



18617

**Request for Proposal Athletics Commemorative Items for
Preparation & Fulfillment**

Issue Date: 6/17/2026

Questions Deadline: 6/30/2026 03:00 PM (CT)

Response Deadline: 7/16/2026 03:00 PM (CT)

Contact Information

Contact: Bonnie Thornton

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Event Information

Number: 18617
Title: Request for Proposal Athletics Commemorative Items for Preparation & Fulfillment
Type: Request for Proposal - Sealed
Issue Date: 6/17/2026
Question Deadline: 6/30/2026 03:00 PM (CT)
Response Deadline: 7/16/2026 03:00 PM (CT)
Notes: The University of Iowa (hereafter, The University/University) located in Iowa City, Iowa, desires to obtain written proposals from qualified Suppliers to purchase items from construction projects that occur at University of Iowa Athletic Facilities such as the Duane Banks Field, Carver-Hawkeye Arena, Kinnick Stadium, etc. and prepare those items for resale as officially licensed commemorative merchandise.

Please be aware that this is an extensive bid. All Suppliers are cautioned to allow ample time for the submittal of RFP responses well before the due date time requirement. Bids must be submitted via the eBid system.

Billing Information

Contact: University of Iowa
Address: Accounts Payable
PCO
202
202 PCO
Iowa City, IA 52242-2500
Phone: (319) 335-0379
Email: acntpay@uiowa.edu

Bid Attachments

Standard Terms and Conditions 2026.04.24 FINAL.pdf

[Download](#)

University of Iowa Standard Terms and Conditions accessibility update 2026.04.24

Requested Attachments

Financial documents

(Attachment required)

Supplier must provide audited financial statement as stated in the bid attributes.

Merchandise Examples Attachment

(Attachment required)

Please provide a response attachment demonstrating examples of small, mid-size, and large commemorative merchandise for resale.

Bid Attributes

1	<div><div>SUPPLIER INSTRUCTIONS</div><div><p>This Request for Proposal (RFP) may contain multiple pages. You can move from page to page by clicking on the right side of the gray bar that appears at the top of the Attributes and Line Item sections. Bids MUST be submitted electronically through the eBid system. Bids submitted by any other means will not be accepted.</p><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>(Optional: Maximum 4000 characters allowed)</div></div></div>
2	<div><div>Introduction</div><div><p>The University of Iowa (hereafter, The University/University) located in Iowa City, Iowa, desires to obtain written proposals from qualified Suppliers to purchase items from construction projects that occur at University of Iowa Athletic Facilities such as the Duane Banks Field, Carver-Hawkeye Arena, Kinnick Stadium, etc. and prepare those items for resale as officially licensed commemorative merchandise. In the past, the University employed similar services during the 2018 renovation of Kinnick Stadium which generated approximately \$42,000 in sales. It is the intent of this bid to expand these services to encompass a wider variety of commemorative items for resale. Services are to include, but not limited to, the retrieval, storage, and distribution of materials.</p><p>Please be aware that this is an extensive bid. All Suppliers are cautioned to allow ample time for the submittal of RFP responses well before the due date time requirement. Bids must be submitted via the eBid system.</p><p>Questions regarding the bid may be submitted via the Questions tab within eBid prior to the question cutoff date.</p></div></div>
3	<div><div>Definitions</div><div><p>THE UNIVERSITY/UNIVERSITY: Indicates The University of Iowa, Iowa City, Iowa (all terms synonymous). MAY: Indicates something that is not mandatory but permissible/desirable.</p><p>POINT OF CONTACT: The Supplier's representative available for all questions pertaining to the response for this Request for Proposal.</p><p>RFP: Request for Proposal.</p><p>SHALL/MUST: Indicates mandatory requirement. Failure to meet these mandatory requirements may result in rejection of your proposal as non-responsive.</p><p>SHOULD: Indicates something that is recommended but not mandatory. If the Supplier fails to provide recommended information The University may, at its sole option, ask the Supplier to provide the information or evaluate the proposal without the information.</p><p>Supplier/Successful Respondent: Proposer submitting a response to the Request for Proposal.</p><p>INDEPENDENT PURCHASING AUTHORITY(IPA): means the State of Iowa entities or agencies, such as the Iowa Board of Regents, Regent institutions, Department of Administrative Services, the Department of the Blind, the Iowa Lottery Authority, the Iowa Telecommunications and Technology Commission, and the Department of Transportation, that have separate and distinct purchasing authority, including the authority to contract autonomously under the Iowa Code or another provision of law.</p><p>POLITICAL SUBDIVISION: is any county, city, school district, or any combination thereof.</p></div></div>

