



Purchasing Department  
P. O. Box 1627  
Normal, Alabama 35762  
(256) 372-5227 Office  
(256) 372-5223 Fax

---

### INSTRUCTIONS UNIQUE TO THIS INVITATION TO BID (ITB)

1. The sealed bid package submission deadline is March 22, 2018 at 2:00 P.M. Central Standard Time (CST). Bids not received by that time will be ineligible from further consideration. It shall not be sufficient to show that a bid was postmarked by or before the bid submission deadline.
2. Bidders are not required to provide a percentage discount for each line item provided. The provided line items are recommendations at the supplier's discretion. Bidders have the option to type in additional conditions or edit existing conditions that may be more agreeable to their business structures. Bidders should note that more opportune proposals will allow for more opportunities campus-wide and a greater market share within Alabama A&M University.
3. If applicable, bidders should provide their latest hardcopy product catalog with their bid and/or the URL to their online catalog and website. When available, URLs to online catalogs are preferred. If providing hardcopy catalogs, please provide at least three (3) copies.
4. Bidders must submit all provided documents with each bid response.
5. Please type Invitation to Bid responses directly into the PDF you have been provided. Handwritten responses are accepted but not preferred.
6. This bid is being advertised using Vendor Registry through Alabama A&M University.