



REQUEST FOR PROPOSAL

Procurement
8600 University Blvd
Evansville, IN 47712-3597

Campus Paper Products and Can Liners for 2025-26

Proposal No:	Instructions:	Return to:
26-2-10001-03140 Due Date / Time: 6-16-25 / 2PM / Local Time	See attached spreadsheet for bid forms.	Jeff Sponn, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 jsponn@usi.edu @usi.edu

GENERAL INSTRUCTIONS TO PROPOSERS

USI Proposal form must be returned to:
JEFF SPONN, DIRECTOR OF PROCUREMENT
jsponn@usi.edu,

Late submissions will NOT be considered in bid analysis.
PROPOSAL BID FORM TO BE EMAILED IN EXCEL SHEET FORM.

The award of this bid to be made on a per item or total proposal basis, whichever is to the advantage of the purchaser.

All items are to be bid as stated; no substitutions or variations in product descriptions, a sample of each item is required.

This is a request for a Blanket (open) order through 6-30-26 with option to continue on a month-by-month basis.

Make prices firm for the period of 7-1-25 through 6-30-26.

Vendor must use attached bid form spreadsheet in order for bid to be valid.

Quantities are estimated for annual usage.

Order to be delivered as needed and upon request of the purchaser.

Do not alter this spreadsheet. Changes will not be accepted.

Vendor to submit invoice for individual deliveries to USI.

NO delivery fees.

Please state catalog number and manufacturer.

If vendor is approved and has a punch-out catalog with USI via ESM; item(s) will be added accordingly by vendor with proposed pricing.

Vendor must use attached bid form excel spreadsheet in order for bid to be valid.

Please direct any questions concerning this quotation to:

Caroline Fields, Maintenance and Equipment Storeroom Supervisor or Demetria Cabell
University of Southern Indiana
8600 University Blvd., Evansville, IN 47712
Phone: (812) 465-7098 Email: jcfields@usi.edu

For proposal results please view our website at

<https://www.usi.edu/procurement/purchasing/suppliersvendors/competitive-bids-and-results>

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 understood, 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: _____

For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature



Jeff Spenn, Director of Procurement

Date: 6-2-25