4 Background Information

The University of Iowa

The University of Iowa is a broad-based public university of international stature. As of fall 2025, its enrollment totaled 31,563 students. It is recognized for its academic achievement; leadership in research; and its academic health system, University of Iowa Health Care. As of Fiscal Year 2026, the University has an overall budget of \$6.3 billion and employs approximately 20,150 full-time faculty and staff. More information can be found at the [Office of the Registrar](#).

The University of Iowa Health Care

University of Iowa Health Care is Iowa's comprehensive academic health system, which includes the Roy J. and Lucille A. Carver College of Medicine, the UI Health Care clinical enterprise, and UI Physicians, the multispecialty medical and surgical group practice. The clinical enterprise includes medical centers on the university campus, downtown Iowa City campus, and North Liberty campus in the neighboring community of North Liberty, Iowa. UI Health Care also has outpatient clinic locations in the Iowa City area and communities throughout the state. The downtown campus, formerly Mercy Iowa City Hospital, joined UI Health Care in January 2024. The North Liberty campus, the first construction of a new hospital away from the university campus, opened in April 2025. At its medical centers and clinics, UI Health Care provides adult and pediatric primary and specialty care to patients and families from across Iowa, throughout the nation, and around the world. Its clinical enterprise is comprised of more than 1,200 staff physicians and dentists, nearly 875 resident and fellow physicians, and over 6,000 nursing team members. Collectively, the three medical center campus locations include more than 1,000 inpatient beds. For fiscal year 2024, UI Health Care reported more than 34,000 inpatient admissions and over 1.3 million clinic visits at its medical centers and clinics. UI Health Care is ranked annually by U.S. News & World Report as the state's top medical center and one of the nation's best hospitals, with several of its specialties ranked among the top 50 in the country. UI Health Care Stead Family Children's Hospital is Iowa's only children's hospital nationally ranked by U.S. News. UI Health Care was the first in Iowa to be designated a Magnet Hospital (2004) by the American Nurses Credentialing Center and the first in Iowa to be re-designated four times (2008, 2013, 2018, and 2023). Through innovation, collaboration, and expertise, UI Health Care is committed to providing safe, high-quality care with excellent service and exceptional outcomes. In addition to serving as a center for highly specialized care, UI Health Care conducts research to better understand, prevent, and treat injuries and illnesses, and it also educates students and trainees in medicine and allied health professions.

5 Purchasing Department Exclusivity for Formal Bid Requests

No individual, department, school, college or office at the University of Iowa has the authority to solicit or receive official proposals from suppliers, other than the Purchasing Department. All solicitation is performed under the direct supervision of the Director of Purchasing and in accordance with University, Regent, State and Federal laws, policies, procedures and guidelines.

6 University Rights/Obligations: Acceptance or Rejection of Proposal

The University of Iowa reserves the right to accept or reject any or all proposals, waive irregularities, accept any part of a proposal, to withhold the award, and to make no award as is deemed to be in the best interests of the University.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

7 University Rights/Obligations: Payment for Information

The University will not pay for any information requested herein, nor is it liable for any costs incurred by the Supplier in responding to this request. All proposals submitted become the property of The University and will not be returned to the Supplier.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

8 Supplier/Proposal Obligations: Requested Information Compliance

Failure to supply requested information may be cause for rejection of the proposal as non-compliant.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

9 Supplier/Proposal Obligations: Determination of Compliance

Determination of compliance and responsiveness to the requirements of the RFP will be made after a thorough and careful review of the proposals. Public review of the submitted proposals will not be possible until an award has been made.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

10 Supplier/Proposal Obligations: Contractual Obligations of Final Agreement

The contents and any clarification thereto of the successful Supplier's submitted proposal shall become a part of the contractual obligation incorporated by reference into the ensuing agreement (unless modified by mutual agreement).

