Invitation for Bid

Athletic Training Medical Supplies
5/3/18 amended item #8 pg 3
IFB 18-71

Rowan University
The Office of Contracting & Procurement

201 Mullica Hill Road
Glassboro, NJ 08028
Bunce Hall, Suite #208
Phone: 856.256.4171
Email:bids@rowan.edu
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Institution Contacts:

All questions should be submitted via email with the subject heading:

“IfB 18-71 Athletic Training Medical Supplies for Rowan University”

Inquiries regarding project specifics will not be accepted by telephone. All questions submitted will be answered on the Contracting & Procurement Department website on the date indicated below.

Questions or inquiries should be sent to bids@rowan.edu

Questions regarding opening documents or accessing items on the website should be addressed to:

Alicia Gannon
Office of Contracting & Procurement
E-mail: gannon@rowan.edu

Due Date:

Bids must be received no later than May 14, 2018 2:00 pm Contracting and Procurement Office, located at Rowan University, 201 Mullica Hill Road, Bunce Hall Suite #208, Glassboro, NJ 08028.

In order to be considered for the award, all packages must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.

Refer to the Submissions Requirements section of this document for further details.

Schedule of IFB Events:

- Invitation for Bids Issued: April 27, 2018
- Questions Due: May 3, 2018
- Answers Posted to the website: May 9, 2018
- Bids Due: May 14, 2018 @2:00pm
**Required Procurement Documents**

The documents listed below are Procurement documents mandated by State regulation and University policy. All documents listed must be included with your submission package in order for your proposal to be deemed responsible for this offering. Please direct any questions you may have on the above to the assigned buyer for this project.

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1. Proposal Page &amp; Pricing Sheets</td>
<td>Must be included or submission <strong>will</strong> be rejected</td>
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<tr>
<td>2. Contractor Certification and Disclosure of Political Contributions Public Law 2005</td>
<td>Must be included or submission <strong>will</strong> be rejected</td>
</tr>
<tr>
<td>3. Non-Collusion Affidavit</td>
<td>Must be included or submission <strong>will</strong> be rejected</td>
</tr>
<tr>
<td>4. New Jersey Business Registration Certificate <a href="https://example.com">Vendors can check the status of their BRC here.</a></td>
<td>Must be registered with the State at the time of bid opening or submission <strong>will</strong> be rejected.</td>
</tr>
<tr>
<td>5. Taxpayer Identification Request (W-9 Form)</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
</tr>
<tr>
<td>6. Exhibit A Mandatory EEO Language for Goods, Professional Services &amp; General Service Projects</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
</tr>
<tr>
<td>7. EEO/AA Evidence Disclosure</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
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<tr>
<td>8. Affirmative Action Mandatory Language Exhibit B</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
</tr>
<tr>
<td>9. Rowan University Minority, Female &amp; Small Business Contractors</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
</tr>
<tr>
<td>10. New Jersey Policy Prohibiting Discrimination in the Workplace &amp; Model Procedures for Internal Complaints Alleging Discrimination in the Workplace, and Acknowledgement of Receipt, <strong>Policy:</strong> Do not return with package <strong>Model Procedures:</strong> Do not return with package</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
</tr>
<tr>
<td>11. Disclosure of Investment Activities in Iran</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
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<tr>
<td>12. Macbride Principals Form</td>
<td>Must be included or submission <strong>may</strong> be rejected</td>
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**Note:** All documents listed are required whether the Bidder is a New Jersey entity or not.
Project Overview

Rowan University is seeking to purchase athletic training medical supplies and for fiscal year 2019. The goal of this project is to partner with a distributor(s) that will provide the requested products at an optimal price to the University.

