



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

### Bid Title:

Course Evaluation & Planning

Requester and Requesting Department:

Dr. Sharon Freeman  
Institutional Research

### Date:

09/07/2023

### Bid No.

VSRB

1001044

### Number of Pages

10

### Change Order:

Original

### Term – End of Month

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

☒ This bid/proposal will be awarded on a line by line basis

☐ This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

### Bid/Proposal opening (Date and Time)

September 28, 2023 @ 2:00 p.m.

Mississippi Valley State University

*Carla T. Williams*

By: Carla T. Williams, Purchasing Director

Email: [ctwilliams@mvsu.edu](mailto:ctwilliams@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waive any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		See Attachment for Bid packet.		
Please show Bid/Proposals No. on outside of Envelope				

☐ If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within  days from receipt of the order.

Terms:

Date:

Phone/Fax:

### Company Quoting

Name

Address

City, State

Zip Code

Official Signature: