

**Request for Quotations – Goods/Trade Services**

**Lewis Integrative Science Building (LISB) Chairs**

**Quotations due by: September 25, 2012**

**Contact: William Kasper**

**Phone: 541-346-1525**

**Email: kasper@uoregon.edu**

**Department: Campus Operations Purchasing**

**Address: 1276 University of Oregon (Mail) 1295 Franklin Blvd (Ship)**

 **Eugene, OR 97403**

 **Submittal Instructions:** Enter the requested information on the Request for Quotations (RFQ) form, print and sign it. Prepare your response including the RFQ form and any additional documents. Submit the complete response via email, facsimile or US mail to the department contact noted above.

**General Information:** RFQ to provide supplies, equipment, or services as described below will be received by the State Board of Higher Education acting by and through the University of Oregon (“University”). Use this form to submit your signed quotation pursuant to the submittal instructions by the date and time shown above. **If you do not sign your quote or use this form, your quote may be deemed non-responsive.** Unless otherwise specified, approved equals may be considered. If alternatives to specifications are offered, include brand, model number, and complete information so offer may be properly evaluated. Quotations submitted will be considered firm offers as set forth in the UCC and as such, all prices included in this quotation will be firm for 3 months. By providing a quote in response to this RFQ, Contractor agrees to the terms and conditions contained in this RFQ and further agrees to the attached Furniture and Fixture Standard Terms and Conditions (Attachment A). Any contract resulting from this RFQ will be subject to Attachment A. Quotations submitted that contain any exceptions or modification to the terms and conditions contained in this RFQ or its Attachment A, may be deemed non-responsive by University in its sole discretion. If modifications to Attachment A are requested the sections and specific modifications must be provided. Separate terms submitted to replace Attachment A in its entirety will not be considered.

Quotes submitted in response to this RFQ will be retained by the University for the required retention period and made a part of the file or record that will be open to public inspection. If a response contains any information that is considered a “trade secret” under ORS 192.501(2), mark each page containing such information with the following legend: “TRADE SECRET”. The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.” Non-disclosure of

documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire response to this RFQ marked as “trade secret” is unacceptable, and all parts of such quote will be deemed available for public disclosure.

**LISB Chairs**

Special Terms and Conditions

1. **Delivery:** Quotations will include delivery, FOB Destination, which means all transportation charges from vendor to University is prepaid and borne by the Contractor. If you do not quote FOB Destination freight prepaid, all transportation and handling charges must be indicated separately and will be considered in the award. **Please quote delivery, inspection, and placement in jobsite rooms per BOLI Prevailing Wage rates from the September 2012 Wage Book. Certified payroll reports must be submitted to BOLI and to the University before invoices can be paid.**

**2. Reservations: University reserves the right to accept or reject quotations on each line separately, or as a whole, to reject any or all offers, to waive any informalities or irregularities, to award items separately or in aggregate, and to contract in the best interest of University.**

**3. Insurance Requirements: If checked below, the specified insurance is required for any contract resulting from this Request for Quotations. See Attachment A, Furniture, Fixtures and Equipment Standard Terms and Conditions, Section 5 for specified insurance requirements.**

 **Commercial General Liability Insurance. X**

 **Commercial Automobile Liability Insurance. X**

**4. Additional Terms and Conditions: If checked, this quotation is subject to additional University terms and conditions attached and titled:**

**Contractor:**

**To be Completed by Contractor**

**Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LISB Chairs**

No Quote. \_\_\_\_\_ Date Contacted:\_\_\_\_\_\_\_\_ Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please quote the following:

Qty Item Price Extended

8 ea 1945Q or Equal

REIMERS PREFERRED SEATING HIGH BACK ------------- ---------------

ECHELON, MESH BACK WITH UPHOLSTERED

SEAT.

FABRIC: FOUNDATION 10 COLOR EBONY

8 ea 1945Q REIMERS or Equal

REIMERS PREFERRED SEATING HIGH BACK \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

ECHELON, MESH BACK WITH UPHOLSTERED

SEAT.

FABRIC: FOUNDATION COLOR NAVY

8 ea 1945Q REIMERS or Equal

REIMERS PREFERRED SEATING HIGH BACK \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

ECHELON, MESH BACK WITH UPHOLSTERED

SEAT.

FABRIC: FOUNDATION COLOR MERCURY

9 ea 1945Q REIMERS or Equal

REIMERS PREFERRED SEATING HIGH BACK \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

ECHELON, MESH BACK WITH UPHOLSTERED

SEAT.

FABRIC: FOUNDATION COLOR FLAME

248 ea 160Q REIMERS or Equal

REIMERS ESSENTIALS BALCK SWIVEL CHAIR \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

62 ea 160Q REIMERS or Equal

REIMERS ESSENTIALS BLACK SWIVEL CHAIR

WITH ARMS \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**LISB Chairs**

1 ea Labor to deliver, receive, and place in jobsite rooms \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 This includes removing all packaging and filing freight claims in case of damage.

 Total \_\_\_\_\_\_\_\_\_\_

Signature of company representative providing quote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_