

**REQUEST FOR PROPOSALS  
FOR  
FURNISHING AND DELIVERY  
OF  
COARSE PAPER  
FOR  
THE CURATORS OF THE UNIVERSITY OF MISSOURI  
ON BEHALF OF  
SYSTEM  
RFP # 22013  
DUE DATE: SEPTEMBER 14, 2022  
TIME: 2:00 P.M. CT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared by:  
Wade A. Jadwin  
Strategic Sourcing Specialist  
University of Missouri Procurement  
209 East 8<sup>th</sup> Street  
Rolla, MO 65409

Date Issued: August 24, 2022

**RFP # 22103**

**COARSE PAPER**

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## NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing and Delivery of **COARSE PAPER, RFP #22103** which will be received by the undersigned at University of Missouri Procurement, until September 14, 2022 at 2:00 p.m. CT. **The University assumes no responsibility for any supplier's on-time receipt at the designated location for proposal opening.**

Specifications and the conditions of Request for Proposal together with the printed form on which Request for Proposals 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  
209 East 8<sup>th</sup> Street  
Rolla, MO 65409  
Email Address – [jadwinw@mst.edu](mailto:jadwinw@mst.edu) (preferred method)*

**All questions regarding the RFP must be received no later than 2:00 p.m. CT on September 7, 2022.**

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

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared by:  
Wade A. Jadwin  
Strategic Sourcing Specialist  
University of Missouri Procurement  
209 East 8<sup>th</sup> Street  
Rolla, MO 65409

**UNIVERSITY OF MISSOURI  
REQUEST FOR PROPOSAL (RFP)  
GENERAL TERMS AND CONDITIONS  
&  
INSTRUCTIONS TO RESPONDENTS**

**A. General Terms and Conditions**

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the supplier shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The supplier shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services, and firms when the goods or services to be provided are equally or better suited for the intended purpose. In assessing overall value, consideration will be given to the extent to which proximity or Missouri preference of the supplier provides potential advantages or reduction of risks. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.

7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
  - African American
  - Asian American (including Pacific Asian and Subcontinent Asian)
  - Hispanic American
  - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service-Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

**Tier 2 Diverse Supplier Spending and Reporting:** The University strongly encourages Supplier Diversity participation in all 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 may 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 on the contract: Direct and Indirect. Definitions and further explanation of these options is included in the Supplier Diversity Participation Form attached hereto.

**Supplier Diversity Participation Form:** If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels on the Supplier Diversity Participation Form included in this RFP (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation.

Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University may monitor the supplier's compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the supplier's payments to participating diverse suppliers are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the supplier from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a 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.
10. **Anti-Discrimination Against Israel Act:** If this Contract involves the acquisition or disposal of services, supplies, information technology, or construction and has a total potential value of \$100,000 or more, and if Supplier is a company with ten (10) or more employees, then Supplier certifies that it, and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of this Contract. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.
11. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and

requests for accommodation from users with disabilities resulting from supplier's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 12. Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Supplier agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Supplier with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with suppliers. The Respondent represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Respondent agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

**13. Compliance with CDC Guidelines: (If Applicable)**

Due to the changing nature of the COVID-19 pandemic, successful Supplier will monitor and comply with CDC and other federal, state, and local guidance; modifications to University operating procedures; and directives of University relating to protection of the health and safety of the University community.

**NOTIFICATION TO UNIVERSITY IN EVENT OF POSITIVE COVID-19 CASE:**

In the event any of the successful Contractor's personnel who have or are presently performing services for the University of Missouri (a) tests positive for COVID-19, or (b) has been in close contact with someone that tests positive for COVID-19, the successful Contractor shall immediately notify the University designated contact, and take immediate action to quarantine such person and any other Contractor Personnel who may have come in contact with the person testing positive for COVID-19, and assist University in identifying any other persons on the University campus who may have come in contact with such person. Contractor must clean and disinfect all areas any infected person may have contacted on University's campus, and any cleaning or sanitation costs resulting from a positive COVID-19 test of Contractor personnel are the sole cost and responsibility of Contractor.

14. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

15. **Contractor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Suppliers.

**B. Instructions to Respondents**

1. **Request for Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Respondents' risk. It is the Respondents' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from Respondents regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received.



The RFP document and any attachments constitute the complete set of specifications and Request for Proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Proposals:** All Request for Proposals must be submitted in the format and number of copies as specified in the detailed specifications and must be plainly marked: **Request for Proposal #22103 for COARSE PAPER and e-mailed to [jadwinw@mst.edu](mailto:jadwinw@mst.edu).**

To receive consideration, Request for Proposals must be received, prior to the Proposal due date and time stated in this RFP. It is the respondent's full responsibility for the actual delivery of Proposals

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondents Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

- 3. Submission of Proposals:** Respondent shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Respondent's organization. Signature on the proposal certifies that the Respondent has read and fully understands all RFP specifications, plans, and terms and conditions.

By submitting a proposal, the Respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal; (3) the Respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Respondent has not sought by collusion or otherwise to obtain any advantage over any other Respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFP closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing date and time. Proposals may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFP closing. Proposals may be withdrawn in person before the RFP closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Respondent believes any of the information contained in the Respondent's response is exempt from 610.021 RSMo, the Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt

- 4. Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the

Respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Respondent's response in order to verify the intent. The Respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the Respondent; the previous and existing compliance by the Respondent with related laws and regulations; the sufficiency of the Respondent's financial resources; the availability, quality and adaptability of the Respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Respondent(s) shall enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for Proposal Form, Form of Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but

the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.

7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **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 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.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment may not occur unless this information has been provided.

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.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The Contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).
12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations, and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

**UNIVERSITY OF MISSOURI**  
**DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

**1. OBJECTIVE**

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri System (hereinafter referred to as "University") with an organization (hereinafter referred to as "Supplier"), to provide **COARSE PAPER** as described herein.

The University of Missouri System reserves the right to make multiple awards and/or to reject any and all respondents. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto. At the discretion of The University of Missouri System, this contract may be utilized for additional services with other affiliates on an as needed basis.

**2. SCOPE**

University of Missouri System is seeking proposals from qualified professional firms interested in providing the following: **COARSE PAPER**.

**Deliveries – (See section 11. Delivery Requirements)**

Rolla every other Monday

MUHC Every other Wed delivery

UMKC - Delivery to the buildings; No notice drop allowed. Must meet the window of delivery and stay within the dates/times.

UMSL - no special considerations

Each campus will provide the locations / address, times, and dates for deliveries.

**Dispensers -**

Awarded vendor will perform the install of new dispenser if needed. This will be done in stages and will be completed as soon as possible.

**Service Expectations and Deliverables-**

1. Oversee the entire agreement and devote as much time as necessary to maintain a smooth and efficient relationship; in a planned, organized, and effective manner.
2. Resolve any problems with delivery schedule.
3. Coordinate credits and returns of any deficient or miss-shipped products.
4. Advise University representatives on new product ideas that would be to the University's best interest.
5. Advise University representatives on types of reports available such as fill rate reports, product sales, etc.

6. Identify and coordinate the Contractor's resources to ensure the University receives the maximum value in products and services.

### **3. BACKGROUND UNIVERSITY INFORMATION**

The University of Missouri has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Today, the University of Missouri is one of the nation's largest higher education institutions with more than 73,000 students, 24,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and an extensive health care network.

### **4. CONTRACT PERIOD**

The contract period shall be from the date of award for one (1) year with the option to renew for five (5) one-year periods. Each respondent is required to state their maximum percent increase for items awarded for the successive annual renewal periods, if applicable.

The percent increase shall be a percentage change in the unit prices and shall not exceed that percent. The percent increase will be considered when evaluating the financial proposals. The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO.

Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

### **5. INSTRUCTIONS FOR PROPOSAL RESPONSE**

**Responses should be enumerated in the same order and fashion of the Mandatory and Desirable Specifications outlined within.** Respondents are required to **fully** respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability and how to meet the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee both Mandatory and Desirable specifications are met. If "no response" or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject supplier's proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked and do not include large graphics. These are not valuable in the volume of information the various evaluating teams must review.

Please limit your proposal responses to no more than fifteen (15) pages in response to the criteria. Proposals must be submitted in the number and manner as specified below:

**Volume I** – Functional Section **MUST** be submitted electronically via email with the subject line labeled and identified as RFP #22103, Volume I. This section must be in PDF format and contain **in this order**:

- Response to Information for Respondents and General Conditions,
- Mandatory Specifications and supplier responses,
- Desirable Specifications and supplier responses,
- If there is a supplier related contract that must be signed as part of doing business, it should also be included in this section.

**Volume II** – Financial Section **MUST** be submitted electronically via a separate email with the subject line labeled and identified as RFP #22103, Volume II. This section must be in PDF format and contain **in this order**:

- Request for Proposal Form with any supplemental pricing schedules, if applicable.
- Authorized Respondent Representation.
- Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical.
- Attachment A - Supplier Diversity Participation Form.
- Attachment B – Supplier Registration Information.
- Financial statements, if required.

Respondent must complete and return the University Proposal Form with proposal response. Supplier quote sheets are not acceptable forms of bidding and could cause rejection of response. **All proposals must be emailed to: [jadwinw@mst.edu](mailto:jadwinw@mst.edu) . Please allow transmittal time to ensure your response is received no later than the time stated on the RFP cover page.**

Note: Any Respondent's Request for Proposal that makes material modifications to the University's Terms and Conditions may be found non-responsive, as solely determined by the University.

**Confidentiality of Information:**

All records received from a Supplier will be deemed public records and presumed to be open. If the supplier submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Supplier as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the



extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

## **6. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL**

Respondents must meet the mandatory/limiting criteria to be "qualified" for scoring. If requirements are not met, the respondents are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to suppliers' responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request suppliers to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits/presentations revealed compliance inconsistency.

The University may request suppliers selected as finalists to come onsite to the University, at the supplier's expense, for presentations as part of the RFP selection.

Proposals will be awarded based upon the functional and financial evaluation.

## **7. INSURANCE REQUIREMENTS**

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.

### **Data Breach**

Refer to Risk & Insurance Management for review, but at a minimum for low risk contracts only: If capturing, transmitting or access to PII, PHI or PCI then coverage must also include Data Breach coverage of \$1,000,000 per occurrence.

### **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.

## **8. PAYMENT TERMS AND CONDITIONS**

Payment in full will be made within thirty (30) days after receiving invoices for good/services rendered as meeting all performance specifications. The University reserves the right to withhold a portion of the payment until the services have been completed. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University.

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 solutions 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 10 as opposed to the standard Net 30 terms.

## **9. MANDATORY CRITERIA**

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFP. Any Respondent that does not meet all the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

1. The Contractor shall have at least one distributor sales representative (DSR) assigned to the University account(s). The DSR shall have at least (3) years' experience in sales experience for this type of commodity. The DSR should exhibit a commitment to excellence and attention to detail. **Confirm Compliance: Yes \_\_\_\_\_ or No \_\_\_\_\_**
2. The University mandatory that the DSR be "on-site" periodically with a maximum response time of one (1) hour for discussing problems verbally (i.e. available through a pager, cellular phone, etc.) and if the campus requests, the DSR must arrange an onsite visit to meet with the designated representative. **Confirm Compliance: Yes \_\_\_\_\_ or No \_\_\_\_\_**
3. It is mandatory that the Contractor shall include an organization chart which includes the DSR(s) and other key Contractor support personnel involved in the management of the agreement and their positions in the organization. **Confirm Compliance: Yes \_\_\_\_\_ or No \_\_\_\_\_**
4. It is mandatory that the Contractor must comply the requested deliverables within the scope of the RFP. **Confirm Compliance: Yes \_\_\_\_\_ or No \_\_\_\_\_**
5. It is mandatory that the Contractor must comply with the delivery expectations outlined in section 11. Delivery Requirements of the RFP. **Confirm Compliance: Yes \_\_\_\_\_ or No \_\_\_\_\_**

