

BOISE STATE UNIVERSITY  
SOLICITATION INSTRUCTIONS TO VENDORS

1. **AUTHORITY TO PURCHASE:** Purchases by Boise State University are governed by Idaho Code Section 67-9225 "Procuring and Purchasing by State Institution of Higher Education" and by Boise State University Policy #6130 (Purchasing). The University is authorized pursuant to Idaho Code Section 67-9225 to execute and administer Agreements for the procurement of goods and services for the University in accordance with the University's established policies and procedures. Pursuant to Idaho Code Section 67-9213, all agreements made in violation of the applicable purchasing statutes or rules, including the University's purchasing policies, may be voided and subject the damages and other remedies and processes provided by Section 67-9213.
2. **E-PURCHASING:** The University may utilize the Idaho e-Procurement System (IPRO), an electronic procurement system. Depending upon which profiling options Vendors select in IPRO, Vendors may be sent email notifications of acquisition opportunities on those Solicitations electronically posted.
3. **ELECTRONIC S (I)-15g /TT1 8ET Q q 0 0 61ARU re W\*19r**



A. Manual Submissions - For manually sealed and submitted Bids or Proposals, a submitting Vendor must use the University's supplied signature page (or other binding document as specified) when submitting its Bid or Proposal. The signature page must be manually signed in ink by an authorized agent of the submitting Vendor and returned with the submission package. Manually-submitted Bids or Proposals submitted without the signature page shall be found non-responsive and will not be considered. An incomplete, unsigned, or modified signature page will be cause for a finding of non-responsiveness. The signature page must contain an ORIGINAL HANDWRITTEN signature executed in INK and be returned as part of the submitting Vendor's Bid or Proposal. PHOTOCOPIED SIGNATURES or FACSIMILE SIGNATURES are NOT ACCEPTABLE. Submissions must be completed either in ink or typewritten. Forms or figures written in pencil are not acceptable. Mistakes should not be erased but may be crossed out and corrections inserted next to the errors and initialed IN INK by the person signing.

8 . Submission Forms - Manual Quotations - For manually submitted Quotations, the submitting Vendor may use any response and submission form authorized by the Request For Quotation, including oral, telephonic, facsimile, email, or regular mail.

C. Submission Forms - Electronic - For Vendors using IPRO, proper completion of the electronic forms is required.

D. Submission Forms - Manual or Electronic - Regardless of Submission Form, Vendor warrants by submitting a Bid, Proposal or Quotation that it accepts the Boise State University Standard Contract Terms and Conditions and the Solicitation Instructions to Vendors, and any Special Terms and Conditions identified in the Solicitation. Additionally, one or more of the following may be applicable:

1. If the Vendor is a corporation, partnership, sole proprietorship or other legal entity, and employs individual persons, by submitting its Bid, Proposal or Quotation, vendor warrants that any Agreement resulting from this Solicitation is subject to Executive Order 2009-10 [[http://gov.idaho.gov/mediacenter/execorders/eo09/eo\\_2009\\_10.html](http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html)]; it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the Agreement price, per violation, and/or termination of its Agreement; or

2. If Vendor is a natural person eighteen (18) years of age or older,

a. by submitting its Bid, Proposal or Quotation, warrants that its Bid, Proposal or Quotation is subject to Idaho Code section 67-7903 and, pursuant thereto, by submitting its Bid, Proposal or Quotation, attests, under penalty of perjury, that it is a United States citizen or legal permanent resident or that it is otherwise lawfully present in the United States pursuant to federal law; and

b. prior to being issued an Agreement, Vendor will be required to submit proof of lawful presence in the United States in accordance with Idaho Code Section 67-7903.

#### 16. BID AND REQUEST FOR PROPOSAL SUBMISSIONS:

A. Manual Submissions - Unless otherwise stated elsewhere in the Solicitation, the submission package or envelope must be SEALED and plainly marked in the LOWER left corner with the following: (i) the name of the item or service being sought; (ii) opening date and time; and (iii) the Solicitation number. This information is found in the Solicitation document. The submitting Vendor's return address must appear on the envelope or package. Any Bid sheets and the signature page containing an original authorized signature must be submitted in a sealed envelope or package. (Do not respond to more than one Solicitation in the same envelope!) A submission made using "Express/Overnight" services must be shipped in a separate sealed inner envelope/package identified as stated above, and enclosed inside the "Express/Overnight" shipping container or package. No responsibility will attach to the University, or to any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a submission not properly addressed and identified. DO NOT FAX YOUR BID OR PROPOSAL. No oral, telephone, facsimile or late submissions will be considered. All submissions must be received at the physical address designated for courier service and time/date stamped by the purchasing activity prior to the closing date and time. It is the submitting Vendor's responsibility to timely submit its Bid or Proposal in a properly marked envelope, prior to the scheduled closing, for receipt in sufficient time to allow the submission to be time and date stamped prior to the closing time.

8. Bid Submissions - Electronic - For Bids, Proposals or Quotations submitted by means other than manual methods, submitting Vendors using IPRO must complete all steps in the submission process prior to the scheduled closing date and time.





1. Identify with particularity the precise text, illustration, or other information contained within each page marked "exempt" (it is not sufficient to simply mark the entire page). The specific information you deem "exempt" within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise be clearly distinguished from other text or other information and be specifically identified as "exempt."

2. Provide a separate document with your Bid, Proposal or

CERTIFICATE OF INSURANCE REQUIREMENTS  
FROM OUTSIDE CONTRACTORS/VENDORS/PERFORMERS

Contractor/Vendor/Performer: Give this form to your insurance agent/broker.

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