INVITATION FOR BIDS
OFFICE OF PROCUREMENT & CONTRACTS

1. **INSTRUCTIONS FOR BIDDERS**

    a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.

    b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.

    c. Bidders shall submit their bids either electronically or in a sealed envelope.
        i. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address.   Bids should be mailed to: 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
        ii. At this time we only accept non-ITS bids electronically. For electronic submission of bids, go to: https://www.ms.gov/dfa/contract_bid_search and use the RFX number on the next page as your reference number.

    d. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

2. **TERMS AND CONDITIONS**

    a. All bids should be bid "FOB Destination"

    b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here: https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf

    c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum: https://www.procurement.msstate.edu/contracts/standardaddendum.pdf

Bid Number/RFX Number: 20-60
Opening Date:
Description: Pedestal Scanner – NO SUBSTITUTIONS ALLOWED

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Days the Offer is Firm: _____

Authorized Signature: _____

Name: _____

Title: _____

Item	Quantity	Description	Unit Price	Total Price
1	32	Intraq Portable Pedestal		
2	32	Vinyl covers		
3	32	RFID/NFC Reader		
4	16	Removable Dolly		
5	32	AM handheld software license		
6	32	Microsoft windows device cal		
7	2	Project management, configuration & testing		
8	1	shipping		
9	1	Onsite implementation fee		
10	1	Annual use and support – 3 years		
11	1	Estimated travel and expenses		
		TOTAL		