



Procurement, Contract & Risk Management
 Klamath Falls: Wilsonville:
 541.885.1133 (office) 503.821.1277 (office)
 541.885.1215 (fax) 503.533.5190 (fax)
 3201 Campus Drive 27500 SW Parkway Ave.
 Snell Hall 217 Wilsonville, OR 97070
 Klamath Falls, OR 97601

REQUEST FOR QUOTES (RFQ) # 2013-04

April 9, 2013

Project Name:	Residence Hall Village Landscape – Klamath Falls		
RFQ Due Date/Time:	April 19 th , 2013, 1:00 PM		
Project Coordinator:	Ken Kiest	Phone:	541-885-1225
		Email:	Ken.Kiest@oit.edu
Contract Coordinator:	George Marlton	Phone:	503-821-1277
		Email:	George.Marlton@oit.edu

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

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE “RFQ #2013-04” 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

The purpose of this RFQ is to acquire the necessary design, labor, and materials to landscape the approximate 16,600 square foot hillside area located directly west of Oregon Tech’s Village for Sustainable Living Building “B”. The vision for this work is to supply plantings that will eventually provide cooling shade to the rooms on the west side of the building and attractive low-maintenance native groundcovers that will fill in and eliminate the need for barkdust or other weed inhibitors. Work for this project is expected to start on approximately May 6th.

Additional Scope Specifications:

Project Area:

- Area to be landscaped is the sloped hillside directly west of “Building B”, and identified in the attached document “Village Landscaping Building B Identified”.
- Rock draining that runs around the parameter of the project area is to be preserved and rebuilt.

- A new irrigation system exists throughout the project area. Rotor units are to be converted to drip ports and drip lines for controlled area watering to be supplied and installed by Contractor.
- Firms submitting quotes are expected to utilize all plants and materials listed in the following “Quote” section and supply a detailed landscape plan in a .pdf file.

Site tours will be conducted upon request. Contact Ken Kiest to arrange for an appointment.

Quoter must have a valid Oregon Landscape Contractor License at the time of bidding and throughout the performance of the work.

Oregon Tech reserves the right to select the most convenient contract form to authorize services. Such contract forms may include Construction Purchase Order, Public Improvement Contract or a Supplement to the OUS Contractor Retainer Program.

3. QUOTE

Quotes should be short and concise and utilize the following table for pricing:

- A. Company background and experience.
- B. Complete the Quote Form. Price including all design, labor and materials;
- C. Warranty information. Minimum 1 year for plants, parts and labor.
- D. Estimated completion time upon order submission.
- E. References. Must provide at least 3 references from recent similar projects.

4. EVALUATION

Quotes will be evaluated based on subjective factors including, but not limited to: Price, Warranty, References, and proposal to complete the project (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2013-04**

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 Landscape #: _____

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 (including insurance requirements). 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.

Quote Form
Residence Hall Village Landscape – Klamath Falls

Irrigation retrofit

<u>Irrigation</u>	<u>unit</u>	<u>amount</u>	<u>cost</u>	<u>total</u>
xfd-09-24-500 drip line	roll	6		
rotor conversion to drip port	each	24		
toro blue stripe drip hose	500'	2		
6" steel staples	each	1000		
misc. fittings	lump			
labor	hour			
			Sub Total:	

Plantings (installed price)

<u>Trees</u>	<u>size</u>	<u>amount</u>	<u>cost</u>	<u>total</u>
Betula papyifera (paper birch)	2"	6		
Gleditsia triacanthos (honey locust)	2"	3		
Quercus palustris (pin oak)	2"	4		
Populus tremuloides 'Erecta' (swedish columnar aspen)	2"	6		

Shrubs

Caryopteris clandonensis (blue mist spirea)	#1	11		
Cornus sericea 'Isanti' (red-twig dogwood)	#1	26		
Cornus s. 'flaviramea' (yellow-twig dogwood)	#1	8		
Rhus hirta (staghorn sumac)	#1	13		
Rosa rugosa var. (perisan yellow rugosa rose)	#1	9		