I. SCOPE OF WORK
   A. The awarded vendor will be responsible for the supply and delivery of the items specified below.
   B. Accompanied in this offering is an Excel Specification Sheet which shall be filled out by the Vendor accordingly.
   C. Rowan has approved the supplies provided as the basis of design for this project. Vendors are welcome to submit alternates.
   D. Wherever a brand name, trade mark or manufacturer’s name is used it is to be understood that this designation is used for clarification of a description only, and that an equal product may be proposed.
   E. Rowan has approved the supplies provided as the basis of design for this project. Vendors are welcome to submit alternates.
   F. Any alternate must meet or exceed the specifications of the products listed.
   G. All proposed substitutions must, at a minimum, include the following for thorough evaluation:
      1. Written statement of the product specifications including but not limited to:
         • Manufacturer Spec Sheet
         • Applicable Product Brochures
         • Model number
         • Product cut sheet with graphic representation
         • Dimensions
         • Warranties
      2. Rowan University will be the sole determiner of whether or not any proposed equals are equal in construction quality and aesthetic.
      3. Rowan University shall have the right to accept alternatives in any order or combination.
      4. All substitutions must be clearly identified as such on the Quote Sheets.
   H. All equipment and supplies shall be new and of first quality.
   I. Items which are used, demonstrators, obsolete, seconds or which have been discontinued are unacceptable.
   J. All Vendors must submit/include any/all warranty information with submissions whether it is expressed or implied
   K. Any standard Manufacturer Guarantee or Warranty for a period longer than one year shall not be nullified by the above general guarantee.
   L. The awarded firm may not assign sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University

II. PRICING
   A. Prices must include any and all fees, costs or expenses to be charged for the goods and services provided.
   B. Pricing must be all inclusive. Separate delivery costs are not permitted.
   C. Rowan University reserves the right to increase any bid award by the unit price per unit for additional equipment that may be purchased or acquired during the term of this contract.
D. The vendor will arrange for the return of all erroneously ordered or shipped items at no cost to the University. There will be no restocking fee for returns of items that are damaged or shipped by the vendor in error.

III. TERM OF CONTRACT
A. The proposed contract will be for the fiscal year 2019 (July 1, 2018 – June 30, 2019).
B. The contractual period for this project will commence July 1, 2018 to align with Rowan’s fiscal year. If necessary, Rowan will negotiate with the awarded vendor(s) for any services required subsequent to the award date and prior to the commencement of the contract period.
C. The University reserves the right to terminate the awarded vendor’s services for cause at any time during the term of the contract.
D. In the event that the University terminates services, written notice will be provided seven (7) days in advance of termination date.
E. The awarded vendor may not assign sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University.

IV. PROCEDURAL REQUIREMENTS AND AMENDMENTS
A. During the period of the contract, no changes are permitted in any of these conditions and specifications unless the vendor receives written approval from the Director of Contracting and Procurement or their designee.
B. The vendor shall comply with all procedural instructions that may be issued from time to time by the Director of Contracting and Procurement or their designee.
C. Should the vendor find at any time that existing conditions make modification in requirements desirable, he shall promptly report such matter to the Director of Contracting and Procurement or their designee for consideration and decision.
D. Vendors must supply Rowan University with all applicable warranty information, whether expressed or implied.
E. The vendor shall comply with all federal, State or local laws now in effect or hereinafter promulgated which apply to the operations herein specified.

V. INSURANCE REQUIREMENTS
A. Vendor agrees to obtain and maintain, at its sole expense, the insurance coverage described below. All insurance must be placed with an insurance company licensed to conduct business in the State of New Jersey and maintaining an A.M. Best Rating of “A” or better with a financial size rating of Class XI or larger. All insurance required herein shall be written on an Occurrence basis, unless otherwise noted, shall contain a waiver of subrogation in favor of Rowan University and the State of New Jersey, and will be in effect no later than 12:01 A.M. at the start of the day of the contract and must remain in effect for the duration of the contract, including any extensions.
B. Vendor agrees that no insurance policy will be cancelled, reduced, or revised without thirty (30) days prior written notice to Rowan University. In addition, required insurance will be primary to any other insurance available and any limitations of Vendor’s insurance will not relieve the Vendor of its indemnification responsibilities to Rowan University and the State of New Jersey per Section VIII. Indemnity.
C. Insurance Required:
   1. Workers’ Compensation Insurance with statutory limits applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the employee of Vendor who will be engaged in the performance of work under this contract.
2. Employers' Liability Protection with a limit of liability not less than one million dollars ($1,000,000) bodily injury, each occurrence; one million dollars ($1,000,000) disease, each employee; and one million dollars ($1,000,000) disease, aggregate limit.

