**REQUEST FOR PROPOSALS**

**FUEL MANAGEMENT SYSTEM**

**INTRODUCTION:**

Southern Oregon University (SOU) requests proposals from qualified distributors to supply parts, materials and installation of a fuel management system. The system needs to be a direct replacement for an existing Phoenix FL-6 fuel management system. The system is to be an OPW fuel management systems Petro Vend 100 Fuel control system or similar. The project site is located on the SOU campus, located in Ashland, OR 97520.

**FUEL MANAGEMENT SYSTEM REQUIREMENTS:**

Required Features

* Must be compatible with, and operate an existing “Gas Boy” Model 9152ACX fuel pumping system.
* Must have at least one hose active, with the ability to upgrade to two hoses at a future date.
* Must have a proximity reader system.
* Must have a key pad reader system in conjunction to the proximity reader, including pedestal.
* Must have user capacity of 100 users/vehicles.
* Must include 100 encoded proximity key fobs. (Not reader cards).
* Must include USB transaction storage/download option.
* Must include mounting pedestal, heater, illumination metal keyboard, graphic display messages, manual bypass and manual override ability, cardless/keyless software, field upgradable software, user selectable PIN’s, hose based quantity restrictions, view on display screen card and pump totals and pocket weather shield.
* Must provide all parts, supplies and the installation, including any permits needed.

Optional Features to quote (Separate Line Items on the Quote)

* Wireless remote transactions download option.
* 100 Encoded Mag-stripe Cards

Warranty Requirements

* A minimum of (1) year warranty on all parts and supplies.

Safety Requirements

* Parts and supplies to be Underwriters Laboratories (UL) listed.
* Comply with all OR-OSHA requirements.

**PROJECT TIME LINE:**

February 7, 2013 RFP Release Date

February 15, 2013 Written Questions due from Proposers by 4:00 PM

February 18, 2013 Owner's Written Response to Questions

**March 7, 2013 Proposals Due by 4:00 p.m.**

March 14, 2013 SOU Review of Proposals and Notice of Intent-to-Award

March 21, 2013 SOU to issue Purchase Order to successful proposer

April 26, 2013 Parts & supplies installed and system fully functional

**SUBMITTAL REQUIREMENTS:**

Submit proposal on the Company’s standard proposal form signed by an officer of the company. **Attach complete specifications for the complete package of parts, supplies & Installation**. Submit proposals to Southern Oregon University, c/o Drew Gilliland, Director of Facilities Management & Planning, 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on March 7, 2013**. Proposals may be emailed to: Gilliland@sou.edu.

**PROPOSAL EVALUATION:**

Proposals will be evaluated on a combination of cost, quality and required features as they fit into the campus fuel usage upgrades. Consideration will be given features such as: retrofit ability, compatibility with existing fuel pump, ease of use and technical/programming features.

**QUESTIONS FROM PROPOSERS**

Questions or requests for clarification from Proposers regarding this Request for Proposals shall be directed to Paul Winterbottom, Grounds Superintendent/Motor Pool Supervisor, 351 Walker Avenue, Ashland, OR 97520,

E-mail: winterbop@sou.edu by **4:00 PM February 15, 2013**. Any change or modification to the procurement process will be in the form of an addendum to this RFP. Addenda, if required, will be posted on the OUS website on February 18, 2013.

End of RFP