



Purchasing and Contract Services
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REQUEST FOR QUOTES (RFQ) #2013-12

Issue Date: July 8, 2013

Project Name:	Exterior Window Cleaning		
BID Due Date/Time:	July 26, 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 WILSONVILLE ADDRESS TO GEORGE MARLTON

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE “RFQ #2013-12” 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.

It will be the responsibility of potential Quoters to refer daily to the OUS Procurement Gateway website (<https://secure.ous.edu/bid/>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Quotes.

2. SCOPE

Oregon Tech is seeking a Contractor to provide professional exterior window cleaning at our student housing Residence Hall building with the following minimum qualifications:

- Five (5) years experience in professional exterior window cleaning profession.
- Within the last two (2) years, successfully completed a minimum of two (2) projects of comparable size and including similar work elements to the scope of services described below. The projects must have been for buildings at least 4 stories or greater.

The following services will be provided by the successful Proposer:

Contractor shall furnish all necessary labor, equipment and materials to perform window cleaning and hard water spot/stain removal services on the exterior sides of all perimeter and interior courtyard windows of the Oregon Tech Residence Hall building. Cleaning shall include all exterior windows, all frameworks around windows, and removal of all foreign substances such as cobwebs, tape, decals, etc. Access to the exterior will only be permitted via the roof access or from ground access. Tucker Poles (or similar equipment) are NOT allowed for this project.

The 2013 cleaning of windows will be performed during the summer months, with work concluded by **September 6th, 2013**.

Contractor shall have a minimum of one (1) supervisor and a sufficient number of employees on the job site at all scheduled times to ensure the requested services are completed on schedule and in a safe manner. Contractor shall also complete the required Oregon Tech Contractor Safety Orientation prior to the start of the service.

Contractor shall provide services during normal office hours of 8:00am to 5:00pm daily, excluding weekends and holidays. Any exception to these work hours must be approved in advance by the Oregon Tech Project Coordinator.

Proposers must identify in their response what, if any, requested services or goods necessary to provide the requested services will be subcontracted. Contractors shall not assign, sell, transfer, sublet or subcontract the requested services, without prior written consent of the Oregon Tech. In addition, it shall be mandatory for the selected Contractor to act as the prime contractor for the purpose of providing the requested services. The Contractor shall be considered the sole point of contact with regard to contractual stipulations, to include payment of any and all charges resulting from the purchase of subcontractor(s) services or goods necessary to provide requested services, and the selected Contractor shall be responsible for meeting all other contractual requirements.

Safety precautions are a high priority. Contractor shall safeguard all public and private property surrounding work areas. Contractor will utilize appropriate safety barriers and processes to sufficiently protect building structures, occupants, and nearby pedestrians. Also, Contractor shall take all necessary safety precautions to protect its employees, including but not limited to: examination of the site conditions, necessary training, safety equipment, and personal protection equipment

Contractor shall be responsible to protect the grounds surrounding the buildings. One-inch thick plywood shall be placed under the wheels of any vehicle when working on grass or non-paved areas. This includes placing one-inch thick plywood sheets on the ground anywhere that Contractor's work vehicle(s) may drive, so as to continuously protect the grounds from damage caused by the vehicle tires or equipment.

Contractor shall use all reasonable means to control the noise level of the equipment in use to prevent disturbances in the nearby buildings/halls.

Contractor shall notify the Oregon Tech Project Coordinator prior to using any product containing hazardous chemicals to which University employees or the general public may be exposed to. Products containing hazardous chemicals, as defined by Oregon Administrative Rules Chapter 437, must be labeled, tagged or marked with the following information:

Identity of the hazardous chemical.
Appropriate hazard and warning, and
Name and address of the chemical manufacturer, importer or other responsible party.
Current MSDS must be on the job site at all times.

Contractor shall provide a material safety data sheet, as required by OAR 47, 1910.1200, for any item included in this contract which contains hazardous chemicals. This information shall be provided with Contractor's response to this RFQ. Additionally, Contractor shall make sure the MSDS for any chemical, while in use, on Oregon Tech property is readily accessible at each site location it is being used at.

Contractor shall clean up all work site debris daily and remove from the premises any salvage materials or scraps at the close of each day. Failure to do so will require Oregon Tech employees to

perform necessary clean up and to either withhold payment or invoice the Contractor for the direct cost associated to such clean up.

Contractor shall immediately notify the Oregon Tech Project Coordinator of any damage done by the Contractor to the building(s), grounds or surrounding area(s) or injury to any person (including Contractor's employees).

Contractor shall be responsible for any repair and/or replacement cost due to damage of building or surrounding areas caused in the performance of requested services.

Contractors may arrange a site visit with the Project Coordinator prior to the Quote Due Date.

3. Quote

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Experience of staff that will work on the project;
- C. Not-to-exceed price to complete the project;
- D. References;
- E. Estimated time to complete the project; and

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. Notwithstanding the above, because time is of the essence in completing the service as outlined in this RFQ, Oregon Tech may award to a quote that is higher than the lowest responsive responsible Quote if the service delivery timeline is more advantageous to Oregon Tech, in its sole determination.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2013-12**

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 (<https://secure.ous.edu/bid/>) 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 Goods and Services Contract 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 Goods and Services Contract (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.

Oregon Tech – Student Housing Residence Hall



