



# THE UNIVERSITY of MISSISSIPPI

## Request for Bid

**Bill To:**

The University of Mississippi  
Office of Procurement Services  
P.O. Box 1848  
University, MS 38677-1848  
Phone: (662) 915-7448  
Fax: (662) 915-7752

**Ship To:**

The University of Mississippi  
Office of Procurement Services  
Distribution Center  
164 Jeanette Phillips Drive  
University MS 38677

**Vendor Address**

SAMPLE BID VENDOR  
OFFICE OF PURCHASING  
UNIVERSITY MS 38677  
Phone: 662-915-7448  
Fax: 662-915-7752

**Vendor Bid Information submitted by:****Printed Name** \_\_\_\_\_**Signature** \_\_\_\_\_**Delivery Date ARO** \_\_\_\_\_**Information****THIS IS NOT AN ORDER**

**RFB Number** 4100027741  
**Coll. Number** RFP 556  
**Date** 02/19/2016  
**Requisition No.** 10131896  
**Buyer/Phone** Purchasing Dept. / 662-915-7448  
**Bid due on** 03/24/2016

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Page 1 of 11

Item	Material/Description	Quantity	UM	Unit Price	Amount
	<p>ALL PROPOSALS ARE DUE IN PROPERLY IDENTIFIED, SEALED ENVELOPES TO THE FOLLOWING:</p> <p>RFP # 556 PROCUREMENT SERVICES 164 JEANETTE PHILLIPS DRIVE UNIVERSITY, MS 38677</p> <p>NO LATER THAN 10:00 AM, THURSDAY, MARCH 24, 2016. YOUR PROPOSAL MUST ARRIVE AT THE PROCUREMENT SERVICES BUILDING NO LATER THAN THE STATED DATE AND TIME. PLEASE SEND YOUR PROPOSAL IN A TIMELY FASHION THAT ALLOWS FOR UNFORESEEN DELAYS BY YOUR CHOSEN DELIVERY METHOD.</p> <p>THE UNIVERSITY RESERVES THE RIGHT TO REJECT ALL PROPOSALS RECEIVED.</p> <p>PLEASE INCLUDE ORIGINAL REQUEST FOR PROPOSAL DOCUMENTS. PLEASE MAKE SURE ALL DOCUMENTS INCLUDE YOUR CORRECT NAME, COMPANY NAME, AND CONTACT INFORMATION (ADDRESS, PHONE NUMBER, FAX NUMBER, ETC.).</p> <p>PROPOSAL SUBMISSIONS SHOULD INCLUDE ONE ORIGINAL AND AT LEAST FOUR (4) COPIES UNLESS MORE COPIES ARE SPECIFIED.</p>				

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0001	<p>Request for Proposals - UM Support and Maintenance for Mobile Apps</p> <p>Description: In 2011, the University of Mississippi (UM) contracted with Tallent Communications Inc. to develop a mobile university news application, known as "The Ole Miss App." The app is freely available for all major mobile operating systems including iOS and Android. It is available in smartphone and tablet formats. The app has been very successful and is unique in its design and capabilities, especially in the attractive presentation of various kinds of media and support for numerous and varied information channels such as UM's SAP system and Twitter. More information on the app can be found here: <a href="http://er.educause.edu/articles/2012/7/adventures-in-mobility">http://er.educause.edu/articles/2012/7/adventures-in-mobility</a>.</p> <p>The purpose of this RFP is to establish a contract with a vendor to provide ongoing maintenance and support for the app and to continue licensing for the server application on which the mobile app runs in an on-premises configuration.</p> <p>Proposals are requested for one year with options to renew annually thereafter for a total contract period of up to five years. All standard costs, i.e., support, maintenance, and licensing fees, should be clearly indicated and marked as being one-time or annual costs. Proposal should outline the support terms, e.g., hours, type of consultation and assistance to be provided, process for addressing software bugs, and method for accepting customer requests for</p>	1	each		

