

# MCW Terms and Conditions for Catalog Bids

1. Bid Responsiveness All bids must be signed or they shall be deemed non-responsive and be rejected. Bids may be evaluated by the specifications Bidders are also encouraged to submit responses even if all mandatory requirements are not met because Purchasing reserves the right to delete specifications, conditions of Bid or items not Bid if no Bidder is able to comply with the requirement.
  2. Acceptance/Rejection: Bids must be date and time stamped by the Purchasing Office. Tj -0.011 Tc 0.011 Tw 22.627 Td (; )Tj 0.007 Tc 0.05 Tw -28.653 -1. restricting competition.
14. Shipments, Duplicates and Overshipments Upon notification by MCW of a duplicated order or overshipment, the items identified must be removed at the Successful Bidder's expense. If the duplicated or overshipment items are not removed within 30 days of written notification, MCW reserves the right to dispose of them as its own property and shall not be held liable for any cost for the items.
15. Reports: If the Bid is for multiple purchases, the Successful Bidder must be able to provide MCW with requested reports at agreed upon intervals with agreed upon details.
16. Record and Audit: The Successful Bidder shall establish, maintain, report as needed, and submit upon request records of all transactions conducted under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, State of Wisconsin and local ordinances.
17. Conflict of Interest: Private and nonprofit corporations are bound by Wis. Stat. §§. 180.0831, 180.1911(1), and 181.0831.
18. Early Pay Discount Early pay discounts shall be considered in determining Bid award. However, payment discounts of less than 1 days will not be considered in the award of this bid.
19. Federal Funds In the event the Articles are being purchased with federal funds, MCW's Terms and Conditions for Purchase Orders Using Federal Funds found at [www.mcw.edu/purchasing.htm](http://www.mcw.edu/purchasing.htm)

\_\_\_\_\_ shall also apply.

20. Specifications: The specifications in any Request for Bid ("RFB") are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are bid, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. To be considered responsive full descriptive literature must be included and

