**Color Key: Delete after completion**

**Buyer Input \_\_\_\_\_\_\_\_\_\_\_\_**

**Department input & Buyer Review or Example \_Delete after review /input\_\_**

****

**INVITATION FOR BIDS (IFB)**

**Title**

**Bid (UU plus requisition #) #**

Issued (date)

**This is not a purchase order**

**University of Utah Contact:**

, Buyer

University of Utah Purchasing Dept.

201 S. President’s Circle Rm. 159

Salt Lake City, UT 84112-9351

(801) xxx-xxxx

**E-Mail: xxxxx@purchasing.utah.edu**

**Questions regarding this IFB should be submitted through BidNet Direct (formerly BidSync)**

**<http://www.bidnetdirect.com/utah/universityofutah>**

Solicitation #:

In the Question and Answer section

Version: 11.18.2024

The University of Utah (University) on behalf of department is seeking a (goods/services) Supplier (Vendor). Proposed items or systems must be able to provide services as described in the attached scope of work and minimum specifications.

1.0 Scope of work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.0 Specifications:

Vendor must have the availability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Line  Item # | QTY / UOM | Description | Unit Price | | Ext. Price |
|  |  |  | $ | | $ |
|  |  |  | $ | | $ |
|  |  |  |  | |  |
|  |  | Shipping charge  (F.O.B Destination Prepaid) | | |  |
| **TOTAL QUOTE PRICE** | | | | **$** | |

The University reserves the right to purchase all or a limited number of items requested.

Pricing must include all applicable cost, including any/all additional charges such as installation, setup fees, training, additional warranties, embroidery, “over-runs”, shipping cost, etc.

**Please respond to the following:**

(Optional statements - Buyer to add or delete as necessary)

* Does your quote include a warranty? If so, what is the warranty coverage included with your quote? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_months.
* The University requires on or before Day, Month, Year OR the earliest possible delivery. Please provide your guaranteed delivery date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Local Authorized Dealer needed to service equipment purchased? If so, is there a service level response time or parts availability needed? Ie: within 4-hours of service request or parts available within 24 hours?

**Additional Statement(s):**

SUA (single use account) is a virtual payment solution that is processed like a credit card, streamlining the payment process for both buyers and vendors and is the University of Utah’s preferred payment method. Each payment is given a unique 16-digit account number, which is assigned a credit limit equal to that payment amount. This account number is active for only a defined timeframe and is electronically matched to pre-purchase information. SUA is a virtual card payment just like a credit card. The vendor will receive a 16-digit number which you process like a standard credit card transaction. The acceptance of SUA accelerates payments compared to current payment methods, simplifies the process, eliminates cost of processing checks, and there is no need to store account numbers or other payment information.

3.0 Substitution**:**

When brand name “or equal” is used add this statement:

Vendors who wish to bid alternate products to that which is listed must provide a written statement that clearly identifies that the proposed alternate will meet or exceed the specifications as listed. Provide specific detail of specification with justifications as to each. Bids that do not contain this information may be deemed as non-responsive.

**DELETE AFTER BUYER REVIEW**

Bids may designate a brand name "or equal" as a means to identify the performance or other specific requirements of procurement. When so used, the salient features of the brand name that must be met by vendors shall be clearly specified. Vendors are allowed to submit equal products that meets or exceeds the performance level of the brand listed unless the bid specifically states that only the brand name listed will be considered. When specified, bid should identify the justification behind the exclusive use of the named brand (ie: sole source, standardization or other requirement-subject to buyer review and management approval)

Local Authorized Dealer needed to service equipment purchased? If so, is there a service level response time or parts availability needed? Ie: within 4-hours of service request or parts available within 24 hrs?

4.0 Pre-bid Meeting: Choose Optional or Mandatory

Option A – A pre-bid conference will not be held for this IFB.

Option B – Optional Pre-Bid Meeting: A pre-bid conference will be held on (date) at (time) at (place). All Vendors responding to this IFB are requested to have at least one representative of their organization in attendance. Vendor sign in will begin at (X:XX am/pm). Please arrive 5 minutes early to complete the sign-in process. Interested vendors are highly recommended to attend.