Awarded suppliers must be able to provide service to all University of Missouri campuses located in Columbia, Kansas City, Rolla and St. Louis. This will include University of Missouri Health Care.

## **10. DESIRABLE CRITERIA**

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

1. Describe how your company will ensure timely deliveries.
2. It is desired that the respondent will be able to handle possible same day or next day deliveries. Are you willing to ensure those next day deliveries by whatever means necessary?
3. Describe how deliveries will be made to a large campus the size of Columbia or a small campus the size of Rolla. Will the deliveries be made by one of your trucks or will it be shipped via commercial carrier (LTL)?
4. The University of Missouri (all five locations – Columbia, UM Hospital, Kansas City, Rolla & St. Louis) has departments that are space limited (storage). Does your company offer an inventory management system that will allow for continuous stock and timely deliveries?

5. Describe how you would handle shipments that require a smaller truck because of unloading restrictions (space).
6. Describe in detail how your company handles billing. Will your company take credit cards for all orders?
7. Explain if there are pricing differences between full pallet vs. partial pallet deliveries.
8. Describe your organizational structure and how your company will handle communications and or issues with each University of Missouri campus location (Columbia, UM Hospital, Kansas City, Rolla and St. Louis). We will require one point of contact for all four (4) campuses, (including the UM Hospital) plus a back-up point of contact when the primary is away on vacation or sick.
9. Provide an overview of the qualifications of any DSR(s) assigned to the University including evidence of her/his knowledge of the local market. The University would expect the DSRs and/or other assigned personnel to provide the following list of services and any others as needed throughout the life of the contract.
10. Describe how shipping errors are handled and what process is followed to ensure the correct product is delivered.
11. Describe your company's efforts to be environmentally friendly. Did these efforts influence pricing? If so, was it a positive or negative impact?
12. The University of Missouri utilizes the Jaggaer eProcurement platform. If awarded the contract will your company be willing to enroll as a vendor in this program?
13. Describe why you believe your company will be able to service all of the University of Missouri campus locations.

## **11. DELIVERY REQUIREMENTS**

1. Delivery shall be made FOB to the hospital/campus location with all transportation and handling charges fully paid and the Contractor must provide deliveries of products within the delivery times specified by the University campus and within number of days set forth in the bid response submitted by the contractor. Deliveries are expected on all days except University observed holidays as follow: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day Thanksgiving and the following Friday, Christmas.
2. The successful contractor will receive an award letter from the University and each individual campus will either place orders using blanket purchase orders or One (Purchasing) Cards for the time period specified in this contract. These purchase orders are to contain the following

information: name of the agency; billing/invoicing location; delivery address; hours of operation; quantities to be ordered; product numbers; telephone numbers; and contact personnel. If blanket purchase orders are utilized, authorized personnel will place orders against the blanket purchase order(s) as product is required.

3. If the successful contractor fails to make delivery as indicated in the bid response and does not rectify the problem in a timely fashion, thus requiring the University to purchase the needed items elsewhere, the contractor will be liable for any/all additional cost(s) incurred by the University.

4. All orders placed on the last day of the contract must be shipped at the contract price but should be consistent with the department's previous ordering pattern.

5. The Contractor shall be responsible for replacing any items received in damaged condition at no cost to the University regardless of the method used to ship. This shall include all shipping costs for returning damaged items to the Contractor. It is the University's desire to **not** accept damaged product at the time of delivery. Contractor must include in bid response the proposed policy for non-acceptance and of damaged product.