☐ Supplier Understands and Agrees

(Required: Check if applicable)

11 Supplier/Proposal Obligations: State of Iowa Business Licensing

The successful Supplier must be licensed to do business in the State of Iowa and comply with provisions of Chapter 490 of the Iowa Code.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

12 Termination - Non-appropriation of Funds

Notwithstanding any other provisions, if funds anticipated for the continued fulfillment of the resulting agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the agreement without penalty by giving written notice documenting lack of funding.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

13 Determination of Bidding Supplier Qualifications

- The University of Iowa may make such investigations as deemed necessary to determine the ability of the Supplier to provide and perform the specified service stated herein.
- The Supplier shall keep informed of and provide all permits and comply with all applicable laws, ordinances, rules, regulations and orders of the state and federal government, or public bodies having jurisdiction affecting this proposal and the service referenced herein.

14 Energy Star Purchases

Whenever possible, the University of Iowa will purchase equipment that is rated energy efficient by this joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy.

15 Responses

Your proposal must contain information relative to each of the items listed below to be considered responsive. Answers should be detailed and complete. It is the responsibility of the Supplier to clearly mark and identify any and all trade secret, proprietary, or confidential information.

16 Evaluation of Proposal: Method of Award

Evaluation of proposals will be based on, but not limited to, the following criteria: response to specifications, demonstrated expertise and service record, system technical maintainability and usability, financial responsibility/stability of the Supplier, references of the Supplier, new functionalities, pricing schedule, supplier experience, commitment, and demonstrated understanding. The University reserves the right to further subdivide these categories.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

1
7**Tie Proposals**

Tie proposals that are equal in all respects and tied in price will be resolved by drawing lots. Whenever practicable, the drawing will be held in the presence of the suppliers who are tied in price. However, if this is not possible, the drawing will be made in front of at least three (3) persons and the drawing documented.

Whenever a tie involves an Iowa firm and/or an Iowa produced or manufactured products; and a firm or items produced or manufactured outside the State of Iowa, the preference will be given to the Iowa firm and/or the Iowa produced or manufactured products and items according to the Code of Iowa.

1
8**Financials**

The University requests that the Supplier's audited financial statements and annual report for the previous two (2) years be submitted as attachments to your response to this RFP.

☐ Read and Acknowledged

(Required: Check if applicable)

1
9**Evaluation Committee**

A committee designated by The University of Iowa will evaluate proposals to discern and recommend award to Supplier(s) proposal deemed most valuable to The University. Supplier's submission of a proposal constitutes Supplier acceptance of the evaluation technique and Supplier recognition and acceptance that subjective judgments will be used by The University of Iowa during the assignment of points.

2
0**Supplier Information: Core Competencies**

Provide a brief description of Suppliers core competencies including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time your company has been providing similar products/services.

(Required: Maximum 4000 characters allowed)

2
1**Supplier Background**

If applicable, Supplier shall ensure that background checks are obtained and documented with respect to all assigned Supplier and subcontractor personnel with all such background checks being current within the last 12 months as of the time when each individual is first assigned to the performance of the Services and including investigation and identification of all state or federal misdemeanor or felony convictions of such individual. At the request of the University, Supplier shall deliver a written certification to the University that a background check has been performed, and the subject individual has passed such verification procedures as set forth in this Section.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

2
2**Supplier References**

The successful Supplier must satisfy to the University that it has adequate experience. Please submit **three (3)** references for which the Supplier has provided these services. Of particular interest would be Supplier's previous work with comparable institutions using products/services outlined in this Request for Proposal. References should represent major accounts of the Supplier. Include the business or institution's name and address, as well as the contact's name, telephone number, and e-mail address.

2
3

Reference 1

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
4

Reference 2

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
5

Reference 3

Include the business or institution's name and address, as well as the contact's name with a telephone number and e-mail address.

(Required: Maximum 4000 characters allowed)

2
6

Contractual Contact Information

It is required that a contractual contact be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
7

Managerial Contact Information

It is required that managerial contact information be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
8

Sales Representative Contact Information

It is required that sales representative contact information be submitted with bid response. Please include: Name, mailing address, e-mail address, and phone number.

