**B0001634-03 REQUEST FOR BID THIS IS NOT AN ORDER**

**BUYER:**
PURCHASING DEPT INFORMATION:
LISA NETTLETON

**ISSUE DATE:** 11/07/19
**DUE DATE:** 11/15/19
**DUE TIME:** 2:00 P.M.
**BUYER PHONE:** 316-978-3528
**DEPT PHONE:** 316-978-3783
**EMAIL:** lisa.nettleton@wichita.edu

**Submit Bid To:**
WICHITA STATE UNIVERSITY
OFFICE OF PURCHASING
1845 FAIRMOUNT, CAMPUS BOX 12
WICHITA, KS 67260-0012
Fax: 316-978-3528

**User Department Information:**
WICHITA STATE UNIVERSITY

**Faxed Responses are Acceptable**

**DO NOT ALTER BID SPECIFICATIONS**

**DUPLO DC-646 SLITTER/CUTTER/CREASE/PERFORATOR OR APPROVED EQUAL**

**SPECIFICATIONS**
Please note: If bidding other than the make/model indicated, include complete technical information and specifications for the product submitted.

- In-Feed Paper Sizes:
  - Width: 8.25 x 14.5
  - Length: 8.25 x 26
- Minimum Finished Size: 1.89 x 1.97
- Paper Weight: 110 – 350 GSM
- Slits: 8 slits
- Cuts: 30 cuts per sheet
- Creases: 20 creases per sheet
- Crease Depth Adjustment: 3 steps
- Exit Tray with at least 5.5” Capacity
- Card Stacker with at least 3.5” Capacity
- Rotary Tool to include Perf and Micro Perf, score, slit-score and strike perforations
- Cross Perforating to include: Perf, Micro-Perf, slit-score and strike perforations
- Job Template Library
- Job Memory up 250 jobs
- Air Feed
- Skew Adjustment
- Double-Feed Detection
- CCD Scanner for automatic job recall via barcodes and image drift compensation via registration mark reading
- Emergency Stop Watch
- Cleaning Mode
- Waste Box
- Card Stacker
- PDF Template Generator
- PC Arm Mount
- PC Controller Software
- Pause Feed
- Machine must have compatibility with an integrated folding unit to be ordered at a later time
- Local service within 4 hours included
- Set-up and training included in cost

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<td>1 EA</td>
<td>Manufacturer and Model #</td>
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THE ABOVE NUMBER HAS BEEN ASSIGNED TO THIS SOLICITATION AND MUST BE SHOWN ON ALL CORRESPONDENCE OR OTHER DOCUMENTS ASSOCIATED WITH THIS SOLICITATION AND MUST BE REFERRED TO IN ALL VERBAL COMMUNICATIONS. ALL INQUIRIES, WRITTEN OR VERBAL, SHALL BE DIRECTED TO THE PROCUREMENT OFFICER ONLY.

IMPROMPTU QUESTIONS WILL BE PERMITTED AND SPONTANEOUS UNOFFICIAL ANSWERS PROVIDED, HOWEVER BIDDERS SHOULD CLEARLY UNDERSTAND THAT THE ONLY OFFICIAL ANSWER OR POSITION OF WICHITA STATE UNIVERSITY WILL BE IN WRITING.

FAILURE TO NOTIFY THE PROCUREMENT OFFICER OF ANY CONFLICTS OR AMBIGUITIES IN THE REQUEST MAY RESULT IN ITEMS BEING RESOLVED IN THE BEST INTEREST OF WICHITA STATE UNIVERSITY. ANY MODIFICATION TO THIS REQUEST AS A RESULT OF THE PRE-PROPOSAL CONFERENCE, AS WELL AS WRITTEN ANSWERS TO WRITTEN QUESTIONS, SHALL BE MADE IN WRITING BY ADDENDUM AND MAILED TO ALL BIDDERS WHO RECEIVED THE ORIGINAL REQUEST FROM THE OFFICE OF PURCHASING. ONLY WRITTEN COMMUNICATIONS ARE BINDING.

BIDS FOR ITEMS OTHER THAN EXACTLY AS SPECIFIED MUST BE APPROVED BY THE END-USER. PRODUCTS DELIVERED, WHICH HAVE DEVIATIONS NOT LISTED ON THE REQUEST FOR BID OR APPROVED IN ADVANCE BY THE END-USER WILL BE REJECTED AND THE ORDER WILL BE CANCELLED.

