



Southwestern Oklahoma State University  
Office of Business Affairs

100 Campus Drive Weatherford, OK 73096 Phone: 580-774-3021 Fax: 580-774-3211
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Dear Vendor:

Enclosed is our invitation to bid on SWOSU project. Please be sure the “Official Bid Document” sheet attached is notarized and legible and the Bid # is on the outside envelope.

Bid number: 20-108

Project name: SWOSU Piano

Closing Date: June 26, 2020 1:00pm

Opening Date: The same day and time as closing, in the Admin Bldg Room #211

Mandatory pre-bid meeting: No

You may mail, fax or email your bid. Please follow the instructions in the bid packet before mailing, faxing or emailing your response to:

Business Affairs Office  
Southwestern Oklahoma State University  
100 Campus Drive  
Weatherford, OK 73096  
Tele: 580-774-3000 Fax: 580-774-3211  
Email: [Brenda.burgess@swosu.edu](mailto:Brenda.burgess@swosu.edu)

If you fax or email your bid, please send the original by mail.

Sincerely, Brenda Burgess

Vice-President for Administration and Finance

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY OFFICE OF BUSINESS AFFAIRS

OFFICIAL BID DOCUMENT

CAMPUS DRIVE

WEATHERFORD, OK 73096

Phone: 580-774-3021 Fax: 580-774-3211

Date Issued: 6/17/18

Bid #: 20-108

Closing Date: 06/26/2020

Vendor Name:

Vendor Address:

Southwestern Oklahoma State University offers you this opportunity to bid on the following:

Please bid the following product **or equivalent**:

1 each Roland Group Learning Control Unit for 8 Master Piano w/cables, headphones and accessories.

1 each Roland Group Expansion Kit for 8 additional, with cables, headphones and accessories.

1 each Roland Master Console Piano with pedals and bench.

16 Roland Student Console Pianos with pedals and bench.

Bid must include all cost for the above, including installation and freight. Please include as much information as is necessary for SWOSU to select a professional vendor. Include any warranty information.

Bid number and date must appear on the front of the sealed envelope.

- Bids received after the designated closing time will be returned unopened.
- List warranty information and any other information deemed important to this bid.
- Bid bond in the amount of 5% of the bid must accompany bids over \$50,000.
- Insurance certificates are required for vendors working on SWOSU campus.
- Bids must be FOB SWOSU Campus, Weatherford, OK. Vendor quoted delivery date: \_\_\_\_\_

Bidders will be required to attend mandatory pre-bid meeting: Not applicable

**BID AFFIDAVIT:**

• Non-collusion affidavit – Oklahoma laws require each bidder submitting a competitive bid to the state for goods for services to furnish a notarized sworn statement of non-collusion. Please complete the form below:

I, (print name of undersigned) \_\_\_\_\_, being of lawful age, being first duly sworn on oath say that (s)he is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the Bidder/Contractor has not paid given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

**NOTARY PUBLIC (Bid invalid if not signed & notarized):**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission expires: \_\_\_\_\_ Seal:

**COMPANY Information and Authorized Signature:**

Company Name: \_\_\_\_\_

FEI/SSN # \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF BIDS or RFP's**

**Alternates – Evaluation**

Bidders may submit an alternate which they feel would meet or exceed the specifications of the item(s) listed and result in savings to the University. When bidding an alternate this must be shown on the bid/quote and sufficient descriptive material to aid in the evaluation of bids must be furnished. All properly submitted bids will be considered before an award is made. All merchandise will be awarded by items or group of items, whichever is in the best interest of SWOSU.

The RFP/Bid evaluation process will take into consideration the following: (1) quality of the products submitted; (b) experience of the University with brands submitted; (c) information received from the references furnished and others the University has contacted; and (d) the capabilities of the University's faculty and staff. The Purchasing Office will make the award based on the information provided. Our goal is to receive the greatest value for each dollar spent. Alternate bids/quotes will be considered unless specifically prohibited.

**Rejection of Proposals**

SWOSU reserves the right to reject any and all proposals; Bids or RFP's may be rejected if procedures listed are not followed. SWOSU reserves the right to waive informalities and minor irregularities in the proposal received, and accept the proposal best serving the interest of SWOSU.

