A new contract has been established with Fisher Scientific. Effective November 1, 2014, K-State entered into a new agreement with Fisher Scientific to continuing supplying laboratory supplies and equipment, such as reagents, gloves, centrifuges, scales, beakers, solvents, safety paraphernalia, laboratory furniture, as well as brand names, such as Corning, Mallinkrodt, Millipore, Life Science, etc. A long time supplier to Kansas State University, Fisher Scientific has been our “go to” vendor for our needs. The transition from the State contract to K-State’s contract was seamless. No steps other than referencing the new contract number, 40423, is required. If you are new to K-State and Fisher Scientific, the web site is www.fishersci.com, and you will need to register as Kansas State University, dept, name, address, etc. If you have any questions, Lloyd Shetlar is our outstanding Fisher Scientific sales representative. His phone is 316-204-8812, e-mail is lloyd.shetlar@thermofisher.com, and he will be happy to help you.

This form is being shared with everyone for informational purposes. To follow through on the flow of requisitioning an item, the bid process is the next step. Purchasing takes the specifications from the PR (refer to last month’s Post) and incorporates them into our bid form. A quote number is assigned along with the closing date. The form is sent to the recommended vendors (also from the dept.’s PR) as well as other vendors Purchasing knows. The Request for Quotation form is publicly posted on Purchasing’s website (https://dfs.ksu.edu/rfq/), another avenue for all interested parties to discover and participate. Notice all the instructions for the vendors. Not only does the vendor need to meet the department’s specifications, they must meet the University’s guidelines for submitting a bid. Quotations must be on K-State’s form, signed, and received prior to 2:00 pm on the designated date. Payment terms, freight costs, delivery time, etc. are additional considerations in determining who the responsible vendor is with the lowest bid meeting specifications.

The information from the vendor’s bid becomes part of the purchase order, the next form to be discussed.
REQUEST FOR QUOTATION

SUBMIT BID TO:

KANSAS STATE UNIVERSITY
Purchasing Office
21 Anderson Hall
Manhattan, Kansas 66506-0108

THIS IS NOT AN ORDER

Vendor _________________________________________________
Address _______________________________________________
City______________________ ST_____ Zip___________

FOR ADDITIONAL INFORMATION CONTACT
Purchasing Office
p: (785)532-6214  f: (785)532-5577  e: kspurch@k-state.edu

DELIVERED FOB DESTINATION: Kansas State University

<table>
<thead>
<tr>
<th>Item #</th>
<th>QTY</th>
<th>Unit</th>
<th>Description of Material or Service</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

PAYMENT TERMS: ____________________________ DELIVERY TO BE: ________________ DAYS AFTER RECEIPT OF ORDER

SIGNED BY: __________________________________ PRINT NAME: ________________________________
TITLE: ___________________________________ DATE: _____________________ TOLL FREE/PHONE#: _______________________
FAX#: _______________________________ EMAIL: ________________________________

Revised April 2013
MARKING & MAILING BIDS:
Bids are to be returned on K-State’s Purchasing form in vendor’s own envelope or container, sealed securely, addressed and marked on the outside as follows:

RFQ #: __________________, CLOSING DATE: ________________
KANSAS STATE UNIVERSITY, PURCHASING OFFICE
21 ANDERSON HALL, MANHATTAN, KS 66506

The University will not be responsible for the premature opening of a bid or for the rejection of a bid that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container.

Faxed or emailed bids are acceptable unless this Request is for an amount of $50,000 or more. Sealed bids are required for amounts totaling $50,000 or more. All bids shall be on the Kansas State University bid form. All emailed bids shall be sent to kspurch@k-state.edu with the bid number identified in the subject line. All faxed bids shall be sent to 785-532-5577. Under all circumstances it shall be the vendor’s responsibility to insure their bid is properly received by the appropriate date/time at the Kansas State University Purchasing Office.

All prices shall be in U.S. Dollars.

Do not alter this document. Insert the requested information in the spaces indicated. Any additional information, changes, alternatives, etc., are to be submitted on a separate piece of paper and submitted with K-State’s bid form. Any alterations to this form may be grounds for bid rejection.

FREIGHT COST INFORMATION:
1. Bids shall be submitted FOB Destination.
2. All vendors, submitting bids, are required to show the shipping (freight costs) as a separate line item on the bid quote and invoices.
3. If shipping cost is included in the product unit cost, please deduct the amount you are adding for shipping and show as a separate line item.

BID DISCLOSURES:
At the time of closing, bid prices shall be made public information. Interested vendors or their representatives may be present at the announcement at the following location:
Kansas State University, Purchasing Office
21 Anderson Hall, Manhattan, KS 66506

Bid results will not be given to individuals over the telephone, by fax, or via e-mail. Results may be obtained after contract finalization by obtaining the bid tabulation from KSU Purchasing. Please send:
- Check for $3.00, payable to Kansas State University
- Self-addressed, stamped envelope
- Request for Quotation number

Should a check be returned to Kansas State University for insufficient funds, the vendor will be suspended from all bidding until such time as the vendor makes good on payment.

Kansas State University reserves the right to waive minor deviations in the specifications when such deviations do not alter nor deter the department from accomplishing the intended use or function.

CRIMINAL OR CIVIL OFFENSE OF AN INDIVIDUAL COMPANY OR ORGANIZATION: Any conviction for a civil offense by the bidder, any past or current managerial employee of bidder, or any person or entity controlling bidder that indicates a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a state contractor must be disclosed. This is to include (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.