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	<p>support services. Proposal should include licensing terms by which UM can operate an on-premises installation of existing Server Application or an equivalent alternative. Proposal should include method by which customer can request new features.</p> <p>Proposal Requirements:</p> <ul style="list-style-type: none"><li>* Sealed proposals will be received in the UM Office of Procurement Services on or before March 24, 2016, at 10:00 am CDT. No proposal will be accepted after this time.</li><li>* Sealed proposals (original and four copies) must be submitted to the follow address:</li></ul> <p>The University of Mississippi Office of Procurement Services Attn: Rachel Bost, Director # RFP # 556 P.O. Box 1848 164 Jeanette Phillips Drive University, MS 38677</p> <ul style="list-style-type: none"><li>* Proposals must be plainly marked on the outside of the container: Ole Miss App RFP # 556.</li><li>* Proposals must be completed and signed in ink. The individual signing the proposal must be an authorized agent of the vendor.</li><li>* All proposals shall remain firm for a period of ninety (90) days from the indicated submission date for proposals.</li></ul> <p>* Any questions regarding this RFP should be directed to Rachel Bost by e-mail: <a href="mailto:rbost@olemiss.edu">rbost@olemiss.edu</a> no later than 3:00 PM on Monday, March 7, 2016. Please be sure to reference RFP 556 in the subject line of your email. If deemed necessary, answers to the</p>				

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	<p>questions will be issued as an official addendum to the RFP posted online at <a href="http://procurement.olemiss.edu/bid-file/">procurement.olemiss.edu/bid-file/</a>. As always, it is the responsibility of the vendor to check our website for any posted addenda during this procurement. Any unauthorized contact shall not be used as a basis for responding to this RFP and may result in the disqualification of the proposer's submittal.</p> <p>* Proposal must include the name of a primary contact person, email address, and telephone number.</p> <p>* Proposal must include a detailed statement explaining how each item in the Description section included elsewhere in this RFP will be satisfied.</p> <p>Vendor Requirements:</p> <p>* Vendor must demonstrate that it has the software development expertise to provide support and maintenance for the app.</p> <p>* Vendor must demonstrate that it has ownership of the Server Application on which the app currently runs or can provide an equivalent platform that offers the same features. If an equivalent platform is proposed then details on the hardware and operating system requirements must be included as well as the analytics capabilities. Likewise, vendor will be responsible for any costs associated with migrating the app to an alternate platform and returning the app to a productive state.</p> <p>* Vendor must demonstrate overall quality and long-term viability as a company by responding to the following questions:</p> <ol style="list-style-type: none"><li>1. What is the legal name of your company?</li><li>2. How many years has your company has been in business? How long has the primary representative been with the company?</li><li>3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?</li></ol>				

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	<p>4. Please provide the headquarters location address, phone number and website?</p> <p>5. How many employees do you have worldwide? In North America? Locally?</p> <p>6. Please provide a sample contract for services you are providing. (Please see contract requirements in next section.)</p> <p>7. Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship exist between your company and a UM employee? If yes, please explain.</p> <p>8. Will any of the work be outsourced? If yes then please provide details.</p> <p>9. Describe your company's quality assurance program. What software development standards, programming guidelines, test plans, etc. are used?</p> <p>10. Please provide any additional information that demonstrates the long-term viability of your company and superiority of your products and/or services.</p> <p>Contract Requirements: Please provide a proposed contract with your bid. Please note that it should include the following:</p> <ol style="list-style-type: none"><li>1) Statement that RFP #556 and the vendor's proposal are incorporated in the contract. This will include all provisions of the Mandatory Addendum to All University of Mississippi Contracts that is included in our RFP #556.</li><li>2) Specifies what each party is giving and receiving</li><li>3) Clearly identifies and correctly names the parties throughout the contract</li><li>4) Contract term (should not exceed 60 months)</li></ol>				

