



REQUEST FOR PROPOSAL

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

USI Classroom SC1212 Group Work Dual Monitor Stations

Proposal No: 24-2-10001-03140 Due Date / Time: 4-27-23 / Thursday / 2PM / Local Time	Instructions: See attachment for scope of work	Return to: Jeff Sponn, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 jsponn@usi.edu
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GENERAL INSTRUCTIONS TO PROPOSERS
USI Proposal form must be returned to:
PROCUREMENT SERVICES, JEFF SPONN
jsponn@usi.edu,

- Late submissions will NOT be considered in bid analysis.

Please direct any questions concerning this quotation to:

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.

3. Unless otherwise indicated, there are no restrictions on the number of items or quantity that may

be ordered.

4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____

2. If yes, how certified _____

Company Name: _____

Authorized company signature: _____

Printed name: _____