



Purchasing and Contract Services
 Klamath Falls: 541.885.1133 (office)
 541.885.1115 (fax)
 3201 Campus Drive
 Snell Hall 112
 Klamath Falls, OR 97601
 Wilsonville: 503.821.1277 (office)
 503.533.5190 (fax)
 27500 SW Parkway Ave.
 Wilsonville, OR 97070

REQUEST FOR QUOTES (RFQ) #2013-26

Issue Date: November 21, 2013

Project Name:	Water Based Fire Protection Systems Inspection, Testing, and Maintenance (Klamath Falls and Wilsonville Oregon Campuses)		
BID Due Date/Time:	Monday, December 2, 2013, 1:00 PM		
Voluntary Klamath Falls Walkthrough:	Tuesday, November 26, 2013 1:00 PM – 4:00 PM		
Voluntary Wilsonville Walkthrough:	Monday, November 25, 2013 10:00 AM – 1:00 PM		
Project Coordinator:	Eric Rulofson	Phone:	541-885-1600
		Email:	Eric.Rulofson@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 #2013-26” 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.

A **Voluntary Pre-Bid Conference** will be conducted at both Oregon Tech Campuses:

- **Klamath Falls Campus - Tuesday, November 26, 2013 1:00 PM – 4:00 PM in the Sunset Conference Room of the College Union located at 3201 Campus Drive, Klamath Falls, OR 97601.**
- **Wilsonville Campus – Monday, November 25, 2013 10:00 AM – 1:00 PM in Conference Room #225, 27500 SW Parkway Avenue, Wilsonville, OR 97070.**

Attendance will be documented through a sign-in sheet prepared by the Oregon Tech representative.

2. SCOPE

Oregon Institute of Technology is a traditional four-year polytechnic university with main campuses located in Klamath Falls and Wilsonville Oregon. In Klamath Falls, the university owns and operates its own domestic water system. This domestic water system also supplies fire protection to approximately 14 campus structures. In Wilsonville, the university owns one 4-story building that is connected to the city water supply for its domestic and fire protection needs.

The purpose of this RFQ is to secure annual contract pricing for inspection, testing, and repair of Water Based Fire Protection Systems including sprinklers, standpipes, valves, backflow devices, hydrants, and all other devices associated with the water based fire protection systems at both Oregon Tech campuses.

The resulting contract will be for a 5 year period.

Other RFQ Scope items include:

- Contractor shall provide all labor, supervision, parts, tools, equipment, transportation, and all effort necessary to perform said services.
- All work shall be performed in accordance with the most recent versions of the National Fire Protection Association (NFPA 25), Underwriters Laboratories, Inc. and the National Electric Code.
- Contractor shall provide uniforms and ID badges for all employees working on Oregon Tech property. No employee of the Contractor will be allowed on Oregon Tech properties out of uniform or without an ID badge.
- Inspection, testing, and service tagging of wet and dry standpipe systems, hose connections, and pressure reducing valves shall be in accordance with NFPA 25 Standards and Oregon Tech policies and procedures.
- Testing and maintenance of fire hydrants and post indicator valves shall be performed in accordance with NFPA 25 Standards.
- Monthly sprinkler system inspections as required by NFPA 25 are not part of this RFQ. These tasks will be completed by Oregon Tech personnel.
- A record of each inspection, test, or service shall be maintained as specified in NFPA Standards and local, State, or Federal statutes. A copy of the inspection, test, or service report shall be reviewed with the Oregon Tech contract administrator within one week of the inspection, test or service.
- All work shall be performed on a scheduled and systematic basis, with the intention of causing the least amount of disruption to academic schedules and student residence hall tenants. In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times.
- Contractor shall notify the Oregon Tech contract administrator within 24 hours of any repairs required as a result of the inspection and test.
- Once approved by the Oregon Tech contract administrator, all repairs required as a result of an inspection, and if required, correction of a new problem shall be performed/completed in a timely manner within 7 to 10 business days of the inspection. Contractor to provide a detailed breakdown of time and material costs for repairs. All service calls are to be scheduled with the Oregon Tech contract administrator and all service call tickets shall be signed, dated and submitted with invoices. Impairment of any system by contractor requires that contractor fully complies with Oregon Tech System Impairment Policy and Procedures.
- The contractor is to provide twenty-four hour emergency service, including but not limited to calls necessitated by weather, system malfunction, or acts of vandalism.

- Contractor is expected to include a table itemizing hourly repair and service call rates (both scheduled and emergency) in RFQ response.
- Oregon Tech reserves the right to award multiple contracts to more than one Contractor at Oregon Tech's sole discretion.

3. Quote

Quotes should be short and concise with the following information:

- Company background and experience in these types of projects.
- Separate proposed inspection schedules for Klamath Falls and Wilsonville;
- Total Fees;
- References;

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, price, schedules, references, and quality of quote submitted.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2013-26**

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.