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	<p>5) Required amount, time, and manner of payment (making sure it complies with the state law that grants us net 45 days payment terms)</p> <p>6) A provision that the contract contains the complete agreement of the parties</p> <p>7) A statement that the contract can only be amended in writing signed by both parties</p> <p>8) A "force majeure" clause and any other appropriate termination language such as 30-60 days with written notice by either party</p> <p>9) A non-availability of funds clause which provides for termination by IHL/the University in the event that the funds used to pay for the contract become unavailable due to a decrease or change in the legislative appropriation</p> <p>10) Assurances that sensitive data will be protected to the extent allowed by state law</p> <p>11) Contract is governed by laws of the state of Mississippi</p> <p>12) E-Verify language as follows: "The Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq of the Mississippi Code Annotated (Supp 2008) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The Contractor agrees to maintain records of such</p>				

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	<p>compliance, and upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. The Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. The Contractor understands and agrees that any breach of these warranties may subject the Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to the Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, the Contractor would also be liable for any additional costs incurred by the State due to the contract cancellation or loss of license or permit."</p> <p>13) Contact addresses for parties to the contract</p> <p>.</p> <p>.</p> <p>.</p> <p>Any contract resulting from this Request for Proposal #556 will include or not be in conflict with all of the provisions listed on the Mandatory Addendum to All University of Mississippi Contracts (please see below).</p> <p>.</p> <p>Mandatory Addendum to All University of Mississippi Contracts June 2012</p> <p>.</p>				

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	<p>The University of Mississippi ["UM"], despite any contrary provision contained in any contract to which UM is a party, does not waive any rights, benefits, or prohibitions that may be provided under any law, statute(s), regulation(s), or policies,. All provisions to the contrary in any contract to which UM is a party are hereby null, void, and deleted. Not intended to be an exhaustive list, the following are examples of such matters and shall be exceptions to any contrary provision(s) in any contract to which UM is a party:</p> <p>1. UM does not indemnify or hold harmless any party. Miss. Const. Art. 4, § 100; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002).</p> <p>2. UM does not make any warranty. Miss. Const. Art. 4, § 100; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002).</p> <p>3. UM does not waive any claim: past, present, or future. Miss. Const. Art. 4, § 100; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002).</p> <p>4. UM does not waive its sovereign immunity. UM shall only be responsible for liability resulting from the actions of its officers, agents, and employees acting within the course and scope of their official duties. Miss. Code Ann. § 11-46-1, et seq.</p> <p>5. UM does not waive its Constitutional Eleventh (11th) Amendment immunity. U.S. Const. amend. XI.</p> <p>6. UM does not agree to the application of the laws of another state. U.S. Const. amend XI; Miss. Code Ann. 11-11-3; Miss. Code Ann. 11-45-1; City of Jackson v. Wallace, 196 So. 223 (1940)</p> <p>7. UM does not limit the tort liability of another party to the amount of</p>				

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The University of Mississippi  
Office of Procurement Services  
P.O. Box 1848  
University, MS 38677-1848  
Phone: (662) 915-7448  
Fax: (662) 915-7752

**Ship To:**

The University of Mississippi  
Office of Procurement Services  
Distribution Center  
164 Jeanette Phillips Drive  
University MS 38677

**Information**

### THIS IS NOT AN ORDER

**RFB Number** 4100027741  
**Coll. Number** RFP 556  
**Date** 02/19/2016  
**Requisition No.** 10131896  
**Buyer/Phone** Purchasing Dept. / 662-915-7448  
**Bid due on** 03/24/2016

Please return the bid request to Procurement Services.  
at the above address. Bids must be returned in the  
envelope provided, or addressed with the collective  
number and opening date displayed on the outside of  
envelope.

