

INFORMATION REQUIRED FOR FORMAL BID

Date: _____

1. Item and Quantity:

2. Technical Specifications and vendor brochure(s), if available, are attached. Minimum essential characteristics in accordance with Administrative Procedure A8.235.4. If necessary, requesting agency must be able to justify each Technical Specification in relation to programmatic requirements.

3. Contact Person(s): (Name, Title, and Telephone No.)

4. Completion Time: [Number of consecutive calendar days to be allowed for delivery/completion from date designated in Notice to Proceed or specific date(s)]

5. Installation by Contractor (applicable to complex type installation involving, e.g., utility work, setting in place and testing of equipment): Yes _____ No _____

If installation is not applicable, indicate:

Hook-up only ☐ Plug-in only ☐ Set in place only ☐

6. Delivery and/or Installation Address: (Complete Address)

7. Address where Invoices are to be submitted: (Complete Address)

8. Estimated Cost of Purchase: \$ _____

9. Method of Acquisition: (Outright Purchase, Lease, Lease with Option to Purchase, Installment Purchase)
10. Basis for Award: (Total Aggregate Bid or by Items)
11. Warranty Period: (Number of Days or Years)
12. Special Provisions: (Sole Brand Justification, local maintenance, any special instructions, etc.)
13. Liquidated Damages: (To be used if time is an essential part of this contract, the University will be damaged by a delay, and it would be difficult to determine the amount of damage to the University due to delays caused by the Contractor.)

Yes _____ No _____ If Contractor fails to complete the contract within the time specified, liquidated damages per calendar day shall be \$ _____.
14. Operating manual and/or instructions required?

Yes _____ No _____
15. Training Sessions required? If so, please describe requirement.
16. Account(s) to be charged and object code(s):

17. Requisition for Legal Ad: Requisition No. _____ attached.
18. Suggested Bidders: **(Company Names, Addresses, Phone Nos., FAX No., Contact Persons)**