6. Delivery times are critical in the performance of the contract and delivery times in excess of **seven (7) days** (except for truck load orders) from date of order may be considered excessive and may be rejected as some agencies have limited space for storing product. Contractors are to set forth in their bid response the maximum number of days for deliveries to the various campuses listed. Delivery times can differ to the various campuses and it is expected that each bid response will provide detailed information about the proposed method of filling orders and the delivery method proposed for the various campus locations and offsite locations. If the bidder does not set forth a maximum number of days for deliveries in the bid response, his/her bid **may be rejected**.

## **Columbia –**

### Custodial Services:

#### **Shipping requirements: MU Campus Facilities - Facility Operations** MU Campus Facilities

Custodial Services uses a significant amount of paper goods on a daily basis and is unable to store large quantities of supplies because of space limitations. We have two options for shipping and deliveries.

#### **Option 1:**

- Primary supplier shall have a warehouse within 10 miles of our Beef Barn storeroom (at Stadium Blvd and Monk Dr) at which our delivery person may pick up prepared orders Monday through Friday between the hours of 8:00 a.m. – 4:00 p.m.
- It shall be possible for supply orders to be made on a daily basis (Monday – Friday from 8:00 a.m. – 4:00 p.m.)

- It shall be possible for supply pick up to be made on a daily basis (Monday – Friday from 8:00 a.m. – 4:00 p.m.)
- Supplies ordered on a particular day (M-F) should available at the warehouse as early as the second working day after being ordered and as late as the 6th actual day after being ordered. The exact turnaround time shall be determined by us.
- Orders shall be prepared for pickup as that day's order. For example, in a 2 day turnaround situation, the supplies ordered on Monday would be available for pickup on Wednesday.

**Option 2:**

- Primary supplier shall make daily drop off deliveries to numerous specific room locations on campus according to a prearranged schedule.
- We estimate that there may be around 100-110 delivery locations, but deliveries will be made at only about 20% of the locations per day on a normal (non-holiday) Monday-Friday work week.
- Supply orders will be made on a daily basis (Monday – Friday from 8:00 a.m. – 4:00 p.m.) - again about 20% of all weekly orders on a day.
- Deliveries scheduled for holidays or other non-work days, shall be made on the day following the non- work day.
- Supply deliveries shall be made within a week of the supply order being placed according to the pre- arranged schedule. As in Option 1 above, turnaround time between order placement and delivery shall be as early as the second working day after being ordered and as late as the 6th actual day after being ordered. The exact turnaround time shall be determined by us.
- The driver may be required to handle building keys and shall be able to access buildings only during hours of operation, generally 7:30 a.m. – 5:00 p.m. Monday-Friday. Vendor shall be responsible for any lost keys to the amount required to replace or change out keys, locks, and other security devices necessary to ensure security. In some buildings, delivery times may need to be restricted to before Noon.
- Building locations will not, as a rule, have loading docks. Some building locations have very limited parking. Truck size would have to range from small 10'-12' box truck to no larger than 18'-20' box truck.

**(Residential Life)**

There are eight (8) locations for the coarse paper to be delivered to: Hatch Hall, Mark Twain Hall, Bluford Dock, Dogwood Hall, Wolpers Hall, Gillett Hall, Gateway, and Responsibility Hall.

All locations will require a delivery vehicle no larger than 2 ½ ton Box truck and with a truck lift. Only 2 locations (Wolpers & Dobbs) have docks.

Deliveries will be once a month, all on the same day and completed by noon. Deliveries can start by 7:45 a.m. and we can be flexible to establish a rotation based on how they want to load the truck, but we prefer it to be the same rotation once it is established.

