The attached document entitled “Instructions for Bid Submissions” is incorporated into and forms a part of this Invitation to Bid.

Bidder Agrees to Comply with All Conditions Shown on this Form and Attached Terms and Conditions.

FAILURE TO MANUALLY SIGN MAY DISQUALIFY BID.

Check below if preference is claimed under TAC Title 34, Part 1, Chapter 20, Subchapter C, Section §20.38

( ) Texas Bidder.

( ) Texas and United States products and Texas services.

( ) Products of persons with mental or physical disabilities.

( ) Recycled, remanufactured or environmentally sensitive products.

( ) Energy efficient products.

( ) Rubberized asphalt paving material.

( ) Recycled motor oil and lubricants.

( ) Products and services from economically depressed or blighted areas as defined in Texas Government Code, §2306.004 or that meet the definition of a historically underutilized business zone as defined by 15 U.S.C. §632(p).

( ) Products produced at a facility located on property for which the owner has received a certificate of completion under §361.609, Health and Safety Code, if the goods meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.

( ) Vendors that meet or exceed air quality standards.

Federally Certified Small/Small Disadvantaged Businesses
Bidder will list all certifications under any federally recognized business program:

Texas Vendor ID or FEI No.

Authorized signature

F.O.B. Designation

Deliver time: ____________________ CALENDAR DAYS

Terms of payment for the state of Texas are net 30. Please quote any discounts for early payment.

Bid total (include freight): ____________________

For additional information contact buyer:

Purchasing Office, see above
The University of Texas prefers to email purchase orders directly to vendors. If you are able to accept a purchase order by email, please note the appropriate email address below:

_____________________________@_____________________________

PLEASE VISIT THE ELECTRONIC STATE BUSINESS DAILY (TEXAS MARKETPLACE) AT THE FOLLOWING WEBSITE TO DOWNLOAD THE COMPLETE SPECIFICATION PACKAGE:

HTTP://WWW.TXSMARTBUY.COM/SP/01801654-MPLIZ
(IF LINK DOES NOT WORK, CHANGE SP TO LOWER CASE LETTERS.)

THE DIVISION OF DIVERSITY AND COMMUNITY ENGAGEMENT AT THE UNIVERSITY OF TEXAS AT AUSTIN IS SEEKING BIDS FOR:

COMMUNICATION ACCESS REALTIME TRANSLATION (CART) SERVICES

ANY QUESTIONS REGARDING THIS SOLICITATION MUST BE SENT TO THE UNIVERSITY CONTACT BELOW:

LIZ BOGARD - PURCHASING OFFICE
THE UNIVERSITY OF TEXAS AT AUSTIN
EMAIL: EBOGARD@AUSTIN.UTEXAS.EDU

BID RESPONSES MAY BE MAILED OR HAND DELIVERED TO THE UNIVERSITY OF TEXAS AT AUSTIN PURCHASING OFFICE.
IMPORTANT NOTE: FAXED OR EMAILED BIDS ARE NOT ACCEPTED. BE SURE TO ENTER UNIT PRICE AND EXTENSION TOTAL ON THIS SPECIFIC UNIVERSITY BID FORM PROVIDED OR YOU MAY BE DISQUALIFIED. TOTALS MUST BE IN U.S. DOLLARS. THE TABLES AND QUESTIONS ALSO MUST BE COMPLETED ON THE BID SPECIFICATION SHEETS. RESPONDENTS MUST SUBMIT BOTH THE SIGNED (IN INK) COMPLETED BID INVITATION FORM AND THE BID SPECIFICATION SHEETS BY THE DEADLINE, OR MAY BE DISQUALIFIED.

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INSTRUCTIONS FOR BID SUBMISSIONS

All bid responses must be submitted, in person or by carrier, to the following address:

The University of Texas at Austin – Purchasing Office
1616 Guadalupe St.
UTA Building, Suite 3.302
Austin, TX 78701

Vendors hand delivering a response can find information about parking options at http://parking.utexas.edu/maps/images/visitor-map-1617.pdf. The Purchasing Office is located on the third floor of the University Administration Building (UTA), Suite 3.302. There is no charge for parking 0-30 minutes inside the Guadalupe Garage (GUG). Entrance to the garage is on 17th Street.

Bid Terms and Conditions are online at: https://utexas.app.box.com/v/bid-terms