**Non-Discrimination Clause**

SWOSU, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, American With Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, genetics, religion, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial assistance, educational services, and purchasing. Vendors will be required to comply with all applicable federal and state laws in the performance of this contract.

**Drug Free Workplace Clause**

Vendors performing services for or on behalf of the University in amounts exceeding \$25,000 must provide certification that a current plan assuring the maintenance of a drug-free environment has been filed with the appropriate agency.

**Submission Details**

All bids/quotes must be in the Purchasing Office of the SWOSU before the final closing date and hour indicated on the bid. Bidders must show unit prices on single items (dozen, barrel, pound, etc.), and carry totals forward. If bidding on brand or article requested, strike the words "or equal" (if bidding a substitute, name and furnish a complete description of the substitute offered). Discount terms must be plainly stated. Use pen and ink or typewriter. Responses must be received in sealed envelopes with bid/quotation number and closing date plainly written on the outside of the envelope. Late bid or quote submission cannot be considered.

**Discounts**

Prices quoted shall be inclusive of ALL discounts. Cash discounts will be computed from the date of receipt of a properly executed invoice or date of completion of delivery of all items in a satisfactory condition, whichever is later.

**Federal and State Taxes**

All bids/quotes must be submitted exclusive of Federal Excise and Oklahoma State Tax.

**Delivery Terms and Requested Delivery Date**

Unless otherwise stated all offers will be submitted FOB, SWOSU, Weatherford, Oklahoma. The requested delivery date specified in the bid is a firm and binding date and the successful vendor will be expected to meet this date. Offers that specify later delivery dates may be rejected. Failure to meet the requested delivery date during the performance of the resulting contract could be cause for termination of the purchase contract.

## SWOSU GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF BIDS or RFP's continued...

### **Telephone Bids and Unauthorized Shipments**

No telephone bids will be accepted. The University will not be responsible for payment for articles or services furnished without a purchase order.

### **Non-Collusion Affidavit**

Oklahoma laws require each bidder submitting a competitive bid to the State of Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion. Please complete the form on page one of this Invitation to Bid.

### **Legality of Bid**

This bid is submitted as a legal offer. Any bid accepted by SWOSU constitutes a binding contract for the goods and services that are listed on the bid.

### **Equal Employment opportunity Requirements**

In entering into any contract resulting from this bid the bidder agrees to comply with Equal Employment Opportunity requirements as stipulated in Executive Order 11246 and Executive Order 11375 and all subsequent amendments thereto and superseding orders.

### **Handicap Clause and Veterans Readjustments Assistance**

By acceptance of this purchase order (or submission of this bid as applicable) the contractor agrees to comply with section 503 of the rehabilitation act of 1973 (Public Law 93112), and applicable implementation regulations published by the Department of Labor in the Federal Register, Volume 41, Number 75, pp. 16147-16155--dated April 16, 1976, requiring governmental contractors and sub-contractors to take affirmative action in employing and advancing in employment of handicapped individuals. Vendors shall also comply with 41CFR, part 50-250.3 relating to Vietnam Era Veterans Readjustment Assistance.

### **Removal from Bidders List**

Any bidder who fails to return the third (3rd) consecutive Invitation to Bid may be removed from the bid list by the Purchasing Office of SWOSU.

### **Copeland Act**

Compliance with Copeland Anti-Kickback Act & Regulation--18 U.S.C. 874. The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of Secretary of Labor (29 CFR, part 3) which are herein incorporated by reference.

### **Termination**

SWOSU may, by written notice, terminate this order in whole or in part if the seller fails to perform any of the provisions of this order or so fails to make progress as to endanger performance in accordance with its terms. In the event of termination pursuant to this clause, the University may procure, upon such terms and in such manner as the University may deem appropriate, supplies and services similar or substantially similar to those so terminated; and the seller shall be liable to SWOSU for any excess costs occasioned the University thereby; provided that the seller shall continue the performance of this order to the extent not terminated. The rights and remedies of SWOSU under this clause shall not be exclusive and are in addition to any other rights or remedies provided by law or this agreement.

### **Safety**

The manufacturer guarantees that the design of equipment being purchased conforms to NFPA, UL, ANSI, OSHA, and any other existing safety standards in effect at the time of shipment.