COMPETITION

THE SPECIFICATIONS/FEATURES WERE WRITTEN WITH THE INTENT OF PERMITTING COMPETITIVE BIDDING. THE OFFICE OF PURCHASING RESERVES THE RIGHT TO WAIVE MINOR DEVIATIONS IN THE SPECIFICATIONS WHICH INADVERTENTLY RESTRICT BIDDING TO A SINGLE MANUFACTURER (OR VENDOR) OR WHEN SUCH DEVIATIONS DO NOT ALTER NOR DETER THE AGENCY FROM ACCOMPLISHING THE INTENDED USE OR FUNCTION. IT SHALL BE THE BIDDER’S RESPONSIBILITY TO ADVISE THE OFFICE OF PURCHASING IF THE BIDDER BELIEVES ANY SPECIFICATIONS, LANGUAGE, OTHER REQUIREMENTS, OR ANY NOTIFICATION THEREOF, RESTRICTS OR LIMITS BIDDING TO A SINGLE SOURCE. SUCH NOTIFICATION MUST BE SUBMITTED IN WRITING AND MUST BE RECEIVED IN THE OFFICE OF PURCHASING PRIOR TO THE BID CLOSING. FAILURE TO MAKE TIMELY NOTIFICATION TO THE OFFICE OF PURCHASING OF ANY CONFLICTS OR AMBIGUITIES IN THE REQUEST FOR BID MAY RESULT IN THE CONFLICTS OR AMBIGUITIES BEING RESOLVED IN THE BEST INTEREST OF THE UNIVERSITY.

BID REQUIREMENTS

1. Please refer to the bid number on all correspondence.

2. Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

3. In order to receive consideration for award, a properly completed bid must be returned to, and received by, the Office of Purchasing at Wichita State University either electronically, in person, fax or by mail no later than the specified closing date and time. BIDS MUST BE RETURNED WITH PRICES ON THE REQUEST FOR BID TO BE CONSIDERED. ADDITIONAL PAGES AND DOCUMENTATION MAY BE INCLUDED AS LONG AS IT DOES NOT ALTER THE TERMS OF THE BID REQUEST.

4. All prices, terms and conditions not shown and presented after the specified closing time, will not be considered in the bid evaluating process.

5. Bids are invited on equivalent brands and qualities (unless otherwise specified), provided alternates are clearly listed as such. Attach or send by separate mail if unable to send electronically, all descriptive literature and complete specifications for any substitutions offered. If no alternate is stated, bidder will be required to furnish according to original specifications.

6. BIDDER MUST BE ABLE TO SUPPLY ALL MATERIALS AND SERVICES AS QUOTED.

7. The seller agrees to protect the purchaser from all damage arising out of alleged infringements of patents.

8. Unless otherwise specified, the Director of Purchasing reserves the right to accept or reject all or any part of this bid, waive any technicalities of a bid at any time prior to final acceptance.
9. **Bid bond and performance guarantee, when required, will be outlined in the specifications**

10. **All prices bid are to be less federal excise and state sales taxes.**

11. **The Office of Purchasing reserves the right to award the purchase in whole or in part as deemed to the best interest of Wichita State University, unless otherwise stated in this request for bid.**

12. **All prices to include Delivery F.O.B Destination, Prepaid,** to Wichita State University, Wichita, Kansas.
   - a. Title passes to buyer when goods arrive at buyer’s location.
   - b. Supplier pays freight charges when goods leave his/her dock.
   - c. Supplier bears freight charges.
   - d. Supplier owns goods in transit.
   - e. Supplier files claims, if any.

**NOTICE**
A copy of the completed bid tabulation sheet may be obtained by enclosing a check for $5.00, payable to Wichita State University, Office of Purchasing and a self-addressed, stamped envelope with your bid. Copies of individual bids may be obtained under the Kansas Open Records Act by calling 316-978-3080.

Bid tabulation check enclosed: YES      NO      ________

**MODIFICATION OF BID**
A bidder may modify his bid by letter, personal appearance, fax, or email at any time prior to the opening date and time for receipt of the request for bid. The Procurement Officer is the University Official responsible for determining the acceptance of written modification of the bid, which must be submitted by an authorized representative of the bidder. The stamped receipt time of arrival in the office of purchasing will be the determining factor of evidence regarding receipt time. A bid may only be withdrawn by written request from the bidder to the designated procurement officer prior to the bid opening date and time.

**PREPARATION OF BID**
Prices are to be entered in spaces provided on the request for bid. Computations and totals shall be indicated where required. The university has the right to rely on any price quotes provided by the bidder. The bidder shall be responsible for any mathematical error in price quotes. Where deviation exists, the unit price shall prevail.

**ACCEPTANCE OR REJECTION**
The Office of Purchasing reserves the right to accept or reject any or all bids, to waive any formalities or technicalities or clarify any ambiguities in bids.

The provisions found in the Contractual Provisions Attachment (DA-146A), which are incorporated by reference, are attached and made a part of this contract.

I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one, which a reasonable person would think might compromise the open competitive bid process.

| Payment terms ___________________________ | Company Name __________________________ |
| Taxpayer ID no. __________________________ | Title __________________________ |
| Can deliver by ___________________________ | Signature __________________________ |

It is hereby agreed that the bidder will comply, if required by law, with the Kansas Act Against Discrimination, K.S.A. 44-1030 et seq.