Page 9 of 11

**Vendor Address**

SAMPLE BID VENDOR  
OFFICE OF PURCHASING  
UNIVERSITY MS 38677  
Phone: 662-915-7448  
Fax: 662-915-7752

**Vendor Bid Information submitted by:**

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Delivery Date ARO** \_\_\_\_\_

Item	Material/Description	Quantity	UM	Unit Price	Amount
	<p>the contract or to any other set amount. Miss. Const. Art. 4, § 100; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002); Miss. AG Op., Hathorn (May 28, 1992); Miss. AG Op., Davis (March 3, 1993). 8. UM does not agree to waive warranties of merchantability, fitness for a particular purpose, or any common law warranties to which UM is entitled. Miss. Const. Art. 4, § 100; Miss. Code Ann. § 75-2-719; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002). 9. UM does not agree that a party may represent, prosecute or defend legal actions in the name of UM. IHL Board Policy 1102. 10. Provisions that limit the time for UM to pursue legal actions are deleted and void. Miss. Const. Art 4, § 104; Miss. Const. Art. 4 § 100; Miss. Code Ann. § 15-1-5; Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002). 11. UM does not agree to submit to binding arbitration. Miss. AG Op., Clark (June 7, 2002); Miss. AG Op., Chamberlin (Oct. 18, 2002). 12. UM will make payments for all amounts owed under a contract agreement in accordance with state law. Miss. Code Ann. § 31-7-305. 13. In compliance with the Mississippi Accountability and Transparency Act of 2008, all payments made by UM will be posted on a public website beginning July 1, 2012. The information posted will include: the date of payment, vendor name, vendor's city and state, and the payment amount. The release of any such information supersedes any applicable non-disclosure or confidentiality</p>				

**INSTRUCTIONS TO VENDOR****GENERAL SPECIFICATIONS**

(1) Bids - All bids will be quoted F.O.B. University or Oxford, Mississippi. No bid will be considered unless F.O.B terms are as stated above. All prices are to be firm quotations. See 'General Information to Bidder' included with bid packet.

(2) Terms - Bidder will state terms of sale. Our terms are 2% 10 days, net 45 days. These terms will apply unless otherwise specified.

(3) Delivery - Bidder will state in bid delivery that purchaser can expect on each item.

**DETAILED SPECIFICATIONS**

It is the intent of these specifications particularly where manufacturer's name and/or catalog number is used to select an item of comparable materials and/or design. It is not the intent to limit the bidding, however, all bidders are cautioned that the listed manufacturer's standards shall be a minimum. It is a requirement that all bidders who furnish quotations on products of manufacturer other than those listed shall furnish with their bid complete information together with full specifications of items they propose to furnish.



# THE UNIVERSITY of MISSISSIPPI

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## Request for Bid

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**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Delivery Date ARO** \_\_\_\_\_

Item	Material/Description	Quantity	UM	Unit Price	Amount
	<p>obligations of UM. Miss. Code Ann. §§ 27-104-151 to 159.</p> <p>14. Any Contractor/Seller of UM shall ensure compliance with the Mississippi Employment Protection Act, Miss. Code Ann. § 71-11-1, et seq. The provisions and requirements of the Mississippi Employment Protection Act supersede all conflicting contract provisions and requirements.</p> <p>Rejection of Responses: UM reserves the right to reject responses for the following reasons, but shall not be limited to:</p> <ul style="list-style-type: none"><li>* Failure to follow specifications and instructions contained in this RFP</li><li>* A response that alters terms or limits contained in this RFP</li><li>* Any response determined by the University as being unreasonable</li></ul> <p>The information provided within this proposal is intended to assist vendors in the preparation of a proper response to this RFP. This RFP is designed to provide interested vendors with sufficient basic information to submit proposals meeting minimum requirements. It is not intended to limit a proposal's content, or to exclude any relevant or essential information or data thereof. Vendors are permitted to (and encouraged to) expand upon specifications to evidence service capability under any agreement.</p> <p>Proposal Rejection: This RFP does not commit UM to contract for any requirements detailed in this document. UM reserves the right to reject any or all offers and to waive informalities and minor irregularities in the</p>				