(Required: Maximum 4000 characters allowed)

2
9

Presentations

Suppliers may be asked to provide a presentation on our campus. If needed, these events will be scheduled on a mutually agreed upon date and time. The University is not responsible for any cost incurred for this.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
0

Customer Service

The University of Iowa consider excellent customer service to be of great importance. Per the University of Iowa's customer service guidelines: "Our goal is to exceed our customer's needs and expectations while treating them with respect and a positive attitude. Positive, respectful, and courteous behavior conveys that you are a professional." Please describe in detail your customer service capabilities addressing, at a minimum, the following:

1. Hours of availability (either by phone, website and/or email)
2. Average wait time
3. Customer satisfaction
4. Escalation process
5. Availability for holidays and off hours

(Required: Maximum 4000 characters allowed)

3
1**Sustainability Efforts**

The University of Iowa is committed to comprehensive sustainability efforts including, but not limited to: achieving net-negative energy growth, pursuing renewable energy sources, decreasing waste production, reducing the carbon impact of transportation, increasing student opportunities to learn and practice principles of sustainability, support interdisciplinary research in sustainability-focused areas, and develop partnerships to advance collaborative initiatives. As a Supplier please detail how your company contributes to environmentally sustainable practices.

(Required: Maximum 4000 characters allowed)

3
2**Offer Validity**

The response constitutes an offer by the Supplier which shall remain open and irrevocable for a period of one hundred twenty (120) calendar days from the bid due date.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
3**Formation of Agreement**

At its option, the University may take either of the following actions to form an agreement between the University and the selected Supplier:

- Accept a proposal as submitted by issuing a written notice to the selected Supplier which refers to this Request for Proposal and accepts the proposal received, or,
- Enter into negotiations with one or more Supplier(s) in an effort to reach a mutually satisfactory written agreement that will be based on this Request for Proposal, the proposal submitted by the Supplier, and the associated negotiations.

The terms and conditions contained in this RFP as well as the Supplier's response will be considered part of any resulting agreement.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
4**Business Associate Agreement**

The successful Supplier must agree to the University's Business Associate Agreement ("BAA") if it, or any of its agents or subcontractors, will be performing any of the following functions:

- Accessing, using, transferring, disclosing, or maintaining patient information, or "Protected Health Information" ("PHI") as that term is defined under the Health Insurance Portability and Accountability Act, Pub. L. No. 104-191 110 Stat. 1936 (1996) and its implementing regulations; or
- Providing training or otherwise assisting the University health care providers in the calibration, insertion, or other technical implementation of medical devices or products at bedside or in the operating room during patient procedures.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
5

Term of Agreement

The intended term of any award contract that results from this bid, shall be for an initial period of three (3) years. Thereafter, the Agreement may be extended two (2) additional one-year periods each based upon written mutual agreement. Any price changes will be mutually agreed to in writing with each extension option exercised.

The University reserves the right to issue multiple awards at its sole discretion.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
6

Agreement Documentation

If the bid results in an award contract, the University documents will be used.

- **Professional Services Agreement:** If the Supplier has employees or representatives that will visit and work on campus, a Professional Services Agreement (PSA) will need to be completed and signed. This form may be viewed at website: <https://ap-purchasing.fo.uiowa.edu/purchasing/professional-services-agreements>
- **Memorandum of Agreement:** If a standard contract is needed, the University will generate a Memorandum of Agreement (MOA) and send to the supplier.

3
7

Agreement Extensibility

All other agencies of the State of Iowa, Independent Purchasing Authorities, and all Political Subdivisions of the State of Iowa may make purchases pursuant to the University award agreement and/or ancillary agreements. A Buyer may include additional contractual requirements and the Supplier agrees to be bound by the additional requirements if it accepts the Purchase Instrument.

☐ Supplier Understands and Agrees

(Required: Check if applicable)

3
8

Export Control Classification Number (ECCN)

Suppliers are required to provide Export Control Classification Number(s) (ECCN) for any product/good/equipment that is included as part of Supplier's proposal. ECCNs are five-character alpha-numeric designations used on the Commerce Control List (CCL) to identify dual-use items for export control purposes. An ECCN categorizes items based on the nature of the product, i.e. type of commodity, software, or technology and its respective technical parameters.

Should Supplier be awarded this bid, if the products/services that Supplier would provide do not have, nor need, an ECCN, then Supplier must respond "Not applicable".