Add traffic and parking warning.

Option C – Mandatory Pre-Bid Meeting: Attendance is mandatory. A pre-bid conference will be held on (date) at (time) at (place). All Vendors responding to this IFB are required to have at least one representative of their organization in attendance.

Add traffic and parking warning.

The meeting is for informational purposes only and information provided is not binding. If the IFB needs to be modified or clarified, a written addendum will be issued.

All vendors must sign-in at the Pre-Bid Meeting. Bids will only be considered from vendors who attend the pre-bid meeting and complete the sign-in sheet. Bids received from vendors not in attendance and that did not sign-in, will be deemed as non-responsive. Vendor sign in will begin at (X:XX am/pm). Please arrive 5 minutes early to complete the sign-in process. Late arrivals may be deemed as non-responsive. Note: You must get mandatory pre-bid meetings and this language approved by your manager prior to use.

Update the BidNet Direct Pre-Bid Conference with the location, date, time and optional or mandatory.

5.0 Bid Submission:

Option- A Submit your bid electronically through BidNet Direct by \_\_\_\_\_\_ a.m. or p.m. current Mountain Time on (date, usually a Thursday). Bids submitted electronically through BidNet Direct may require uploading of electronic attachments. The BidNet Direct system will accept a wide variety of document types as Word, Excel, and PDF attachments but not all. Note that Periscope does best using Chrome or Firefox browsers over Safari. You MAY NOT submit documents that are embedded (zip files), movies, wmp and mp3 files or password protected files, etc. Such actions may cause your bid(s) to be deemed as “Non-responsive.”

**OR**

If hard copy bid(s) are required.

Option- B Submit your bid electronically through BidNet Direct AND submit Number (#) paper copies of your bid to the University of Utah Purchasing Department (201 S. President’s Circle Rm. 159, Salt Lake City, UT 84112-9351) by \_\_\_\_\_\_ a.m. or p.m. current Mountain Time on (date, usually a Thursday). Both forms of submission are required by the due date and time stated above.

Paper copies must be sealed and marked in one complete package: Bids should be clearly marked as IFB #\_\_\_\_\_ and described as \_\_\_\_\_\_\_\_\_\_\_ written on the outside of the package.

Bids submitted electronically through BidNet Direct may require uploading of electronic attachments. BidNet Direct will accept a wide variety of document types as Word, Excel, and PDF attachments but not all. Note that BidNet does best using Chrome or Firefox browsers over Safari. You MAY NOT submit documents that are embedded (zip files), movies, wmp and mp3 files or password protected files, etc. Such actions may cause your bid(s) to be deemed as “Non-responsive.”

Bids received after this deadline shall be late and ineligible for consideration.

Question Due Date: Month, Day, Year @ \_\_:00 a.m. or p.m. current Mountain Time. All questions should be submitted through BidNet Direct under Solicitation: #

When submitting an offer electronically through BidNet Direct, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the offer. If you are in the middle of uploading your documents at the closing time, the system will stop the process and your offer will not be received by the system. It is recommended that the submission process be completed the day prior to the due date, with the knowledge that any changes/updates will be accepted through the due date and time. Incomplete bids may be deemed as “Non-responsive” and will not receive further consideration.

BidNet Direct customer support may be contacted at (800) 835-4603 or support@bidnet.com for guidance on the BidNet Direct site.

Vendors are responsible for ensuring that their BidNet Direct registration information is current and correct. The University and Stakeholders shall not be responsible for missing or incorrect information contained in the vendor registration in the BidNet Direct site. Incorrect or missing vendor registration information may result in failure to receive notification from BidNet Direct regarding this procurement.

6.0 Award: (Single**)**

The University reserves the right to award this bid to the lowest responsive and responsible Vendor who meets the minimum specifications listed on attachment “\_\_\_”. *At the University’s option, bid alternatives may be considered as meeting specifications or rejected in full.*

**OR**

6.0 Award: (Multiple)

Multiple Award- The award of this solicitation may result in multiple awards to the top (\_\_\_\_\_\_spell out)(\_\_\_\_\_\_ number) lowest priced responsive and responsible Vendors who meets the minimum specifications listed on attachment “\_\_\_”. *At the University’s option, bid alternatives may be considered as meeting specifications or rejected in full.* Describe how the multiple awarded contracts will be used.

