Truman State University
Laura Thrasher, Purchasing Buyer
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REQUEST FOR QUOTE (RFQ) – OCTOBER 27, 2026
PROJECT 2027-02 DUMP TRAILER

SUBMITTAL DEADLINE	SUBMIT
2:00pm Central Time Tuesday, November 10, 2026	One (1) Electronic copy via thumb drive or email to lthrasher@truman.edu
DELIVERY BY MAIL	**DELIVERY BY HAND**
Truman State University Attention: Laura Thrasher, Purchasing Buyer 100 East Normal Avenue, McClain Hall 106 Kirksville, MO 63501	Truman State University Purchasing Department McClain Hall Room 106 (corner of Franklin and Normal)

Truman State University (Truman) is requesting quotes from qualified vendors to provide a dump trailer. Quotes are to be delivered to the Purchasing Department at Truman by 2:00 PM CT, November 10, 2026, at which time the names of those vendors submitting quotes will be read aloud. No other public disclosure will be made until after a contract award.

RFQ documents are available at https://www.truman.edu/businessoffice/purchasing/open-bids/. A notification of intent to respond to this RFQ is located immediately below. This page should be submitted to notify Truman of your interest in this project and your plan to submit a quote. This form is also required if you wish to receive answers to questions regarding the RFQ and any addenda. Addenda will be issued if there are changes to this RFQ.

INTENT TO RESPOND STATEMENT

____ YES our organization plans to submit a quote in response to this solicitation.

NO RESPONSE STATEMENT

____ NO our organization is not submitting a quote for the following reason(s):

- ☐ Do not offer this commodity or equivalent
- ☐ Insufficient time to respond
- ☐ Schedule would not permit us to perform
- ☐ Cannot meet delivery requirements
- ☐ The purchase is too small
- ☐ Licensing restrictions (please explain)
- ☐ The purchase is too large
- ☐ Other reasons

Name of Organization: _____

Contact Name: _____

Contact Address: _____

_____

Contact Phone Number: _____

Contact Email Address: _____

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PART I – OVERVIEW

Founded in 1867, Truman is Missouri's selective public liberal arts and sciences university. Truman primarily serves full-time undergraduate degree seeking students in a residential environment and offers numerous bachelors, masters, and minor degrees in addition to certificate programs. Truman is accredited by The Higher Learning Commission. In addition to being recognized scholars, Truman students and alumni are known as contributors to their communities, creative problem solvers and goal-oriented professionals. More information about Truman is available at www.truman.edu.

PART II – SPECIFICATIONS AND REQUIREMENTS

Truman seeks a single vendor to furnish a dump trailer to be used in conjunction with compost projects on Truman's campus in Kirksville, Missouri. While Truman anticipates it will purchase one (1) dump trailer, Truman reserves the right to purchase any quantity it desires, or none at all. Truman prefers a cash purchase and will not consider financing or a lease.

This RFQ contains specific information that must be addressed in the vendor's response. This RFQ, and any subsequent addenda, constitute the specifications and requirements. Quotes will be reviewed for compliance with all requests and requirements. All communication regarding specifications and requirements should be directed to Truman's buyer referenced in this RFQ, and it is the vendor's responsibility to ensure requests for information are received by Truman.

A. Specifications

All products provided by the vendor will be subject to Truman's approval during the purchase. No product(s) will be considered acceptable, which may be considered defective or deficient in any of these specifications. For solicitation purposes, The selected trailer will meet or exceed the minimum specifications and requirements noted below.

1. Brand new (never used), current model dump trailer immediately available having the following specifications:
   a. Bumper hitch
   b. Approximate dimensions to be seven (7) feet wide by fourteen (14) feet long with (3) foot high sides (high wall)
   c. Tandem 7,000-pound axles
   d. Tarp roller
   e. Electric brakes

B. Warranties and Service

1. If a standard manufacturer's warranty exists, then include the manufacturer's warranty documentation outlining the covered components and the months and/or miles each component is covered. The cost of the manufacturer's standard warranty will already be included in the total price of the trailer.
2. Dealer's additional warranty of not less than 90 days from the sale date outlining covered components.
3. Provide information and capabilities of the service and parts facility nearest to Truman's campus.

PART III –QUOTE EVALUATION AND AWARD

A. Preparation of Quotes

1. It will be the vendor's responsibility to ask questions, request changes or clarification, or otherwise advise Truman if any language, specifications or requirements of an RFQ appears to be ambiguous, contradictory, and/or arbitrary, or appears to inadvertently restrict or limit the requirements stated in the RFQ to a single source. Any and all communication from vendors regarding specifications, requirements, competitive procurement process, etc. must be directed to Truman, as indicated on the first page of the RFQ. All formal inquiries for significant or material clarification or interpretation, or notification to Truman of errors or omissions relating to this RFQ document must be submitted in writing and emailed to Laura Thrasher, Purchasing Buyer, at lthrasher@truman.edu. Submission of questions and subsequent responses will be issued as an addendum to all prospective vendors on file. No addenda will be issued later than forty-eight (48) hours prior to the time and date scheduled for the receipt of responses except an addendum postponing or withdrawing the RFQ. Every attempt will be made to ensure that the vendor receives

an adequate and prompt response. However, to maintain a fair and equitable procurement process, all vendors will be advised, via the issuance of an addendum, of relevant information related to the RFQ.

2. Before submitting a quote, vendors will become thoroughly familiar with all conditions referred to in this document, along with any addendum issued, before the quote submission date. Failure to do so will be at the vendor's risk.
3. Unless otherwise specifically stated in the RFQ, or subsequent addenda, all specifications and requirements constitute minimum requirements.
4. Prices offered will remain valid for fifteen (15) days from the quote opening date unless otherwise indicated.
5. Only Truman's written response(s) pertaining to this RFQ, or an addendum, are valid.
6. Truman reserves the right to modify or cancel this RFQ. Such action will be noted as an addendum.

B. Submission of Quote and Award

1. A vendor's submission must (a) include a signed proposal certificate executed by the vendor's duly authorized representative, (b) contain all information required by the RFQ, and (c) be delivered to Truman no later than the exact opening time and date specified in the RFQ. Vendor's submission will include a current IRS form W-9.
2. A quote may also be withdrawn or modified by the vendor provided requests are made in writing before the RFQ opening date and time. Verbal requests to withdraw or modify a quote will not be honored.
3. Quotes must be returned to Truman on or before 2:00 PM central time on Tuesday, November 10, 2026. Quotes may be emailed, mailed or delivered to the address on the first page of this RFQ.
4. Responses to this RFQ should be submitted in the format specified. Quotes in any other format will be considered informal and may be rejected. Conditional quotes will not be considered.
5. Contents of any quote, attachment, and explanation submitted in response to this RFQ, except copyrighted material, will become the property of Truman. All copyrighted material must be clearly marked.
6. If your quote contains any information you consider to be proprietary, you must place it in a separate envelope or e-mailed file and mark it "Proprietary Information." Truman is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.
7. Truman reserves the right to reject any quote, or to accept any quote, or to withhold the award and to waive or decline to waive irregularities in any quote when Truman determines it is in its best interest to do so.
8. Truman reserves the right to consider historical information and facts, whether gained from the vendor's quote response, question and answer conferences, references, or any other source, in the evaluation process. Truman reserves the right to take such steps as it deems necessary to determine the ability of a vendor to perform, and each vendor will furnish Truman information and data for this purpose upon request. Truman reserves the right to reject any quote where an investigation, or consideration of the information submitted by such vendor, does not satisfy Truman that the vendor is qualified to properly carry out the terms of these specifications. Pursuant to Section 610.021 RSMo, quotes will not be available for public review until after a contractual agreement is executed or all quotes are rejected. Truman will notify respondents of the vendor selected. Any award protest must be received within ten (10) days after the date of notification of award in accordance with the statute.