Need to call 30 minutes prior to arrival at the first location. (Phone numbers will be provided once the route has been established)

- University of Missouri Hatch Hall  
1306 East Rollins  
Columbia, Mo. 65211
  
- University of Missouri Mark Twain Hall  
515 South 5th Street Columbia, Mo. 65211
  
- University of Missouri - **Has a dock**  
Bluford Hall Dock  
502 Kentucky Avenue  
Columbia, Mo. 65211
  
- University of Missouri Dogwood Hall  
907 Hitt Street  
Columbia, Mo. 65211
  
- University of Missouri - **Has a dock**  
Wolpers Hall 800 Hitt Street  
Columbia, Mo. 65211
  
- University of Missouri Gillett Hall  
800 Virginia Avenue  
Columbia, Mo. 65211
  
- University of Missouri Responsibility Hall 908 Virginia Avenue  
Columbia, Mo. 65211
  
- University of Missouri - **Has a dock**  
Gateway Hall



1000 Virginia Avenue  
Columbia, MO 65211

**(Athletics)**

Delivery hours are from 8:00 a.m. to 4: 30 p.m. Delivery dates are set up when the order is placed.

Large orders are placed during major sport seasons (football & basketball). Athletics does not have a large area to store supplies

- Mizzou Arena  
1 Champion Drive  
Columbia, Mo. 65211

There is a dock on the southside. There is access for a semi- truck

- Hearnes Center  
258 Hearnes  
Columbia, Mo. 65211

There is no dock. A truck with a tommy lift will be required to unload product at this location.

- Mizzou Athletic Training Complex (MATC)  
1107 S. Providence Road - 100 Matc  
Columbia, Mo. 65211

There is no dock. A truck with a tommy lift will be required to unload product at this location.

**UM Hospital –**

Require bulk deliveries at the three main locations, UH warehouse, Women’s Hospital and Quarterdeck from the vendor.

- University of Missouri Quarterdeck Building/ Warehouse  
2401 Lemone Industrial Blvd.  
Columbia, MO 65211

**(orders are shipped to Quarterdeck and then dispersed from there to the hospital)**

- Women’s Hospital  
404 North Keene Street  
Columbia, Mo. 65211
- Delivery on Monday’s between 8:00 a.m. – 11:00 a.m.

- Box truck more accessible and will need a pallet Jack
- Lift gate
- University of Missouri  
UH Receiving / University Hospital 5 Hospital Drive  
Columbia, Mo 652012
  - Delivery every Monday between 8:00 a.m. -11:00 a.m. will bring through the first-floor dock to ground floor CE001
  - Delivery with a box truck
  - Lift Gate
  - Pallet Jack to bring to delivery location

### **Kansas City –**

Deliveries should be delivered to the General Store room, there at the dock area in the back of the building. Delivery dates & time - Monday - Friday/ 8:00 a.m.- 4:00 p.m.

Any items more than 20 should be delivered on a pallet. Supplies are ordered once a month.

- General Services Building 1011 E 51st street  
Kansas City Mo. 64110

### **Rolla – Custodial:**

Deliveries are to be made between the hours of 4:30 am – 11:00 am. Monday – Friday at Historic Bureau of Mines (BOM) building #1. The delivery truck will be required to have a tommy lift to lower the pallets to the ground in case we need to use the pallet jack to unload. Notification of at least 24 hours, and because the building is used for storage only, we need communication on the day of delivery as to the time of delivery so we can make arrangements for employees to receive the product.

- Missouri University of Science and Technology  
901 Facilities Avenue  
Rolla, Mo. 65409

### **Residential Life:**

Notification of delivery is required by calling 573-341-4276 or 573-578-6035. Hours of operation are from 8:00 a.m. – 4:30 p.m. Monday – Friday. There is dock at the address listed below, but if deliveries are scheduled in conjunction with the Custodial Department, a lift gate will be required.

Deliveries will be made to;

- Missouri S&T

700 University Drive  
Rolla, Mo. 65409

**St. Louis – Custodial:**

All paper products ordered by UMSL custodial department should be scheduled for delivery Monday through Friday between the hours of 8:00 Am to 3:30 PM at the following address:

- University of Missouri  
Saint Louis # 1 University Blvd.  
MSC North Garage S 58  
Saint Louis, MO. 63121

The delivery truck will be required to have a pallet jack on board in order to lower the pallets to the dock floor area. The driver is then required to contact the storeroom clerk so that we can count the arriving supply against the vendor requisition on file. Therefore any discrepancies should be noted.

