

**Pittsburg State University  
Request for Quotation**

<b>RFQ Number</b>	001616
<b>Date Issued</b>	January 20, 2022
<b>Closing Date</b>	<b>January 24, 2022; 2:00pm local time</b>
<b>Procurement Officer</b>	Sean Burke; 620.235.4167; <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a>
<b>Item</b>	Envelope Printer
<b>Agency &amp; Location</b>	Pittsburg State University (PSU) in Pittsburg Kansas
<b>Scope</b>	Pittsburg State University is seeking quotations for one (1) envelope printer, (1) printer cabinet, (1) feeder, (1) conveyor. Quote may also contain offers for below specified "trade ins".
<b>Bid Submittal</b>	Submit bid by e-mail to <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a>

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| <ol style="list-style-type: none"> <li>1. When communicating, always refer to the Quotation number above.</li> <li>2. In order to receive consideration for award, one copy of this "Request for Quotation," a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.</li> <li>3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.</li> <li>4. Prompt payment discounts will not be considered in determining the low bid.</li> <li>5. Prices quoted shall be less Federal Excise and State Sales taxes.</li> <li>6. The PSU Director of Purchasing reserves the right to accept or reject any part of this quotation.</li> <li>7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.</li> <li>8. Contractual Provisions Attachment DA-146a applies to all bids.</li> <li>9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.</li> <li>10. PSU reserves the right to award in the best interest of the university.</li> </ol> |
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<b>Vendor Name</b>	
<b>Total Quote Price</b>	

Pittsburg State University is seeking quotations for one Envelope Printer per the following specifications:

- (1) - IntoPrint SP1360 printer**
- (1) – IntoPrint SP1360 Printer Cabinet**
- (1) – Feeder: Straight Shooter DF-330**
- (1) – Conveyor: Straight Shooter SC-36**

Bidders may choose to quote a “trade in” offer on the below listed equipment.

Trade In Equipment\*:

- (1) – GBC AP2 – Ultra Binding Punch
- (1) – Horizon BQ-260 – Perfect Binder

**\*PSU reserves the right to accept offers for any, none, or all of the listed “trade in equipment”.**

**For technical questions please contact Mr. Jason Kermashek at 620.235.4272 or [jkermashek@pittstate.edu](mailto:jkermashek@pittstate.edu).**

PSU reserves the right to award in the best interest of the university.

**General Provisions/Signature**

**Tax Clearance Certification:** Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

**W9 Form:** Vendors who are new to PSU should submit a copy of their W9 with bid response. The form can be downloaded at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

**DA-146a Contractual Provisions:** The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

**NEW MATERIALS, SUPPLIES, OR EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

**COMPARABLE PRODUCTS:** Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

**ACCEPTANCE OR REJECTION:** PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

**PAYMENT:** Payment will be made upon receipt of shipment by PSU.

**FREIGHT COST INFORMATION:** FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:
  
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_