



Purchasing and Contract Services

Klamath Falls:	Portland:
541.885.1225 (office)	503.821.1277 (office)
541.885.1215 (fax)	503.533.5190 (fax)
3201 Campus Drive	20175 NW AmberGlen Ct.
Snell Hall 112	Suite 100
Klamath Falls, OR 97601	Beaverton, OR 97006

**REQUEST FOR QUOTES (RFQ) # 2012-04
January 26, 2012**

Project Name:	Housing Elevator Upgrades
RFQ Due Date/Time:	February 15, 2012, 2:00 pm
Optional Walkthrough:	Coordinated as Available with Jim Lake (541-885-1693)
Project Coordinator:	Jim Lake
Phone:	(541) 885-1693
Email:	James.Lake@oit.edu

SUBMIT QUOTES VIA EMAIL (PURCHASING@OIT.EDU) OR MAIL TO THE ABOVE PORTLAND ADDRESS FOR PURCHASING AND CONTRACT SERVICES

NOTE: EMAIL SUBMISSIONS MUST HAVE “RFQ #2012-04” 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 hire a licensed elevator contractor to perform upgrades to the elevator located in the Residence Hall located on the Klamath Falls Campus. The elevator needs to be brought up the ANSI/ASME code requirements for existing elevators. The scope of work includes, but is not limited to the following upgrades:

1. Furnish and install a new door operator, GAL MOVFR closed loop;
2. Install a seismic valve and necessary ball valves;
3. Furnish and install new door rollers;
4. Furnish and install new car rollers;
5. Install a new solid state starter;
6. Replace existing obsolete ESCO valve with a new Maxtron Valve;
7. Install a new Infra-Red Detector edge;
8. Include all delivery, labor, and state required permits and inspections;
9. Optional - Install a new controller, selector, fixtures and associated wiring.

All work will need to be completed as soon as possible. OIT desires to obtain the best price available for the upgrades. Quotes may include optional upgrade items in addition to the above upgrades, but such upgrades shall be optional at OIT's sole discretion. The project has a budget of \$30,000.

The terms and conditions of the Oregon University System February 1, 2011 General Conditions for Public Improvement Contracts ("OUS General Conditions") shall be applicable to the resulting contract. The OUS General Conditions can be found at: <http://www.ous.edu/dept/capcon/bidtemplate>

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. Detailed list of work to be performed (indicate which items are mandatory and which are optional);
- D. Provide a cost associated with mandatory and optional upgrades;
- E. References;
- F. Estimated time to complete the project, and
- G. Any additional information that OIT should take into consideration for the project or qualifications.

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, price for the scope of work, references, and estimated time to complete the project.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2012-04**

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 under the name and taxpayer I.D. number submitted below. 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, understands and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (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 solicitation and Quote.

Firm Name: _____

Authorized Signature: _____

Date: _____

Name (Type or Print): _____

Title: _____

Telephone Number:(____)_____

Fax Number:(____)_____

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Minority, Women & Emerging Small Business (MWESB) Certified Firm: Yes No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: _____

Minority, Women & Emerging Small Business (MWESB) Self-Reported Firm: Yes No

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 Request for Quote. Quotes may be submitted in writing to OIT office via facsimile, e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the Request for Quote. 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 RFQ YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (www.ous.edu/about/bo) TO ASSURE THAT YOU HAVE NOT MISSED ANY ADDENDA 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 quote 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 RFQ specifications, or the February 1, 2011 Oregon University System General Conditions for Public Improvement 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 RFQ specifications, and the February 1, 2011 Oregon University System General Conditions for Public Improvement 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 **Portland** via facsimile, e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, faxes, or e-mails containing Quotes should contain the RFQ No., 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 quote responses which fail to comply with the requirements of the quote documents or which clearly are not the best quotes, nor will OIT generally investigate the references or qualifications of those who submit such quote responses. Therefore, neither the return of a quote response, 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 response or to reject all quote responses at any time prior to OIT's execution of 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:** Quoter(s) who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.