**Regular roll Towels GP 26602 should be shipped in full pallets of 30 cases rearranged in 6 rows of 5 cases and shrink wrapped**

**Jumbo tissue GP 13728 should be shipped in full pallets of 40 cases, rearranged in 4 layers of 10 cases and shrink wrapped**

**Multi fold tissue GP 24590 should be shipped in full pallets of 35 cases rearranged in 5 layers of 5 cases each and shrink wrapped**

**Regular Tissue GP 19880 should be shipped in full pallets of 20 cases, rearranged in 5 layers of cases each and shrink wrapped.**

**(Student Center)**

- University of Missouri – St. Louis  
Millennium Student Center One University Blvd  
St. Louis, MO 63121-4400

Delivery hours are between 8:00 a.m. – 12:00 p.m. Monday – Friday

**OTHERWISE INDICATED ALL ALL ITEMS MUST BE SHIPPED ON WOODEN PALLETS AND SECURELY SHRINK- WRAPPED.**

## **SAMPLES**

At the option of the University, bidders may be required to furnish samples of the supplies proposed to be furnished. Any such samples requested must be furnished within ten (10) working days and should be properly labeled as to the bid number, item number and contractor's name. Samples shall be furnished at the Contractor's expense. The University reserves the right to examine such samples in any way as it may see fit to determine whether it meets these specifications or is compatible with existing systems, operations, and/or applications on which the bid is submitted and accept or reject the bid. The University also reserves the sole right to utilize knowledge of these products, taking into consideration it remains the same and accept or reject the bid as appropriate.

## **RECYCLED PRODUCTS**

The policy at the University of Missouri has been to purchase only "recycled product. In order to be qualified as a recycled product, the proposed product must

1. Meet all bid specifications
2. Meet EPA recycled product definitions, and
3. Contain a minimum postconsumer content of
  - a. 20% for toilet paper
  - b. 40% for folded towels
  - c. 5% for perforated roll towels, and
  - d. 20% for roll towels

## **CONTRACTOR'S PERFORMANCE**

**Toll Free Access** - The Contractor shall make available to the University the use of a toll free telephone number for placing orders or reaching all needed personnel at the Contractor's facility, including access to a voice mail system. The Contractor shall also provide a toll free telephone number for the modem connection if one is needed to utilize the direct order entry system.

**Quality Assurance** - Upon request, copies of the Contractor's product specifications shall be made available for review and forwarded on a timely basis to the University. The quality of products provided in this bid response and services is to be guaranteed with procedures in place to resolve any quality concerns and issue credit when due.

**Manufacturer Discontinuation** - In the event of manufacturer discontinuation, the contractor shall substitute item(s) with equal or better capabilities for the same or less cost than the

discontinued item(s). The contractor shall not substitute any item (s) without the prior written approval of Wade A. Jadwin, Strategic Sourcing Specialist, and University of Missouri System Supply Chain. The Strategic Sourcing Specialist shall be the final authority as to acceptability of requested substitutions and reserves the right to accept or reject any substitution requests and/or find another supplier for any effected item.

**REQUEST FOR PROPOSAL FORM**

**REQUEST FOR PROPOSALS  
FOR  
FURNISHING AND DELIVERY  
OF  
COARSE PAPER  
FOR  
THE CURATORS OF THE UNIVERSITY OF MISSOURI  
ON BEHALF OF  
SYSTEM  
RFP #22103  
DUE DATE: SEPTEMBER 14, 2022  
TIME: 2:00 P.M. CT**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the University of Missouri.

The estimated usage quantity listed in the table below should be used as a baseline for pricing annual usage only. It is not a guaranteed yearly purchase quantity.