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**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Delivery Date ARO** \_\_\_\_\_

Item	Material/Description	Quantity	UM	Unit Price	Amount
	proposal received.  Criteria for the Award of the Contract: UM will use the following factors and weighting scale to determine the best overall response.  * Demonstration of long-term viability of company (20 pts) * Degree to which response addresses RFP requirements (40 pts) * Fee proposal (40 pts)  Submission of a proposal indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by UM during the assigning of points.  COMPANY: _____  AUTHORIZED SIGNATURE: _____  PRINTED NAME: _____  TITLE: _____  DATE: _____				

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**Total \$**

## GENERAL INFORMATION TO BIDDERS

University of Mississippi employees may not purchase directly or indirectly any items offered for sale by the University of Mississippi.

### **1. EXAMINATION OF SITE (IF NECESSARY)**

Bidders should visit the site and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the building, the character, and extent of existing work within the building, and any other work being performed thereon at the time of the submission of the bid. No allowance will be granted because of lack of knowledge of site conditions.

### **2. RECEIPT AND OPENING OF BIDS**

(A) Bids will be opened publicly at the time and place stated in the invitation for bids. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will be attached to any officer for the premature opening of a bid not properly addressed and identified.

(B) Telegraphic and facsimile will not be considered, but modifications by telegraph or facsimile of bids already submitted will be considered if received prior to the hour set for opening.

(C) Bids are to be submitted in duplicate unless otherwise specified on the forms furnished for the purpose or on exact copies thereof.

(D) Patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected.

(E) Unless otherwise specified, bid shall be binding for minimum of 30 days.

(F) Bids may be modified or withdrawn by written or telegraphic notice received in Procurement Services prior to time set for bid opening.

(G) All bid prices must be typed or written in ink and any alterations to bid prices must be initialed. **ALL BIDS MUST BE SIGNED IN INK.**

(H) No bid shall be evaluated for any requirement or criteria that are not disclosed in the initiation for bids. "ALL OR NONE" bids will NOT be considered unless the specifications specifically allow for this provision.

(I) Bids submitted as an alternate will not be accepted unless an alternate bid is requested in the specifications.

(J) In case of an error on price extension, the unit price shall prevail. Unit prices and total prices MUST be shown. Failure to do so could cause rejection of bid.

(K) Bids that include an escalation clause shall be rejected unless otherwise specified in the bid specifications.

(L) The owner shall have the right to increase or decrease the number of any individual items, within reasonable limits, after the lowest and best bidder is determined.

(M) Warning is hereby given that strict adherence to the specifications will be required, and that the contractor will receive no compensation for loss in furnishing goods disapproved for not complying with the specifications.

(N) On construction bids, bid envelope must contain, on the outside of the envelope, the contractor's current Certificate of Responsibility Number and the contractor's Licensing Number unless a statement on the exterior says that the bid enclosed is less than or did not exceed \$50,000

(O) Tax on Construction – It is incumbent upon the bidder to be familiar with the laws of the state concerning tax on construction. Any and all taxes are due (State or Federal) will be the responsibility of the vendor.

### **3. DELIVERY OF BIDS**

(A) All bids must be received at Procurement Services, 164 Jeanette Phillips Drive, University of Mississippi, University, MS 38677, unless otherwise specified, not later than time and date shown on bid invitation.

(B) Bids must be in a sealed envelope and marked with name, bid file number, and date of bid opening.

(C) If the University is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters, (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the University shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the University until the new date and time of the bid opening as set forth herein. The University shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the University as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the University prior to the new date and time of the bid opening.

### **4. WITHDRAWAL OF BIDS**

Bids may be withdrawn on written or telegraphic request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

### **5. BIDDERS PRESENT**

At the time fixed for the opening of the bids, their contents will be made public for the information of bidders and others properly interested who may be present in person or by representative.



