



Purchasing and Contract Services

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REQUEST FOR QUOTES (RFQ)

RFQ #-2012-17

Project Name:	Parking Lot Sealing and Striping
RFQ Due Date/Time:	8/23/12, 1:00 PM PST
Project Coordinator:	David Ebsen
Phone:	(541) 885-1600
Email:	David.Ebsen@oit.edu

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE KLAMATH FALLS ADDRESS TO LETICIA HILL

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "RFQ#2012-17" IN THE SUBJECT LINE

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to OAR 580-061-0050. Quotes received after the RFQ Due Date/Time may not be considered. Travel and other expense reimbursement will only be reimbursed in accordance with the OIT Contractor’s Travel Reimbursement Policy at the time the expense is incurred.

In support of OIT’s sustainability mission, Quoters are encouraged to consider the following elements in responding to this RFQ. These are not a factor of award (unless otherwise specified in this document):

- Using environmentally preferable products and products that exceed EPA guidelines
- Supporting a diverse supplier pool, including Oregon small, minority, and women-owned firms
- Featuring products made or grown in Oregon.

2. SCOPE

***Note - Quoters may bid on Sealing Service or Striping Service, or both. If both Services, prices must be broken down by Service. If both Services bid, Oregon Tech reserves the right to select a single Service.**

The purpose of this RFQ is to contract with an experienced firm(s) for the repair, seal coat, and striping of all existing markings in the below identified parking lots. The selected firm(s) will be required to furnish all material, labor, services and related items required to complete the work as described below. The scope of work includes the following:

Sealing Service:

1) Recommended Sealer:

- a. Armorseal #A-350 TRS manufactured by Cascade Asphalt Sealing Company, 6238 South Tacoma Way, Tacoma, WA 98409, (800) 846-9125, Fax: (253) 475-9253, www.armorseal.com.

- b. Advanced Formula J-16 Pavement Sealer manufactured by Maintenance, Inc., division of Premier Industrial Group, P.O. Box 408, Wooster, OH 44691, (800) 892-6701, Fax: (800) 264-2578, www.maintinc.com.
 - c. Jennite manufactured by Neyra Industries, 10700 Evendale Drive, Cincinnati, OH, 45241, (800) 543-7077, Fax: (513)733-3989, www.neyra.com.
 - d. Resurfacer manufactured by Special Asphalt Products, 3537 NW St. Helens Road, Portland, OR 97283, (503) 295-6490, Fax: (503) 295-2901.
 - e. Or Owner approved equal.
- 2) Surface Preparation:
- a. Treat all grease, oil, gasoline, and similar petroleum stains or spots with Sealer. Follow manufacturer's technical bulletins and written instructions.
 - b. Cracks in excess of 1/8" wide shall be cleaned and filled with suitable crack filler. Follow manufacturer's technical bulletins and written instructions.
 - c. Immediately prior to sealing, all of the asphalt surface must be cleaned. The surface must be free from all-loose material, dirt, dust and/or deicing materials.
 - d. Clean and prepare all surfaces.
- 3) Application:
- a. Prepare seal per manufacturer's instructions.
 - b. Apply seal mixture in parallel ribbons using a squeegee or approved mechanical application equipment.
 - c. Apply two (2) coats.
 - d. Start second coat application after first coat is dry to the touch.
 - e. Apply second coat in cross direction to the first coat.
- 4) All work shall be installed in conformance with applicable local codes and by experienced workers and licensed contractors.
- 5) Contractor is responsible for disposal of all debris, containers, contaminants, permits, etc.

Striping Service:

- 1) Materials: Traffic Marking Paint – Fast Dry
- a. Type: Waterborne acrylic resin; durable and weather-resistant; high solids; super fast drying; VAC compliant; meeting requirements of Federal Paint Specifications TT-P-1952B.
 - b. Free of lead, chromium, or other related heavy metals. Refer to ASTM D 5381.
 - c. Refer to ASTM D 2743, ASTM D 4451 and ASTM D 5381: Tests used to verify paint samples meet ASTM requirements.
 - d. Application Thickness per Coat: 15 mils wet (7 mils dry)
 - e. Application Rate per Coat: 300 to 320 linear feet of 4 inches wide line per gallon.
 - f. Colors:
 - i. White: Parking stall striping, directional emblems, restricted parking, zone striping, disabled accessibility paths.
 - ii. Blue with White Copy: Disabled parking emblems.
 - iii. Red with White Copy: Fire lanes.
- 2) Application Equipment: Pressurized, self-contained paint machine capable of applying a straight line from 2 to 6 inch wide, with consistent coverage.
- 3) Inspection & Preparation:
- a. Locate markings as indicated on drawings and/or as directed by Owner. Provide qualified technician to supervise equipment and application of markings. Layout markings using guide lines, templates and forms.
 - b. Thoroughly clean pavement surfaces free of dirt, sand, gravel, moss, oil and other foreign materials.
 - c. If New Asphalt and/or Seal Coating: Allow paving to cure before painting as required by manufacturer of traffic paint.
- 4) Application:
- a. Apply in accordance with manufacturer's written instructions.

- b. Apply 2 coats to Portland cement concrete paving, asphaltic concrete paving with protective seal coat and asphaltic concrete paving without protective seal coat.
 - c. Curing: Protect the markings until dry or cured. In the event that that uncured markings is damaged, the marking will be applied and track marks left on the pavement will be removed at no additional expense to the Owner.
- 5) Service must include: Layout and paint all parking lines, handicapped markings, crosswalks, stop bars, directional, and any specialty marking to duplicate existing throughout area.

Timeline: The services must be complete no later than September 20, 2012.

Parking Lots: - See Campus Map at: <http://www.oit.edu/prospective-students/about/campus-map>

- 1) Lot "G" – Approximately 35,140 square feet
- 2) Lot "H" – Approximately 32,145 square feet

3. Quote

Quotes should be short and concise with the following information:

- A. Description of items to be provided;
- B. Price for Sealing Service and/or Striping Service ;
- C. Warranty information; and
- D. Estimated project completion time upon contract execution.

4. Evaluation

The quote received by the lowest responsive responsible Quoter will be awarded a contract. The "lowest responsive responsible Quoter" is the lowest Quoter who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2012-17**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 31% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name (Type or Print): _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

Minority: _____ Women: _____ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

Minority: _____ Women: _____ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to OIT office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by OIT serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. **NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (www.ous.edu/about/bo) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.**
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by OIT in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OIT.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OIT reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon Institute of Technology General Conditions for Purchase Order Construction Contracts may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Institute of Technology General Conditions for Purchase Order Construction Contracts. No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by OIT prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to OIT Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, OIT generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will OIT generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by OIT that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** OIT reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. OIT may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. OIT reserves the right to reject any quote or to reject all quotes at any time prior to OIT's execution of a contract if it is determined to be in the best interest of OIT to do so.
- 6. METHOD OF AWARD:** OIT reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OIT.
- 7. QUOTE REJECTION:** OIT reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.