The Purchasing Department is the only entity authorized to award a Contract for the proposed purchases.

(OPTIONAL) Campus Wide

Under the same terms and conditions, the University reserves the right to allow any University business unit(s) and department(s) to make full use of the agreement including pricing structure provided in this request.

The University does not guarantee the number of projects requiring services from any vendor awarded a contract. The University will not be required to solicit all awarded vendors, either individually or collectively, when the need for service arises. The award of the resulting contracts will be for University wide use and may be available for use by any University business unit and department. The resulting contracts shall be at the University’s option and the University may elect to use the services of non-contracted firms to serve their needs if services under the contract will not effectively or efficiently meet the needs of the University business unit or department. Use of these services will be at the sole option and discretion of the University. No awarded vendors will have any exclusive rights.

(OPTIONAL)-Used for One-Time purchases.

This bid shall be valid and guaranteed for a minimum of \_\_\_\_\_\_ days after Bid Opening.

* Pricing to be guaranteed as listed on the Bid Pricing Form Attachment “\_\_”

7.0 Contract term: (modify specific to each procurement)

(OPTIONAL-for goods ONLY) (REQUIRED- when a SERVICE component is needed)

This bid may result in a \_\_\_\_\_\_ (\_\_) months/year agreement with # of Renewal Options\_ (\_\_\_) optional renewal terms that will be subject to annual performance and quality review and University approval. (**Full term with renewal options cannot exceed five (5) years without prior Purchasing Director & Legal approval.)-Delete after review**

* Pricing must be firm and fixed and considered as “All-inclusive” to include (input) for the first or full term of (define) ( ) years / months. (Generally used when there are other costs involved in providing the goods and services requested)
* Pricing must remain firm and fixed for (initial or full term) of this agreement.
* Price Escalation (required for renewal terms if not defined above)

A maximum of (\_\_% or defined value) price increase may be requested sixty (60) days (or longer if needed) prior to end date of the current (restate term) and is subject to University approval. Vendor requests shall include detailed documentation explaining and supporting the price increase request. Any approved price increase shall carry a one (1) year price guarantee period. Price decreases shall be passed on to the University immediately.

Send cost increase requests to: University of Utah (input Department and Employee Title) i.e.: (Curriculum Coordinator). (Input University Department Address) Salt Lake City, UT 84112

Upon successful completion and award of this IFB as described above, the University will post notice of an Intent to Award which shall be based upon completion of a mutually agreed upon contract. The University is examining several alternatives of providing this (product/service) and may decide, after reviewing proposals submitted, not to enter into any agreement. Department Instructions (delete after review): Cancellation of solicitation must be approved by the Director of Purchasing.

8.0 General Provisions:

8.1 University Terms and Conditions. Any order issued against this inquiry shall be subject to the [Terms and Conditions of Purchase Order and/or Appendix A or B](http://fbs.admin.utah.edu/purchasing/supplier/po_terms/) as required by the University of Utah.  **Exceptions to the University of Utah’s standard Terms and Conditions (reference link above) may cause your bid to be considered non-responsive.**

For amounts provided, **do not include Utah State Sales and Use Tax on materials** purchased for the Work. I/We acknowledge responsibility for complying with all Utah State Sales and Use Tax exemption requirements.

8.2 University Payment and Shipping Terms.

8.2.1 Payment Terms: Net 30-days ARO.

8.2.2 F.O.B. Destination Prepaid

Alternate Payment and/or Shipping Requirements

F.O.B Destination Prepaid (Vendor indicates that the price for goods includes delivery at the Vendor’s expense -Buyer to delete definition after selection)

(OPTIONAL)

Shipment will be made via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within \_\_\_\_\_\_\_\_\_ days after receipt of order.

(OPTIONAL)

Installation will occur on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Optional)

Vendors who wish to have other payment terms considered should specify their alternate payment terms in this section. The University reserves the right to consider alternate payment term requests.