C. Quote Opening

1. Quote openings are public on the opening date and time specified on the RFQ document. Only the names of the respondents will be read at the opening. No other public disclosure will be made until after a contract award.
2. It is the vendor's responsibility to deliver the quote to Truman by the opening date and time.
3. Quotes not received by Truman by the opening date and time will be late. Regardless of the degree of lateness or the reason, including causes beyond the vendor's control, late quotes will not be opened.

D. Evaluation / Award

1. Any clerical error, apparent on its face, may be corrected by Truman before the contractual agreement award. Upon discovering an apparent clerical error, Truman will contact the vendor and request written clarification of the intended quote. The correction will be made in the notice of award. Examples of apparent clerical errors are: (a) a misplacement of a decimal point and/or (b) an obvious mistake in designation of unit.
2. Awards may be made to the vendor whose quote complies with the requirements of the RFQ as outlined in Part II, and is the best and lowest quote considering:
   a. A description of products including, but not limited to year manufactured, condition, mileage/hours, itemized pricing, applicable warranty(s), availability, and other associated specifications. (submit as Exhibit A: Product Description).
   b. All other evaluation criteria specified in the RFQ and any subsequent negotiations.

3. In the event all respondents fail to meet the same mandatory requirement in the RFQ, Truman reserves the right, at its sole discretion, to waive that requirement for all quotes and to proceed with the evaluation.
4. Any award of a contractual agreement will be made by written notification from Truman to the vendor.
5. Negotiations may be conducted with those vendors who submit potentially acceptable quotes. Quote revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there will be no disclosure of any information submitted by competing vendors. Any award of a contractual agreement will be made by written notification from Truman to the vendor.
6. Truman reserves the right to request written clarification of any portion of a vendor's response to verify intent. However, vendors are cautioned that their response may be accepted without further clarification.
7. Missouri Preference: Quotes are being sought from Missouri and out-of-state companies. As a public institution, Truman must follow State of Missouri laws and regulations regarding the procurement of services. Section 34.073 RSMo states that Missouri state government agencies shall give preference to vendors, corporations, or individuals doing business as Missouri vendors, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quote is the same or less. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri vendors or products versus the economic impact of services or products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. Vendors must provide the following information as it relates to this RFQ:
   a. A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
   b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
   c. A description of the vendor's economic presence with the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
   d. If any products and/or services offered under this RFQ are being manufactured or performed at sites outside the continental United States, the vendor must disclose such fact and provide details with their quote.
8. Supplier Diversity: The State of Missouri is committed to fostering supplier diversity in state contracting. If a respondent is a certified:
   a. Minority Owned Business Enterprise (MBE) under § 37.020(3) RSMo,
   b. Women Owned Business Enterprise (WBE) under § 37.020(6) RSMo,
   c. Service-Disabled Veteran Owned Business Enterprise (SDVBE) under § 34.074 RSMo, or
   d. Veteran Owned Business Enterprise (VBE),

   The respondent may outline its qualifications in its response. Other respondents are encouraged to engage certified MBEs, WBEs, SDVBEs and VBEs in the performance of services for Truman, and quotes may include a diversity participation plan (maximum 2 pages) detailing: (1) proposed certified M/WBE/SDVBE/VBE vendors, their roles, and estimated contract value percentage; (2) evidence of outreach to certified vendors; and (3) strategies for meaningful involvement. However, the absence of such documentation will not disqualify a response. Truman may monitor a vendor's compliance in meeting diversity participation levels committed to in the awarded quote. Truman serves from time to time as a vendor for the United States government. Accordingly, the provider of goods and/or services will comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to non-discrimination in employment (e.g. Title VII and ADEA), employment of persons with disabilities (ADA, 29 U.S.C. § 706 and Executive Order 11758) and certain veterans (38 U.S.C. § 4212), and contracting with small disadvantaged business concerns (Pub. L. No. 95-507, codified at 15 U.S.C. §§ 631 *et seq.*). Contract clauses required by the government in such circumstances are incorporated herein by reference.

