

REQUEST FOR PROPOSAL # Vendor Registration

When corresponding, refer to this complete file number.

Issue Date: October 9, 2009

Submit Proposal To:
 University of Minnesota
 FM Purchasing Services
 Suite 400, 319 15th Ave. SE
 Mpls, MN 55455-0199
 Fax # 612-624-5796

DUE DATE: November 16, 2009 2:00PM local time
 Proposal responses must be clocked in this office no later.
 Late proposals will not be considered.
 If necessary to confirm receipt of submitted response, contact the
 buyer by telephone.

Buyer Name and Phone #: Denis Larson (FM) 612-625-5554	AKH
Buyer's E-mail: d-lars@umn.edu	

Request for Proposal (RFP) Information

Your response may be rejected if the specifications, or terms and conditions are altered without clearly identifying the alteration or modification in your response. If a MS Word version of this document is needed, contact the buyer via e-mail as listed above.

Attached is a letter regarding the University of Minnesota Vendor Registration Program for Construction and Related Services.

Please review and download the Vendor Registration Documents from the following website:
<http://purchasing.umn.edu/cppm/cppm.html>. Complete all of the requirements and submit all of the completed attachments to University Services Purchasing at usp@umn.edu.

QUOTE <input type="checkbox"/> FOB U of M; freight included in price of item <input type="checkbox"/> Other: _____	QUOTE PAYMENT TERMS: <input type="checkbox"/> Net 30 days <input type="checkbox"/> Other _____
Small Business Firms: ___ Check if you are a small business	

VENDOR: Complete vendor name, address and signature before submitting response.

Vendor Name:		Authorized Signature:	
Address:		Print Name:	
City:		Phone # / Fax #:	
State: Zip:		E-Mail Address:	
Federal Tax ID # : ___ - _____		Minnesota State Tax ID (if available): _____	

Notes to Vendors:

Proposal Submission: Submission of this proposal is your certification that your firm is not currently debarred or suspended from doing business with the Federal government or any of its agencies. Vendor may submit sealed proposal by writing the proposal # and due date in lower left corner of envelope or, unless prohibited by proposal specifications, vendors may fax proposal response. University is not responsible for successful receipt or confidentiality of response if faxed.

Instructions to Requisitioning Department and Bidders: The bid/proposal process is highly controlled. To protect the integrity of the process, any questions or clarifications regarding this Request for Bid / Proposal must be handled through the Purchasing Services Buyer named above.

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Purchasing Services for Facilities Management
and Capitol Planning & Project Management

400 Donhowe Building
319-15th Avenue S.E.
Minneapolis, MN 55455

Office: 612-626-8577
Fax: 612-624-5796

Date: October 8, 2009

To: New Vendors

Subject: Vendor Registration Program for Construction and Related Services

This letter is to notify you that the University Services Purchasing is initiating a Vendor Registration Program. This program will replace our current Best Value Pre-Qualification Program. Your firm **must register** in this Vendor Registration Program to be eligible to respond to University of Minnesota Request for Proposals and Bids (including the Best Value Program). This new program will be activated on November 16, 2009.

The advantage of this new program is that it will be easier to qualify and you will be able to update your information at any time. By the University having a list of registered vendors, it will enable us to expedite the RFB/RFP process. Also, your signed acceptance of the contract Terms and Conditions during the registration process will reduce the time negotiating the future contracts. You will have the opportunity to attend training sessions in the PIPS Best Value System.

We recommend that you review and download the Vendor Registration Documents from the following website: <http://purchasing.umn.edu/cppm/cppm.html>, complete all of the requirements and submit all of the completed attachments to University Services Purchasing at usp@umn.edu. Since registration is a continuous, ongoing process, an application can be submitted at any time. However, interested vendors are encouraged to submit early. Only registered vendors will be invited to respond to RFP's and RFB's. Please allow a minimum of 3 weeks to process the information. Once registration is received and determined to be informationally complete, your firm will receive a registration confirmation from the University.

If you have any question, please contact one of us.



Kevin Sullivan
Senior Buyer
sull0198@umn.edu



Chip Foster
Principal Buyer
foste048@umn.edu



Denis P Larson
Purchasing Manager
d-lars@umn.edu