Ground cover and grasses

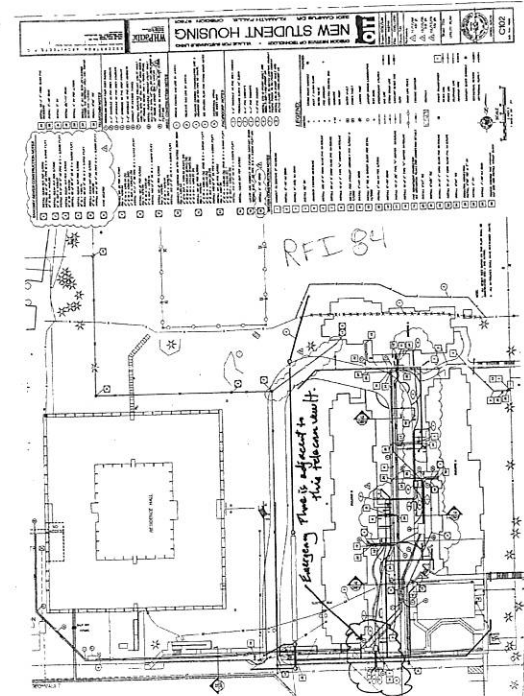
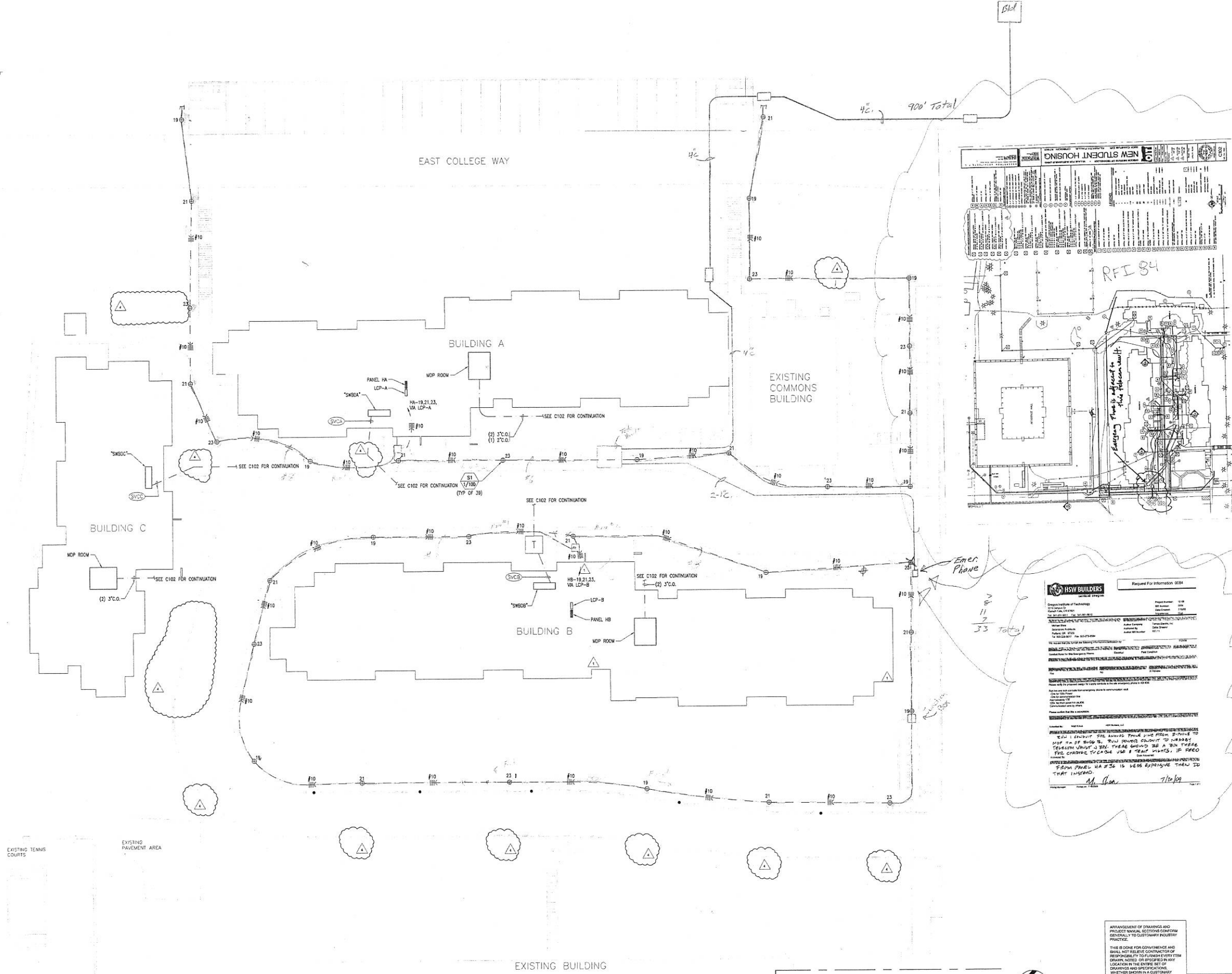
Heliotricon Sempervirens (blue oat grass)	#1	19		
Arctostaphylos uva-ursi (kinnikinnick)	3.5"	400		
Fragaria chiloensis (native beach strawberry)	3.5"	400		
Calamagrostis Karl forester (karl forester feather reed grass)	#1	23		
			Sub Total:	

Rock mulch

	<u>unit</u>	<u>amount</u>	<u>cost</u>	<u>total</u>
1.5" cherry creek rock	ton	90		
8' wide geotech fabric	lineal foot	640		
fabric staples	each	1000		
equipment	day			
labor	hour			
			Sub Total:	

	Grand Total:	
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Required for Information: 0254

HSW BUILDERS

Division of Building
 1200 NW Nello Parkway, Suite 410
 Portland, Oregon 97208
 Phone: 503.251.7700
 Fax: 503.251.7701
 www.hswbuilders.com

Project Number: 101
 Date: 10/27/08
 Drawn: PR
 Check: MA

Revisions:
 12/18/08 REV 1 CHANGES
 01/14/09 RESPONSE TO PC
 01/19/09 RELOCATE LAUNDRY
 05/08/09 - ASI 11

Sheet Title:
 ELECTRICAL
 SITE
 PLAN

Professional Seal:
 DAVID W. KIVALL
 No. 16265PE
 EDP-20-01
 ELECTRICAL
 STATE OF OREGON

NO RESPONSIBILITY WILL BE ASSIGNED BY CONSULTING ENGINEER FOR OMISSIONS OR MISTAKES IN ANY DRAWINGS OR SPECIFICATIONS OR FOR THE LOCATION OF INFORMATION IN THE DRAWINGS AND PROJECT MANUAL.

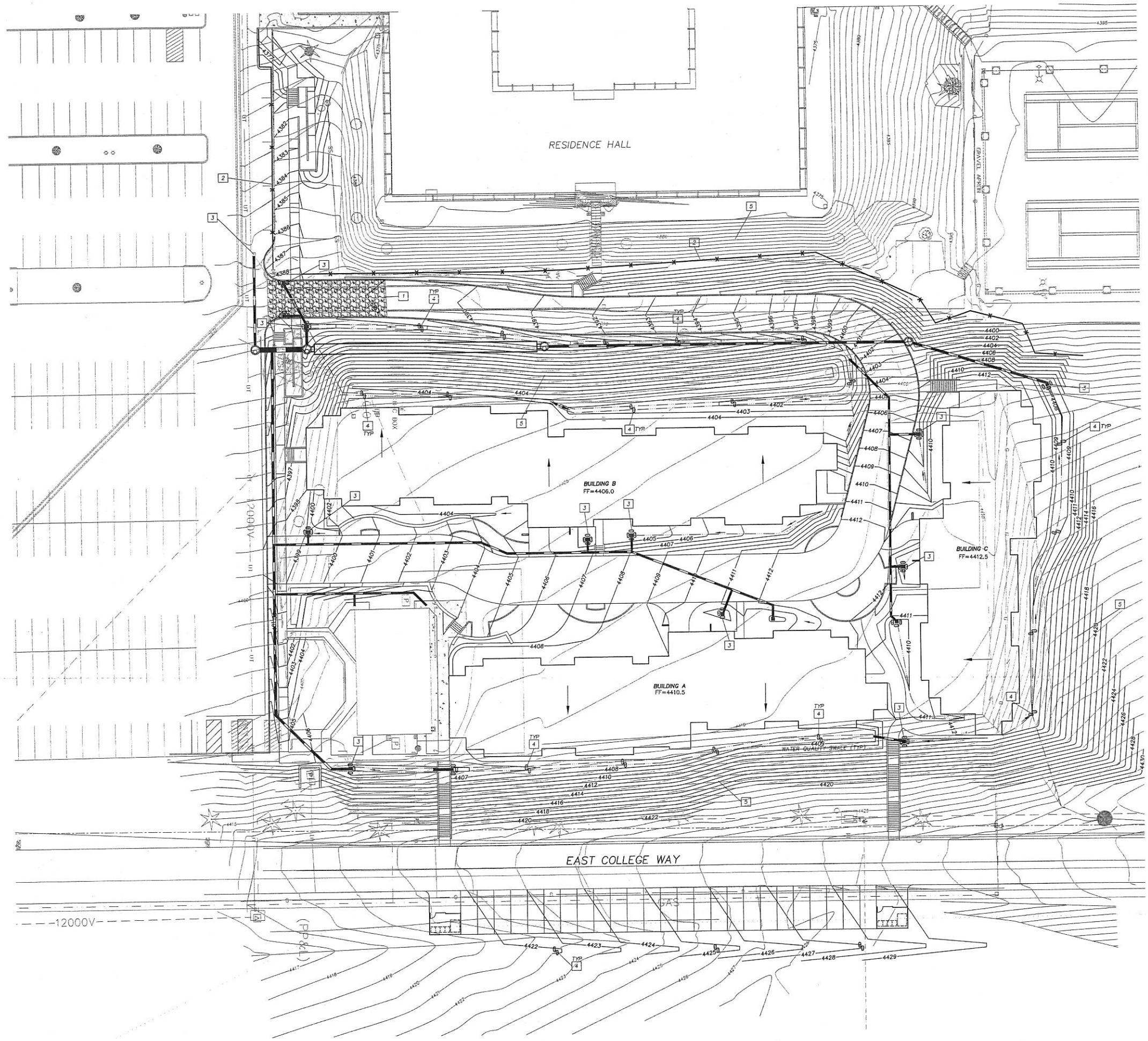
1 SITE PLAN
 1" = 15'-0"

