



**Purchasing and Contract Services**

Klamath Falls:	Portland:
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**REQUEST FOR QUOTES #2012-05**

February 13 2012

Project Name:	Domestic Water System Rehabilitation Design
RFQ Due Date/Time:	March 5, 2012 – 1:00 PM
Project Coordinator:	David Ebsen, Facilities Director
Phone:	(541) 885-1600
Email:	<a href="mailto:David.ebsen@oit.edu">David.ebsen@oit.edu</a>

**NOTE: THIS OPPORUTNITY IS ONLY AVAILABLE TO FIRMS ENROLLED IN THE OREGON UNIVERSITY SYSTEM PROFESSIONAL CONSULTANT RETAINER PROGRAM**

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

**NOTE: EMAIL SUBMISSIONS MUST HAVE “RFQ#2012-05” IN THE SUBJECT LINE**

**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

The Oregon Institute of Technology (“Oregon Tech”) issues this Request for Quotes in accordance with Oregon Administrative Rules Chapter 580, Divisions 61 and 63 and the Oregon University System Retain Program for Professional Consultants. 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 Oregon Tech Contractor’s Travel Reimbursement Policy at the time the expense is incurred.

In support of Oregon Tech’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 Oregon Institute of Technology (Oregon Tech) is Requesting Design Fee Proposals from qualified engineering firms for the purposes of evaluating and rehabilitating the domestic water system on the Klamath Falls campus. Oregon Tech owns and operates its domestic water distribution system. The current system includes a 4” metered connection to the City of Klamath Falls water supply that is not currently used.

The domestic water system at Oregon Tech provides drinking water, fire protection, irrigation water, and cooling-tower make-up water for a campus of ~3,500 students, faculty and staff. The system is currently identified as “Non Community, Non Transient”. The primary purpose of this project is to provide the campus community with a safe and dependable supply of drinking water. Additional benefits include, but are not limited to: 1) Dependable make-up water for on-campus power generation, 2) Code compliance for back-flow and cross-connection, and 3) Improved monitoring capabilities.

The domestic water system at Oregon Tech is comprised of two domestic water wells, a 250,000 gallon reservoir and distribution piping. Within the distribution piping are several Back Flow Prevention devices, Pressure Reduction Valves, and arsenic filtration devices. An analysis of the reservoir’s interior conducted by *Liquivision Technology Diving Services* is included in the appendix for reference.

### **Scope of Work**

- Analyze existing domestic water system for functional deficiencies and code compliance.
- Make recommendations for correction.
- Recommend methods for continuous operation during development period
- Recommend options for improved operation of system and water conservation
- Design and specify work to be done by contractor(s) to rehabilitate system.
- Provide surveying, civil engineering, mechanical engineering, and electrical engineering services as required
- Provide construction documents and complete bid package
- Respond to contractor’s request for information (RFI)
- Provide construction cost estimate based on Owner approved design

### **Well#1:**

Address all code violations. Replace existing submersible pump and utilize existing frequency drive system. Analyze chlorination system and recommend modifications. Upgrade Direct Digital Control (DDC) capabilities.

### **Well#4:**

Address all code violations. Replace existing water pump with high efficiency frequency drive system. Install DDC system. Analyze chlorination system and recommend modifications. Analyze option of designating well#4 as dedicated cooling-tower make-up water well for the campus’ geothermal electrical power generation.

**Water Reservoir:**

Assess the interior and exterior surfaces for deterioration. Specify means and methods of repair. Specify replacement finishes for the interior and exterior surfaces. Design pressure transducer system for monitoring and control of water level through metasys DDC system.

**Water Distribution System:**

Analyze system for code violations and design remedies for code compliance.

Analyze system for Cross-Connection and Back-flow Prevention and specify corrections for code compliance

Analyze Pressure Reduction Valves (PRV) to confirm functionality. Recommend modifications or additions to system.

Notes:

- Continuous operation of the system is required to minimize disruption to campus operations and fire protection.
- This water system rehabilitation project will be developed in compliance with Oregon Health Authority (OHA) regulations

Attachments to RFQ:

- August 7, 2006 Liqui Vision Technology Reservoir Report.
- Campus Water Map

**3. Quote**

Quotes should be short and concise with the following information:

- A. Company and staff experience with these types of projects;
- B. Continuous Operation Plan
- C. Water Conservation Plan
- D. Hourly Rate and Reimbursables with a Not-to-exceed price to complete the project;
- E. References;
- F. Estimated time to complete the project, and
- G. Any additional information that Oregon Tech 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, not-to-exceed price for the service, references, and proposal to complete the inventory (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY CERTIFICATIONS**  
**RFQ #2012-05**

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 Oregon Tech 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 OREGON TECH 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](http://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 OREGON TECH 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 OREGON TECH.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OREGON TECH 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 University System Professional Consultant Retainer 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 University System Professional Consultant Retainer 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 OREGON TECH 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 OREGON TECH 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, OREGON TECH 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 OREGON TECH 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 OREGON TECH 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:** OREGON TECH 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. OREGON TECH may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. OREGON TECH reserves the right to reject any quote response or to reject all quote responses at any time prior to OREGON TECH's execution of contract if it is determined to be in the best interest of OREGON TECH to do so.
6. **METHOD OF AWARD:** OREGON TECH reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OREGON TECH.
7. **QUOTE REJECTION:** OREGON TECH 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.

