



Purchasing Department
 100 E Normal – McClain 106
 Kirksville, MO 63501
 660.785.4326 660.785.7337 (fax)

REQUEST FOR BID

This Is Not An Order

Bid Request Number 2024-015
Date Published May 14, 2024

BID MUST BE RECEIVED NO LATER THAN

Date and Time Thursday, May 28, 2024 2:00 PM Central Time

Please indicate: Minority Business

Yes _____
 No _____

Contact Person: Laura Thrasher, Buyer
 660.785.4326
lthrasher@truman.edu

Bid Description: Music Therapy Instruments

STATEMENT: In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Authorized Representative (Printed Name) / Title
Street Address	Authorized Signature
City, State, Zip Code	Email Address
Telephone Number	Fax Number

BID RETURN INSTRUCTIONS: Completed bid can be faxed to 660.785.7337, e-mailed to lthrasher@truman.edu or walked in to Truman’s Business Office. Walked in bids must be sealed and the Bid No. must be printed on the envelope.

**** IMPORTANT ****

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made or grown within the state of Missouri. See additional Missouri Preference Information attached.

**** NON-DISCRIMINATION ****

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders’ lists until corrective action is made an ensured, and referral to the Attorney General’s Office.

**** IMPORTANT NOTICE ****

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given.

MISSOURI PREFERENCE INFORMATION ATTACHED

Please check if the Missouri Preference applies and if you have included the required information with your response.

YES – Additional Missouri Preference is requested and all required documentation has been submitted for this consideration. Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.

NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.

GENERAL INFORMATION

1. As Truman State University is a Missouri public institution of higher education, we do not complete Credit Applications.
2. Please submit a signed W9 for your company if you have not done business with Truman State University via Purchase Order in the last 12 months.
3. Submission of a bid indicates that your equipment can meet or exceed the specifications stated.
4. Vendors are required to submit Exhibit A by the bid closing date/time.
5. All communications (both written and oral) must be between the vendor and the Authorized Agent listed at the top of the bid document. Departmental contacts are not allowed.
6. A notice of award issued by the University does not constitute authorization for shipment. The selected vendor(s) must receive a properly authorized purchase order.
7. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained herein.
8. Any change to the contract, whether by modification and/or supplementation must be accomplished by an amended contract signed and approved by and between the authorized representatives of the selected vendor and the University or by a modified purchase order prior to the effective date of such modification. The selected vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communication by or from any person, shall be used or construed as an amendment or modification to the contract.
9. Truman State University reserves the right to terminate the contract at any time, for the convenience of the University, without penalty or recourse, by giving written notice to the contractor at least thirty (30) days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the University pursuant to the contract prior to the effective date of termination.

10. All prices shall be as indicated on the Pricing Page. Truman State University shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney's fees, liquidated damages, restock fees, etc.
11. Each invoice submitted must be on the selected vendor's original descriptive business invoice and must contain a unique invoice number. The purchase order number must be on all invoices.
12. All payment terms shall be as stated in the Terms and Conditions of the purchase order as stated on Truman's website (<http://businessoffice.truman.edu/purchasing/conditions/index.asp>). Payment terms should be net 30 days unless otherwise agreed to in writing by both parties. No deposits or prepayment will be accepted unless specifically noted on the Bidder's response AND approved by the University prior to award
13. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when the University determines that it is in their best interest to do so. Any award of a contract/purchase order resulting from the RFP document will be made only by written authorization (contract/purchase order) from the Purchasing Department.
14. The award shall be made to the lowest priced responsive bidder. Truman State University reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet delivery of unsatisfactory product or services by the bidder within the past three years. As deemed in its best interests, the University reserves the right to clarify any and all portions of any bidder's submission.
15. The University will utilize its exemption from payment of sales tax. The bids shall not include sales tax.

End of General Information

PROPOSER REGISTRY FOR NOTIFICATION OF INTENT TO RESPOND

Truman State University

Bid: 2024-015

Please complete and submit this form as soon as possible indicating your intent to participate in the bid. Please fax to 660-785-7337 or email to lthrasher@truman.edu. This page is not part of the bid package and should be submitted to notify Truman State University of your interest in this bid and for Truman State University to notify your organization of any addenda. These addenda are issued if there is a need to change the specifications or closing date/time of the request.

INTENT TO RESPOND STATEMENT

___ YES Our organization plans to submit a response to this solicitation for bids:

NO RESPONSE STATEMENT

___ No Our organization is not submitting a response for the following reason(s):

- | | |
|---|--|
| <input type="checkbox"/> We do not offer this commodity and/or service or an equivalent | <input type="checkbox"/> Insufficient time to respond to the invitation to bid. |
| <input type="checkbox"/> Our schedule would not permit us to perform | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> The project is too small | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____ Fax Number: _____

Contact Email Address: _____

BID 2024-015
Exhibit A – Pricing Page

Truman State University is requesting bids for music therapy instruments.

Quantity	Description	Unit Price
30	Egg shakers	\$ _____
12	Tambourines	\$ _____
12	Chiquitas	\$ _____
12	Maracas	\$ _____
12	Rhythm sticks	\$ _____
8	Djembes	\$ _____
8	Tubanos	\$ _____
4	Timbaus	\$ _____
4	Doumbeks	\$ _____
2	Cajons	\$ _____
4	CajonsTab	\$ _____
5	Frame drums – sets	\$ _____
15	Paddle drums - 8", 10", 12" and 14" sizes	\$ _____
10	Guitars (5 Acoustic, 5 Acoustic Elec)	\$ _____
5	Little Martin Guitar	\$ _____
10	Ukeleles	\$ _____
4	Electric keyboards	\$ _____
2	Autoharps	\$ _____
2	Suzuki HB-250-U 25-note Tonechime Set	\$ _____
10	Cabasas	\$ _____
2	Frog Rasps Set	\$ _____
5	Triangles	\$ _____
10	Jingle sticks	\$ _____
10	Sleigh Bells	\$ _____
3	Multicultural Rhythm Set	\$ _____
2	Floor Tom	\$ _____
2	Gathering Drum	\$ _____
3	Lollipop Drum Bundle	\$ _____
4	Resonator bells	\$ _____
2	Boomwhackers – 2 octave sets	\$ _____
1	Orff Xylophone / Percussion Set	\$ _____
6	Adapted Mallet Cuff	\$ _____
2	Parachute/Ribbon/Scarf Pack	\$ _____
1	Drumset – Standard 5-Piece Set	\$ _____
4	Ocean Drum	\$ _____
4	Thunder Tube	\$ _____
3	Tongue Drum	\$ _____
2	Portable Amp	\$ _____
5	Microphones	\$ _____
1	Yamaha Digital Piano CVP-701 or Equivalent	\$ _____
Form Continued on Next Page		

	<p>Shipping Cost:</p> <p>Delivery ARO (after receipt of order): _____</p> <p>TOTAL</p> <p>Brand names that Truman is familiar with: Basic Beat, Remo, Meinl, Louson, Ibanez or comparable, Martin, Makala, Casio, Oscar Schmidt, Suzuki, Studio 49 or Sonar, American Drum, Pearl, Hapi or Amahi, Yamaha</p>	<p>\$ _____</p> <p>\$ _____</p>
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End of Pricing Page