Request for Proposals
Addendum #1
RFP-ID Card System
January 31, 2022
Addendum #1

Revised Narrative Section VI, 6.1--Submission

Sealed proposals must be received at the following address not later than 3:00 p.m. CST on Tuesday, March 22, 2022:

Institution: Southwest Minnesota State University
Name/Title: Christy Johnson - Buyer 2 & Purchasing Clerk
Mailing Address: Business Services – IL139
1501 State Street
Marshall, MN. 56258

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

The responder shall submit 3 copies of its RFP response and a flash drive with the RFP response. Responses shall use Microsoft Word, Microsoft Excel and/or Adobe Acrobat (PDF) format as appropriate. It is requested that the response to Exhibit H be provided in Microsoft Excel format. Proposals are to be sealed in mailing envelopes or packages with the responder’s name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after this date and time will be returned to the responder unopened.

Fax and e-mail responses will not be considered.

Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.