3. Commercial General Liability written on a current ISO Occurrence Form or equivalent. The General Liability policy will include, but not be limited to, coverage for bodily injury (including death) and property damage arising from premises and operations liability, products and completed operations liability, personal injury and advertising liability, sexual abuse and molestation, contractual liability, and fire legal liability. Vendor agrees to maintain the following general liability limits of coverage:
   - per occurrence .................................................. $1,000,000
   - products/completed operations aggregate.................. $3,000,000
   - personal and advertising injury............................... $1,000,000
   - general aggregate............................................... $3,000,000

   A “per location or Project endorsement” shall be included so that the general aggregate limit applies separately to the Rowan location or Project.

4. Comprehensive Automobile Liability written on an occurrence basis covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars ($1,000,000) per occurrence.

5. Excess Liability, umbrella insurance, follow form, applying excess of the commercial general liability, commercial automobile liability and employer’s liability insurance in minimum amounts of one million dollars ($1,000,000) per occurrence, one million dollars ($1,000,000) general aggregate, and one million dollars ($1,000,000) products/completed operations.

D. The General Liability, Automobile Liability and Pollution Legal Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.

E. Vendor shall bear all costs of all policy deductibles.

F. Vendor may, if they so desire, include with their proposal the applicable certificates of insurance. This will expedite the contract award process for the awarded vendor.

G. Within ten (10) days after receipt of notice of intent to award contract, and if applicable, annually thereafter until contract termination, Vendor will furnish Rowan University with Certificates of Insurance evidencing all required insurance.

   1. Certificates must evidence the Additional Insured language.
   2. Certificates will be submitted to the Senior Director of Contracting and Procurement, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.

H. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The successful proposer agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident, injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this RFP by the proposer, their employees or anyone acting on the proposer's behalf.

I. Rowan University, as a State funded University, will not indemnify vendors in any form.
VI. **COMPLIANCE LAWS**

A. The awarded vendor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:

1. Vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
2. If awarded a contract, winning vendor will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
3. Rowan University is committed to affirmative action and equal opportunity in all areas of operation. Those submitting quotes must certify that their firm has an updated affirmative action/equal opportunity program.

B. All vendors submitting quotes must not be barred or otherwise suspended from doing business with government entities as evidenced by the SAM (System for Award Management) database, fka EPLS.

C. All vendors shall be able to comply with the requirements of Public Law 2005, Chapter 51, N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134) and Executive Order 117 (2008).

D. Where conflict among the compliance requirements or with these specifications exists the most stringent requirements shall be utilized.

E. The most recent edition of any relevant regulation, standard, document, or code shall be in effect.

VII. **REPRESENTATIONS AND WARRANTIES**

In submitting a quote for this offering, the vendor expressly warrants that

A. The vendor has legal capacity to execute and perform any Agreement arising from this Invitation for Bid (IFB).

B. Any Agreement arising from the award of this IFB is a valid and binding Agreement enforceable against the vendor according to its terms.

C. The execution and performance of an agreement by the vendor does not, and will not, violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.

D. The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.

E. The vendor knows of no reason why the vendor is in any way, physically, legally, or otherwise, precluded from performing the obligations under an Agreement arising from this IFB, in accordance with its terms, including without limitation those relating to health and safety.

F. Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.

G. The Vendor warrants and represents that the equipment, when delivered, shall meet or exceed all applicable standards as mandated by State and Federal regulation.

VIII. **INDEMNITY**

A. The awarded vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Vendor, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Vendor, its agents or employees or servants.
B. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.

C. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

IX. DEFAULT
In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the vendor(s) responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other solution, which Rowan University may have.

X. VENDOR PERSONNEL
A. While on University property:
   1. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
   2. Vendor employees shall be subject to control of the University but under no circumstances, shall such persons be deemed to be employees of the University.

B. The vendor or his personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.

C. CRIMINAL BACKGROUND CHECKS ARE MANDATORY for all non-University personnel performing work on the Rowan University Campus. Vendors, consultants, vendors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.

D. The bidder shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.

E. The Vendor shall remove from the Rowan University work place, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.

F. While on University premises, all vendor employees must wear attire that identifies them as vendor’s employee with identification visible.

G. Dedicated Vehicles and personnel must be properly identifiable when entering University property.

XI. SALE OR BANKRUPTCY OF BUSINESS
A. If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser. In this event, the new owner(s) may, in Rowan University' discretion, be required to submit a performance bond in the amount of the value of services to be delivered pursuant to this Agreement.

B. In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal Bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this Agreement forthwith.
XII. **GENERAL**

A. Rowan University may need to issue one or more addenda related to this IFB. Such addenda shall be added to the original IFB document and posted at: The Offices of Contracting & Procurement website.

It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with the web site and visit it regularly during the IFB process for updated information or addenda related to this IFB.

A. Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Vendors shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

B. If a joint venture is submitting a response, the agreement between the parties relating to such joint venture shall be submitted with the joint venture’s submittal.

C. The vendor(s) shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of work.

D. Any modifications to the bid document, prior to award, may invalidate the entire submission.

E. **Submission as Public Information and Property of Rowan**

The information submitted in each submission may be subject to public disclosure pursuant to State and Federal law. All submissions will become the property of Rowan University. Submissions will be held confidential during the quote process until such time as the final contract is executed, upon such time the quote submittals may be subject to the Open Public Records Act for non-propriety information. **It is the responsibility of the prospective contractor to indicate what submitted information is proprietary.**

F. **Patents:** The Suppliers shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University’s requirements.

G. In submitting a quote, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:

1. In any advertising, publicity, promotion;
2. To express or imply any endorsement of agency’s services;
3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

H. All submissions will become the property of Rowan. Submitted packages will not be returned to respondents.

I. The quote submitted by the vendor shall be binding on the vendor.

J. The preparation of a quote response shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.

K. By responding to this IFB, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

L. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the IFB or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.
M. Unless specifically noted within this IFB, **Rowan's Standard Terms and Conditions** take precedence over any special terms and conditions contained in this IFB.

N. This IFB is not binding on the University.

O. No party, including any respondent to this IFB, is granted any rights hereunder.

P. Vendors assume sole responsibility for the complete effort required in this IFB. No special consideration shall be given after responses are opened because of a responder’s failure to be knowledgeable of all the requirements of this IFB. By submitting in response to this offering, the vendor represents that it has satisfied itself, from its own investigation, of all the requirements of this IFB.

Q. Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.

R. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than three (3) working days before the closing date for receipt of submissions.

S. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.

T. Rowan reserves the right to suspend or terminate the procurement process described in this IFB at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

U. Rowan University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.

V. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost.

W. The Senior Director may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor’s approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.

X. Rowan University reserves the right to cancel this contract with thirty (30) days written notice to the consultant(s) with or without cause.

Y. Rowan University will not accept jurisdiction in any State except New Jersey.

Z. Expectations are that the successful firms will provide all products and/or services necessary to complete the assigned project without limitations and within the agreed fee.

AA. Inclusion on any of the University Pre-Approved lists does not in any manner guarantee work from the University.
XIII. SUBMISSION REQUIREMENTS

A. Conditional submissions will not be considered.
B. In order to be considered, vendors must submit a complete electronic copy in response to this IFB by form of email, USB, or CD drive via mail to our office. Complete responses should include all information as requested in the Required Procurement Documents sections of this IFB and should also address all requirements otherwise listed in this document. PLEASE DO NOT SUBMIT PAPER COPIES.
C. Vendors must submit their pricing on the Excel spreadsheet provided with this IFB.
D. Completed Spreadsheet must include quotes for the quantity and brand on the spreadsheet.
E. Approved equals are permitted, but vendor must forward literature describing equal product with quote.
F. Submitted equals must be submitted on a separate document listing the items in the same format as the attached spreadsheet for this IFB. Spreadsheet must be labeled “Approved Equivalent Proposal.”
G. Items being offered with different quantity configurations than those noted on the attached spreadsheet, (brand is identical to original spreadsheet) must also be listed on the “Approved Equivalent Proposal” spreadsheet.

NOTE: DO NOT MIX SUBSTITUTIONS WITH THE SPECIFIED ITEMS ON THE ORIGINAL SPREADSHEET PROVIDED.
H. Fully executed Proposal Page.
I. See page 3 for other required Procurement documentation for this Solicitation.
J. Submissions must be sealed and clearly labeled with the title “IFB 18-71 Athletic Training Medical Supplies” and the firm’s name and business address.
K. Rowan University reserves the right to seek clarification and additional information on any point in connection with the Vendors’ information or other communication regarding this IFB.
L. Rowan reserves the right to reject any or all submissions, to waive any requirements of the IFB and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of Rowan.
M. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan. In addition, Rowan reserves the right to suspend or terminate the procurement process described in this IFB at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
Contract Deliverables and Requirements

NOTE: THE UNIVERSITY IS NOW ONLY ACCEPTING ELECTRONIC BID SUBMISSIONS. ELECTRONIC SUBMISSIONS WILL BE CONSIDERED AS ORIGINALS AND WILL BE UTILIZED AS THE OFFICIAL DOCUMENTATION FOR EVALUATION AND CONSIDERATION BY THE UNIVERSITY. EVERY REASONABLE EFFORT SHOULD BE MADE SO THEY ARE COHERENT AND EASILY VIEWABLE. ALL REQUIRED DOCUMENTS PERTAINING TO THIS OFFERING MUST BE INCLUDED IN THE ELECTRONIC SUBMISSION.

Instructions:

In order to be considered for the award, vendors must proceed with the following submission options:

Submission Option #1: Submit bid via email to bids@rowan.edu
- Enter the Bid Name and Company Name in the Subject Line

Submission Option #2: Mail an envelope to the office of Contracting & Procurement with a USB drive or CD enclosed containing the bid submission (Note: The University is not responsible for USB or CD drives that contain no information or fail upon use).
- Please label all outermost submission packages as follows:
  - IFB 18-71 Athletic Training Medical Supplies
- Contracting & Procurement address:
  Bunce Hall, Suite 208
  Rowan University
  201 Mullica Hill Road
  Glassboro, NJ 08028
- Submit bids no later than 2:00 p.m. on submission due date.

Respondents are cautioned that reliance on the US Postal Service, other mail delivery, and/or courier service for timely delivery of submissions is at their own risk. Mailing submissions should allow for normal mail delivery time and internal circulation within the University to ensure the timely receipt of their submissions by the Purchasing Office. The University will not be responsible for submissions which do not meet the IFB deadline.

Evaluation and Selection Criteria:
An initial screening of all submissions will be conducted to determine overall responsiveness. Submissions determined to be incomplete or non-responsive may be disqualified.

Award shall be made to the responsible proposer who is determined to be the most advantageous to the University. It is anticipated that the University will award to the lowest responsible bidder of the submitted products or approved equals.
PROPOSAL PAGE

The undersigned Vendor, in response to Rowan University’s Solicitation for Quotes for the Athletic Training Medical Supplies, IFB 18-71 carefully examined the quote documents and being familiar with the conditions surrounding the proposed project, hereby proposes to provide such product services meeting the requirements outlined in this IFB, accordance with the quote attached hereto.

Print Name & Title

Vendor Name

Address

Phone

E-mail

Contact Person

Proposer’s Signature

Any and all changes made to this proposal page must be initialed and dated by the Proposer. No edit(s) will be accepted without Proposer’s initials and date, next to any and all corrections.