Alternate payment terms of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepayment on a contract or a purchase order represent a significant risk to the University of Utah and are generally prohibited. In accordance with Utah Code 63G-6a-1208, prepayments may be used on a limited basis with the approval of the Chief Procurement Officer. Please provide any requirements and supporting documentation that you may have. The University reserves the right to consider a prepayment request.

8.3 Right of Rejection. The University reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of the University, while still complying with the Utah State Procurement Code. While it is the intent of the University to proceed with this appointment, this solicitation does not obligate the University to enter into a purchase and / or agreement. Department Instructions (delete after review): Cancellation of solicitation must be approved by the Director of Purchasing.

8.4 University Trademark/Logo. Suppliers wishing to submit a bid containing a University trademark or logo must be registered with the University of Utah Licensing Program. Suppliers not licensed at the time of the bidding process will be considered non-responsive. Please note that licensing takes a minimum of 3 months for processing. For more information regarding how to be licensed, please visit <http://www.clc.com/Licensing-Info.aspx>.

## 8.5 Protected Information. Under the Government Records Access and Management Act, Utah Code §§ 63G-2-101 to -901, as amended ("GRAMA"), certain information submitted in the proposal(s) may be open for public inspection or disclosure. Pursuant to Section 63G-2-309 of GRAMA, any confidential information provided to the University which Vendor believes should be protected from inspection or disclosure must be accompanied by a written claim of confidentiality and a concise statement of reasons supporting such claim. A copy of the University’s standard business confidentiality claim form may be found at: (<http://fbs.admin.utah.edu/download/purchasing/Business_Confidentiality_Claim_Form.pdf>). Non-specific statements of confidentiality (e.g., marking a document confidential or proprietary in a cover letter, header, footer or watermark) are insufficient to claim confidentiality under GRAMA. All material contained in and/or submitted with the proposal becomes the property of the University and may be returned only at the University's option.

8.6 Federal Exclusion. Vendor warrants and represents that Vendor, its officers, directors, and any employees or subcontractors providing goods or services under this Contract (i) are not currently excluded, debarred, or otherwise ineligible to participate in federal health care programs as defined in 42 U.S.C. § 1320a-7b(f) or to provide goods to or perform services on behalf of the federal government as either a contractor or subcontractor. This shall be an ongoing representation and warranty during the term of this Contract and Vendor shall immediately notify University of Utah of any change in the status of the representation and warranty. University of Utah may immediately terminate this Contract for cause in the event of a breach of this section or as a result of any material change in status of the representation and warranty. Notwithstanding any other provision in this Contract, Vendor shall defend and indemnify University of Utah and its officers, employees, and agents in connection with any and all claims, losses, causes of action, judgments, fines, damages, or other similar expenses, including reasonable attorney fees, resulting from a breach of this section.

8.7 Drug- Alcohol- Tobacco-Free Campus. The University of Utah is a drug-, alcohol-, and tobacco-free campus, with no smoking and/or use of any tobacco product on all University property and in any outdoor area controlled by the University. This rule is applicable 24 hours a day, 7 days a week. The campus will officially operate as tobacco-free as of July 1, 2018. University property includes any property owned, leased, or controlled by the University and includes but is not limited to: all buildings, vehicles, residential and recreational areas, athletic fields, parking lots, parking structures, streets, sidewalks, hospitals and clinics. All representatives of the awarded vendor, including delivery and installation personnel, shall adhere to these requirements, including being free of the effects of these substances while on campus. Not adhering to these standards shall be considered a breach of any contract or purchase order resulting from this bid. Please see the following link for more information regarding the University Rule. <https://regulations.utah.edu/administration/rules/R3-300A.php>

8.8 Public Contract Boycott Restrictions. If Vendor has 10 or more full-time employees and the total value of the any resulting Contract is $100,000 or greater, Vendor agrees not to engage in a Boycott of the State of Israel, as defined in Utah Code § 63G-27-102(2), for the duration of any resulting contract and further certifies that it is not currently engaged in an “economic boycott,” as defined in Utah Code § 63G-27-102(5), and that Vendor will notify University in writing if it begins an “economic boycott” while any resulting Contract remains in effect.