(Required: Maximum 4000 characters allowed)

3
9**Offshore Data**

The University prefers not to permit Suppliers to transfer, transmit, maintain, or store University data or information outside the geographic borders of the United States of America. The University also prefers not to permit Suppliers' personnel, employees, staff, or subcontractors to access or use University data or information when such personnel, employees, staff, or subcontractors are physically located outside of the borders of the United States of America. Does the Supplier acknowledge these limitations with respect to offshoring the University's data and information? If no, please provide additional detail on Supplier's data and information security programs.

(Required: Maximum 4000 characters allowed)

4
0**Proprietary and Confidential Information**

The University will treat all information submitted by a supplier as public information unless the supplier properly requests that specific parts of the solicitation remain confidential at the time of submitting the response. Iowa Code Chapter 22 governs the University's release of information. Suppliers are encouraged to familiarize themselves with Iowa Code Chapter 22 prior to submitting a bid or proposal. The University will provide copies of public records as necessary for compliance within the public records laws.

Any request for confidential treatment of specific information must be included in the transmittal letter with the supplier's response. In addition, the supplier must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law that support treatment of the material as confidential and explain why disclosure is not in the best interest of the public; however, the University does not consider pricing information confidential and **will not withhold documents based on the asserted confidentiality of pricing information**. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the supplier to respond to any inquiries by the University concerning the confidential status of the materials.

☐ Supplier Confirms, Accepts and Understands

(Required: Check if applicable)

4
1**Iowa Preference Law**

Preference shall be given to purchasing products produced within the State of Iowa when they are of a quality reasonably suited to the purpose intended and can be secured without additional cost over foreign products or products of other states, according to Iowa Code §§73.1.

Preference shall be given to purchasing from Iowa based businesses if the offers submitted are comparable in price to those submitted by other suppliers and meet the required specifications, according to Iowa Code §§73.1.

4
2**Preferred Payment Methods**

The University of Iowa's preferred methods of payment are electronic payments via Automated Clearing House (ACH), ghost, or other form of virtual payment. The University's intent is to not pay via physical check.

Please describe the methods of electronic payment available in the event of bid award.

(Required: Maximum 1000 characters allowed)

4
3

Visa Credit Card Payment

In the event of bid award, the University reserves the right to make payment via Visa credit card. In the event of credit card payment the University shall not be responsible for any credit card processing fees associated with payments under this agreement. The Supplier shall absorb all such fees.

Please confirm acceptance and understanding of this requirement.

☐ Yes, Supplier Confirms, Accepts, and Understands

(Required: Check if applicable)

4
4

Payment Terms: Net 30 Days

Bid response should be submitted with minimum of Net 30 days. If a prompt payment discount is offered, please state it here.

(Required: Maximum 1000 characters allowed)

4
5

Freight: F.O.B. Destination

All shipments shall be F.O.B. Destination University of Iowa. All costs associated to shipping are expected to be borne by the awarded supplier(s).

Indicate your agreement to this requirement.

(Required: Maximum 1000 characters allowed)

4
6

Exceptions to Terms and Conditions

Any purchase resulting from this bid process will reference the University of Iowa Standard Terms and Conditions (found under the 'Attachments' tab.)

Any exceptions to these terms and conditions must be provided with the proposal submission.

If no exceptions are provided, the bidding supplier certifies compliance with all terms and conditions stated herein.

(Required: Maximum 4000 characters allowed)

4
7**University's eSupplier Portal**

In the event of bid award, Supplier is **required** to register to manage their supplier records in the University's eSupplier portal. Information regarding this portal can be viewed at <https://ap-purchasing.fo.uiowa.edu/tools-vendors>.

Please confirm acceptance and understanding of this requirement.

☐ Yes, Supplier Confirms, Accepts, and Understands

(Required: Check if applicable)

4
8**University of Iowa Trademark Licensing**

The selected Supplier must be approved and licensed with the University of Iowa Licensing Trademark Licensing Program to use the University logo. Licensing approval can be completed during the contracting process. Suppliers not already approved do not need to complete the process unless awarded a contract. <https://licensing.uiowa.edu/>.