## 6. AWARD OF CONTRACT

(A) The contract will be awarded as soon as possible to the lowest and best responsible bidder, provided his bid is reasonable and it is in the best interest of the Owner to accept it.

(B) Each bidder shall be prepared, if so requested by the Owner, to present evidence of his experience, qualifications, and financial ability to carry out the terms of the contract.

(C) Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

## 7. ACCEPTANCE OF PROPOSAL

Only the issuance of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

## 8. REJECTION OF BIDS

The Owner reserves the right to reject any and all bids when such rejection is in the interest of the Owner and to reject the bid of a bidder who is not in a position to perform the contract.

## 9. INTERPRETATIONS OF CONTRACT DOCUMENT

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he may submit to the Director of Procurement Services of the University of Mississippi, a written request for an interpretation thereof. The person submitting the request for an interpretation thereof will be responsible for its prompt delivery. Any interpretation of the proposed document will be made only by an Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

## 10. EQUAL OR APPROVE EQUAL

(A) Where any article or thing is specified by proprietary name, trade name, and/or name of manufacturer, with or without the addition of such expressions as "Or Equal" or "Approved Equal", it is to be understood that the article named or the equal thereof; and it is distinctly understood (1) that the Owner is to use his own judgment in determining from time to time whether or not any article or thing proposed to be substituted is the equal of any article or thing so specified; (2) that the decision of the Owner on all such questions shall be final; and (3) that in the event of any adverse decision by the Owner, no claim of any sort shall be made or allowed against the Owner.

(B) Where a definite material is specified, it is not the intention to discriminate against an equal product made by another manufacturer. It is rather the intention to set a definite standard. Should the bidder intend to furnish another product as an equal to that specified, he must submit with his proposal for every item for which he intends to furnish another product from that given in the specifications, a complete specification showing name of manufacturer, sizes, quality of wood, finish, upholstery or other materials included and catalog number, if the manufacturer lists the product by a catalog or plate number

in any of his published literature. After the bids are opened, all bidders, if requested, may be required to furnish complete samples of any or all items listed before an award is made.

(C) A bound brochure should be submitted with the bid. Bidder will prepare this brochure showing pictures or cuts and complete manufacturer's specifications on each item on which a bid is submitted. The cuts and specifications must be arranged in the identical order that the items appear on the bid form and must be identified by the item number shown in the bid form. Failure to submit this brochure will be considered sufficient grounds for rejecting the bid. It shall be the bidder's responsibility to specifically point out any deviations from the base bid. Failure to comply with this procedure may be grounds to disqualify any bid.

(D) Should any equal product, however, be accepted by the Owner and should this equal prove defective or otherwise unsatisfactory for the service for which it is intended within the guaranty period, the contractor shall replace the defective material with material on which the specifications require him to base his proposal, without cost to the Owner.

## 11. RECYCLED MATERIALS

If any product listed on this bid is available from recovered (recycled) materials, vendors are requested to submit bids on recycled materials in addition to the brands mentioned or their equivalent as well as provide an estimated shipping date on both the recycled, specified or equivalent materials.

## 12. DELIVERY OF MERCHANDISE

(A) All bids will be quoted FOB University. No bid will be considered unless FOB terms are as stated. The purchaser has no storage space available; therefore, bidders must deliver as requested.

(B) Bidder will state estimated delivery time for each item in bid.

## 13. CASH TERMS

University terms are 2%-10, Net 45 days. These terms shall prevail unless otherwise specified by the bidder.

## 14. PAYMENT

Assuming there is no prompt payment discount provision; payment will be made within 30 days from receipt of products in satisfactory condition, and receipt of the invoice.

## 15. ADVANCE PAYMENT

The University of Mississippi is prohibited by law from making advance payments to any vendor other than state and federal agencies unless it is subscription or membership.

THE UNIVERSITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES.

(Rev. 4/2014)