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>CATEGAORY</b>	<b>CASE PACK</b>	<b>UOM</b>	<b>QTY</b>	<b>PRICE per CASE</b>
GP14448/01	GP Envision 3.9x4.0 RI Tissue 1500 Sheet	1Ply Standard Roll Tissue	48	CS	1378	
SCTS1636S	SCA Tork Univ 4x3.75 1Ply Bath Tissue 1000 Sheet	1Ply Standard Roll Tissue	96	CS	172	
RPTP-2-SEL	RP 4.1X3.75 2Ply RI Tissue 500 Sheet	2Ply Standard Roll Tissue	96	CS	402	
SCTM1616S	SCA Tork Univ 4x3.75 2Ply Bath Tissue 500 Sheet	2Ply Standard Roll Tissue	96	CS	1693	
GP18280/01	GP 2 ply/550 Sheet	2Ply Standard Roll Tissue	80	CS	100	
GP19880/01	GP 2 ply/550 Sheet	2Ply Standard Roll Tissue	80	CS	100	

GP19375	GP Compact 2Ply Coreless RL Tissue 1000 Sheet	Coreless & Small Core Tissue	36	CS	1067	
GP19378	GP Compact 2Ply Coreless RL Tissue 1500 Sheet	Coreless & Small Core Tissue	18	CS	470	
GP13728	GP Acclaim 2Ply JR Jumbo 1000' RL Tissue 3.3"	Jumbo Roll Tissue	8	CS	80	
RPJRT-2-SEL	RP 2Ply 9" Jumbo 1000' RL Tissue	Jumbo Roll Tissue	12	CS	3100	
GP23304	GP 9.25x9.5 KR MF Towel 16/250	Kraft Multifold Towel	4M	CS	380	
RPMFK	RP 91/8x9.5 KR MF Towel 16/250	Kraft Multifold Towel	4M	CS	3703	
GP24590	GP Envision 9.2x9.4 BL MF Towel 16/250	Bleached Multifold Towel	4M	CS	396	
SCMB540A	SCA 9.25x9.5 BL MF Towel 16/250 Main Street	Bleached Multifold Towel	4M	CS	18	
SCSK1850A	SCA Tork H22 Univ 9x10 KR SF Towel 16/250	Singlefold Towel	4M	CS	271	
RPCFBL	RP 13X10 BI Cf Towel 12/200	C Fold	2400	CS	135	
GP26601	GP Acclaim 7.78X800 BI RI Towel	Bleached Roll Towel	6	CS	275	
GP26610	GP Pac Blue Ultra 9x400 BI RI Towel	Bleached Roll Towel	6	CS	584	
GP89420	GP Enmotion Recessed 8.25X700 Touchless BL RL Towel	Bleached Roll Towel	6	CS	60	
GP89460	GP Wall Mount Enmotion 10x800 BL RL Towel	Bleached Roll Towel	6	CS	25	
GP89440	GP Enmotion 8.25x700 EPA Touchless KR RL Towel	Kraft Roll Towel	6	CS	650	
GP89480	GP Enmotion 10X800 EPA KR RL Towel	Kraft Roll Towel	6	CS	2108	
RPRLKR-800-BASIC	RP 8X800 KR RL Towel 1.82C	Kraft Roll Towel	6	CS	150	
SCRK8002	SCA Tork H21 Univ KR RL Towel 8X800 GRN Seal	Kraft Roll Towel	6	CS	2358	

**State any applicable maximum price increases for renewal years:**

**AUTHORIZED RESPONDENT REPRESENTATION**

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method:                      SUA                      ACH                      Check			
Circle one:      Individual      Partnership      Corporation			
If a corporation, incorporated under the laws of the State of _____			
Licensed to do business in the State of Missouri?    ___yes    ___no			
Maintain a regular place of business in the State of Missouri?    ___yes    ___no			

**This signature sheet must be returned with your proposal.**



**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?

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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.

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)