PART IV – CONTRACTUAL AGREEMENT

A. General Terms and Conditions

1. By submitting a quote, the vendor agrees to furnish any and all products and/or services specified in the RFQ, at the prices quoted, pursuant to all requirements and specifications contained therein.
2. A notice of the award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the vendor must receive a properly authorized contractual agreement and/or purchase order.
3. The contractual agreement expresses the complete agreement of the parties and performance will be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal addendum signed and approved by and between the duly

authorized representatives of the vendor and Truman or by a contractual agreement change order prior to the effective date of such modification. The vendor understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, will be used or construed as an addendum/change order to the contractual agreement.

4. Neither party will be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
5. The parties to this agreement stipulate that Truman State University and Truman State University Foundation, their departments, agencies, boards and commissions will be indemnified and held harmless by the vendor for the vicarious liability of Truman as a result of entering into this agreement. Each party to this agreement is responsible for their own negligence.

B. Applicable Laws and Regulations

1. The contractual agreement will be construed according to the laws of the State of Missouri. The vendor will comply with all local, state, and federal laws and regulations related to the performance of the agreement.
2. To the extent that a provision of the contractual agreement is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions will be void and unenforceable. The balance of the contractual agreement will remain in force unless terminated by consent of both the vendor and Truman.
3. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this procurement process must be handled as confidential and may not be shared with other vendors who may want to do business with Truman without Truman's prior written approval.
4. The vendor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
5. In connection with the furnishing of equipment, supplies, and/or services under the contractual agreement, the vendor will comply with all applicable requirements of the Americans with Disabilities Act (ADA).
6. Anti-Discrimination Against Israel Act Requirements: If the vendor meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the vendor will not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo.

C. Conflict of Interest

1. Truman's officials and employees, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
2. Vendors will not provide any pre-requisites, favors, or gifts to Truman employees intended to curry favor with specific people or which incur expenses to be borne by Truman. Vendors will not attempt to gain appreciation from any group of employees other than providing the highest quality products and services possible.

D. Invoicing and Payment

1. Invoice(s) will include a detailed description of the products and/or services provided.
2. Truman does not pay state or federal taxes unless otherwise required under law or regulation.
3. Payment for all equipment, supplies, and/or services required herein will be made in arrears or at the time of sale. Truman will not make any advance deposits unless specifically addressed in the contractual agreement.
4. Truman assumes no obligation for equipment and/or services provided in excess of the quantity ordered. Any unauthorized quantity is subject to Truman's rejection and will be returned at the vendor's expense.

PART V: VENDOR RESPONSE

Exhibit A: Product Description

Attach a description of all products proposed in response to this RFQ including, but not limited to, brand name, product data, current mileage / hours, technical specifications, applicable warranties, and service center location(s).

Manufacturer: _____ Model: _____

Year: _____ Total Proposed Price: $_____

All prices will be free on board (F.O.B.) freight or delivery prepaid to Truman State University, Kirksville, MO.

Exhibit B: Proposal Certificate

The undersigned is authorized to obligate the represented vendor and further agrees with all terms, conditions, and requirements of Truman's request for quote (RFQ). The vendor further certifies the responses and resulting proposal to Truman's RFQ are true and accurate. In submitting a response to Truman's RFQ, the vendor understands that Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contractual agreement in the best interests of Truman. The vendor hereby affirms:

(1) That I am the vendor (if the vendor is an individual), a partner in the vendor (if the vendor is a partnership), or an officer or employee of the vendor having authority to sign on its behalf (if the vendor is a corporation);
(2) That the proposal has been arrived at by the vendor independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the RFQ designed to limit independent competition; and
(3) That the vendor has fully informed itself regarding the accuracy of the statements made in their/its response.
(4) The undersigned certifies that the vendor is NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify Truman of any change in this status should one occur, until such time as an award has been made under this procurement action.

After carefully reviewing all the terms, conditions, and requirements contained therein, the undersigned agrees to furnish such goods and services in accordance with the specifications.

_____ _____
Print Name Title

_____ _____
Vendor Name / Company Federal Tax ID No.

_____ _____
Address Telephone Number

_____ _____
Email Website

Authorized Signature: _____ Date: _____

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