9.0 Vendor Quote Acknowledgement and Company Information

The undersigned, by submission of this Quote, is responsive to the quote document, minimum specifications and terms and conditions.

The undersigned also attests to being familiar with all of the conditions surrounding the products and/or services proposed for this Project, including the availability of labor. The undersigned Vendor hereby proposes to furnish all labor, materials, and supplies as required for the work in accordance with the above-mentioned Documents, within the time set forth, at the price stated.

The University reserves the right to conduct a financial responsibility analysis for responding Vendor. If vendor is unable to prove financial strength/responsibility, the University reserves the right to consider vendor's quote non-responsive.

If Issued, I/We acknowledge receipt of the following Addenda, numbered .

I/We [am/are \_\_\_ ] [am/are not\_\_\_ ] quoting Prior Approved Substitutions. If quoting Substitutions, I/We have read and complied with the substitution’s provisions stated above in this quote request.

I/We agree to furnish the items identified herein, at the prices listed opposite each, and guarantee that if the order is placed with us, we will furnish these goods as described in a resulting contract and/or purchase order.

By responding to this solicitation, Vendors are certifying that neither they nor their principals are presently debarred, suspended, proposed for debarment or ineligible for contracting by a governmental entity. Vendor is also agreeing to notify the University within 30 days if suspended, debarred, or declared ineligible for contracting with a government entity. Additionally, Registration in SAM.GOV is required when federal funding sources are being used for payment of services. Vendors must provide a copy of your active registration, including unique entity ID, confirming you have no exclusions. <https://sam.gov/content/home>

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

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

Type/Print Name & Title of Authorized Vendor Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email Address (where purchase orders can be received):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number (where purchase orders can be received):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Please provide a copy of your Company W-9 with bid submittal – Optional at the buyers discretion.**

**PaymentWorks is a tool the University of Utah uses to ensure vendor onboarding is an orderly, secured, and trackable process. Each newly awarded vendor will be sent an invitation to a secure PaymentWorks site to enter their account information.**

Legal Classification **(check as applies):**

C Corporation \_\_\_\_\_ S Corporation\_\_\_\_\_\_ Partnership\_\_\_\_\_\_ Individual/Sole Proprietor\_\_\_\_\_\_

Limited Liability Company\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Small Business Administration has classified this firm as **(check all that apply)**:

Small\_\_\_\_\_\_\_\_ Large \_\_\_\_\_\_\_ HubZone (Historically Underutilized Business Zone)\_\_\_\_\_\_\_

Woman Owned \_\_\_\_\_\_\_\_\_ Minority Owned \_\_\_\_\_\_\_\_\_\_\_

Veteran Owned \_\_\_\_\_\_\_\_\_\_\_ Service Disabled Veteran Owned \_\_\_\_\_\_\_\_\_\_

EXAMPLE

**ATTACHMENT “\_\_\_\_”**

**IFB # \_\_\_\_\_\_\_\_\_**

**MINIMUM SPECIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Spec.# | DESCRIPTION | MEETS SPECIFICATION (Yes or No) | PROPOSED ALTERNATE  (May list on separate page by Spec. #) | COMMENTS |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |

List your technical support availability (days and hours of operation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guaranteed resolution response time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXAMPLE

**ATTACHMENT “\_\_\_\_”**

**IFB # \_\_\_\_\_\_\_\_\_**

**BID PRICING FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **QTY /UM** | **Description** | **Unit Price** | **Ext. Price** |
| 1. |  |  | $ | $ |
| 2. |  |  | $ | $ |
| 3. |  |  | $ | $ |
| 4. |  |  | $ | $ |
| 5. |  |  | $ | $ |
| 6. |  |  | $ | $ |
| 7. |  |  | $ | $ |
| 8. |  |  | $ | $ |
| 9. |  |  | $ | $ |
| **TOTAL BID PRICE (1-\_\_\_)** | | | **$** | |

We agree to furnish the services and products as indicated above to the University of Utah per instructions and minimum specifications.

List any optional \_\_\_\_\_\_\_\_\_\_\_\_\_ fee’s below: