th>kVA</th>
<th>High Side Voltage</th>
<th>Low Side Voltage</th>
<th>No Load Losses</th>
<th>Full Load Losses</th>
<th>Total Losses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed: 

Date: 

☐ BY CHECKING THIS BOX THE BIDDER ACKNOWLEDGES THAT ALL SPECIFICATIONS CAN BE MET AND THAT ALL REQUESTED INFORMATION PERTAINING TO QUALIFICATIONS IS ACCURATE.
PRICE SHEET

Your price to complete the project as listed in this bid packet –

Manufacturer: ________________________________

Manufacturer Model Number: ________________________________

Estimated Delivery: ________________________________

Estimated Freight: ________________________________

Price: ________________________________
ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM

The University of Missouri System is committed to and supports supplier diversity as an essential part of 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 (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) 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):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
2. If you are a non-diverse owned company, 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. If you are a non-diverse owned company, 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.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>% of Contract</th>
<th>Specify Direct or Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If there are questions regarding supplier diversity at the University, contact Teresa Vest, 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.

______________________________________________
Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: ____________________________ Date: ________________