SODERSTROM ARCHITECTS, P.C.
 1200 NW Nello Parkway, Suite 410
 Portland, Oregon 97208
 Phone: 503.251.7700
 Fax: 503.251.7701
 www.soderstrom.com

OREGON INSTITUTE OF TECHNOLOGY - VILLAGE FOR SUSTAINABLE LIVING

NEW STUDENT HOUSING
 3201 CAMPUS DR KLAMATH FALLS, OREGON 97601

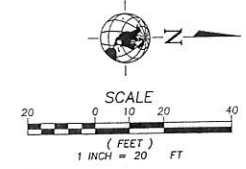
08857



LEGEND:

EXISTING:	PROPOSED:
○ STORM DRAIN MANHOLE	■
□ INLET / CATCH BASIN	■
⊗ WATER VALVE	■
⊕ FIRE HYDRANT	■
⊗ IRRIGATION CONTROL BOX	■
⊗ LUMINAIRE	■
⊗ SIGN POST	■
⊗ WATER VAULT	■
⊗ POWER VAULT	■
⊗ JUNIPER TREE	■
⊗ JUNIPER SHRUB LANDSCAPING	■
⊗ TEST BORE	■
⊗ UNDERGROUND UTILITIES	■
⊗ GAS LINE	■
⊗ STORM DRAIN LINE	■
⊗ SANITARY SEWER LINE	■
⊗ CURB	■
⊗ CHAIN LINK FENCE	■
⊗ CONTOUR	■
⊗ SIDEWALK	■
⊗ CLEAN OUT	■
⊗ POWER TRANSFORMER	■
⊗ WATER LINE	■
⊗ POWER LINE	■
⊗ SWALE	■
⊗ INLET PROTECTION	■
⊗ CONSTRUCTION ENTRANCE	■

- EROSION CONTROL NOTES**
- 1 INSTALL CONSTRUCTION ENTRANCE PER CITY STANDARD DRAWING 3-100
 - 2 INSTALL SILT FENCE PER CITY STANDARD DRAWING 3-155
 - 3 INSTALL EROSION CONTROL INLET PROTECTION PER CITY STANDARD DRAWING 3-190 AND 3-195
 - 4 INSTALL BIOFILTER BAGS PER 1/C500
 - 5 INSTALL MATTING ON 2:1 SLOPES PER CITY STANDARD DRAWING 3-130



SODERSTROM ARCHITECTS, P.C.
 1200 NW 10th Street, Suite 410
 Astoria, Oregon 97103
 Phone: 503.325.2517 Fax: 503.325.2504



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NEW STUDENT HOUSING
 9201 CAMPUS DR KLAMATH FALLS, OREGON 97601



Drawn: DCB/SJM
 Date: 10/27/08
 File: CIVIL-EC01
 Check: TJH

Revisions:
 11/17/08
 ASI #1

Sheet Title
 EROSION CONTROL PLAN



SITE CONSTRUCTION PERMIT SET
 ANY PHASE WHICH HAS NOT INITIATED SIGNIFICANT INFRASTRUCTURE CONSTRUCTION WILL BE VOID ONE YEAR AFTER THE CITY SIGNATURE DATE. THE CITY RESERVES THE RIGHT TO CONDUCT AN UPDATED REVIEW OF THE PLANS FOR CONFORMANCE TO CURRENT ENGINEERING STANDARDS AT THAT TIME.

C101
 City Engineering Division
 GRADING AND EROSION CONTROL ONLY
 Job No: 0824