☐ Supplier Confirms, Accepts, and Understands

(Required: Check if applicable)

4
9**Previous Commemorative Product Sales**

Please describe any previous commemorative product purchases and resale opportunities provided by your Firm. Documents detailing this may also be uploaded to the Response Attachments section of this bid.

(Required: Maximum 4000 characters allowed)

5
0**Preparation of Small to Mid-Sized Finished Products**

Please describe the process your Firm uses to prepare small to mid-sized commemorative items for resale, such as bricks and stadium seats. Documents detailing this may also be uploaded to the Response Attachments section of this bid.

(Required: Maximum 4000 characters allowed)

5
1**Preparation of Large Finished Products**

Please describe the process your Firm uses to prepare large commemorative items for resale, such as court floor pieces or bleacher benches. Documents detailing this may also be uploaded to the Response Attachments section of this bid.

(Required: Maximum 4000 characters allowed)

5
2**Lead-Time**

Please provide the average lead-time for retrieval, preparation, and distribution of commemorative items. Documents detailing this may also be uploaded to the Response Attachments section of this bid.

(Required: Maximum 4000 characters allowed)

5
3**Method of Sales and Valuation**

Please describe the method(s) that will be used for selling products to the public as well as the method used to determine the valuation of the commemorative merchandise. Documents detailing this may also be uploaded to the Response Attachments section of this bid.

(Required: Maximum 4000 characters allowed)

5
4**Merchandise Examples Attachment**

Please provide an attachment in the 'Response Attachments' section of the bid that demonstrates examples of small, mid-sized, and large sample finished products for resale.

☐ Supplier Confirms, Accepts, and Understands

(Required: Check if applicable)

5
5**Product Retrieval**

The selected Supplier is expected to retrieve material items from University of Iowa Athletic Facilities undergoing construction and/or renovation projects in order to prepare them as commemorative items for purchase and distribution. Please detail your Firm's ability to retrieve material items both large and small. Documents detailing this may also be uploaded to the Response Attachments tab of this bid

(Required: Maximum 4000 characters allowed)

5
6**Product Storage**

The selected Supplier is expected to provide storage for commemorative items that are purchased, prepared, and sold. Please detail your Firm's ability to store items both large and small. Documents detailing this may also be uploaded to the Response Attachments tab of this bid

(Required: Maximum 4000 characters allowed)

5
7**Product Distribution**

The selected Supplier is expected to distribute prepared commemorative items that are have been sold. Please detail your Firm's ability to distribute items both large and small. Documents detailing this may also be uploaded to the Response Attachments tab of this bid

(Required: Maximum 4000 characters allowed)

5
8**Value Added Opportunities**

Describe in detail any other value added opportunities (i.e.; rebates, education, representative presence, customer service, free overnight shipping, etc.) that may not be requested herein, that would be available to the University if Supplier is selected.

(Required: Maximum 4000 characters allowed)

Bid Lines

1

Small Commemorative Items

(Response required)

Price: \$

Total: \$

Item Notes: Please provide the estimated cost per unit paid to the University of small items that are retrieved, prepared, and distributed to customers. Fee must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single markup rate.

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

2 Mid-Size Commemorative Items*(Response required)*Price: \$ Total: \$

Item Notes: Please provide the estimated cost per unit paid to the University of mid-size items that are retrieved, prepared, and distributed to customers. Fee must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single markup rate.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

3 Large Commemorative Items*(Response required)*Price: \$ Total: \$

Item Notes: Please provide the estimated cost per unit paid to the University of large items that are retrieved, prepared, and distributed to customers. Fee must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single markup rate.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

4 Flat-fee Commission Structure*(Response required)*Price: \$ Total: \$

Item Notes: Please provide estimated flat-fee commission structure based on proposed solution.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

5 Material Retrieval*(Response required)*Price: \$ Total: \$

Item Notes: Please provide the estimated cost of retrieval for small, mid-size, and large materials to be converted into commemorative items. Fee must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single markup rate.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

6 Material Storage*(Response required)*Price: \$ Total: \$

Item Notes: Please provide the estimated cost of storage of material(s) for small, mid-size, and large commemorative items. Fee must include ALL costs including, but not limited to, applicable insurance costs, overhead costs and profit as a single markup rate.

Supplier Notes: _____

- ☐ No bid
- ☐ Alternate specification
(Attach separate sheet)
- ☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name _____

Signature _____