



**OREGON STATE UNIVERSITY  
REQUEST FOR QUOTE (RFQ)**

		<b>ISSUE DATE:</b>	November 16, 2017
<b>RFQ #</b>	<b>192024</b>	<b>RFQ DUE DATE:</b>	<b>November 29, 2017 2:00PM PST</b>
<b>DELIVER TO:</b>		<b>REQUESTED BY / RETURN QUOTE TO:</b>	
<b>DEPARTMENT:</b>	PCMM/ CCA	<b>NAME:</b>	Kelly Oar
<b>ADDRESS:</b>	644 SW 13 <sup>th</sup> Street	<b>E-MAIL:</b>	Kelly.oar@oregonstate.edu
<b>CITY, STATE ZIP:</b>	Corvallis, OR 97333	<b>TELEPHONE:</b>	541-737-4672
<b>Installation Requirements:</b>	Work shall not start prior to December 11, 2017 and be complete not later than January 8, 2017	<b>FAX:</b>	541-737-5546

Oregon State University (OSU) is seeking responsive, responsible quotes to provide web conference equipment and installation. In order to qualify as responsive you must meet the following specifications and qualifications:

**SPECIFICATIONS:**

- **Equipment**
  - See Exhibit B, E and F
- **Services:**
  - **Installation**
    - **Installation MUST be performed by a commercially licensed contractor or subcontractor. This license must be issued by the Oregon Construction Contractors Board prior to submitting a quote.**

In response to this RFQ, interested parties shall submit the following: The deadline for questions regarding this RFQ is **10:00 a.m. Pacific Time on November 22, 2017**. Questions should be submitted to [Kelly.oar@oregonstate.edu](mailto:Kelly.oar@oregonstate.edu). Questions submitted after the deadline will not be entertained.

**DO NOT SUBMIT ANY OTHER DOCUMENTS INCLUDING BUT NOT LIMITED TO, A QUOTE ON COMPANY LETTERHEAD, COMPANY TERMS AND CONDITIONS OR PRODUCT BROCHURE. ONLY SUBMIT THE REQUIRED SUBMITTALS LISTED ABOVE. ANY DOCUMENTS SUBMITTED OTHER THAN THE REQUIRED SUBMITTALS LISTED ABOVE MAY CONSTITUTE CAUSE FOR QUOTE REJECTION.**

**OSU'S TERMS AND CONDITIONS GOVERNING THE PURCHASE RESULTING FROM THIS RFQ ARE INCLUDED IN EXHIBIT A AND WILL PREVAIL.**

**192024 - COVELL HALL 117 WEB CONFERENCE EQUIPMENT INSTALL  
QUOTE PRICE FORM**

Only the amounts and information asked for on the quote price form furnished by the Owner will be considered as the Bid. Each Bidder shall Bid upon the Work exactly as set forth in the quote price form. Fields left blank below may deem this quote non-responsive.

Line # (from Exhibit E)	QTY	Price Each	Price Total
Line 1	1	\$	\$
Line 2	2	\$	\$
Line 3	2	\$	\$
Line 4	2	\$	\$
Line 5	5	\$	\$
Line 6	1	\$	\$
Line 7	6	\$	\$
Line 8	1	\$	\$
Line 9	1	\$	\$
Line 10	1	\$	\$
Line 11	1	\$	\$
Line 12	2	\$	\$
Line 13	1	\$	\$



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<b>Line 25</b>	<b>1</b>	<b>\$</b>	<b>\$</b>
<b>Line 26</b>	<b>1</b>	<b>\$</b>	<b>\$</b>
<b>Line 27</b>	<b>1</b>	<b>\$</b>	<b>\$</b>

*OSU reserves the right to determine the applicability of PWR as it relates to this bid. If the Owner determines PWR is applicable, Owner shall make award to the lowest responsive, responsible bid for the combination of the equipment and installation using **line 26**. If the Owner determines PWR is not applicable, Owner shall make award to the lowest responsive, responsible bid for the combination of the equipment and installation using **line 27**.*

**Installer Name:**

**Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.**

**Valid CCB#**

**DELIVERY TIME AFTER RECEIPT OF ORDER:**

**PRICES VALID THROUGH:**

**SPECIAL INSTRUCTIONS:**

1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.
2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products 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 OSU.
3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.
4. Only documents issued as addenda by OSU serve to change the RFQ in any way.
5. OSU reserves the right to make the award by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.
6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.
7. This RFQ form must be completed, signed and returned with all required documents.

**VENDOR INFORMATION:**

- COMPANY:**
- ADDRESS:**
- CITY, STATE, ZIP:**
- CONTACT NAME:**
- E-MAIL:**
- TELEPHONE:**
- FAX:**

**VENDOR SIGNATURE:**

*By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.*

- SIGNATURE:**
- NAME/TITLE:**

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for:  Goods  Services  Purchase Order Construction  Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>

EXHIBIT A  
TERMS AND CONDITIONS

The following Terms and Conditions are in addition to those included on the following pages:

- Compliance with Bureau of Labor and Industries
  - Labor provided on site to support this RFQ falls under the Bureau of Labor Industries guidelines and as such, along with the Terms and Conditions located further in “Exhibit A”, the following is incorporated into this RFQ. **Installation MUST be performed by a commercially licensed contractor or subcontractor. This license must be issued by the Oregon Construction Contractors Board prior to submitting a quote.** Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This Solicitation and the resulting Purchase Order are subject to the following BOLI wage rate requirements, which are incorporated herein by “**Exhibit C**”.

These BOLI wage rates are available on line at: [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml).

- Insurance Certificates and associated Endorsements will be required after award and prior to issuance of purchase order.

Specifically required are:

- General Liability and associated Endorsement
- Auto Liability and associated Endorsement
- Workers Compensation

Include as additional insured, by endorsement, on the liability policies, "Oregon State University, its officers, trustees, agents and employees." **Provide the endorsement w/policy # attached.** Insurance coverages required under this Contract shall be obtained from acceptable insurance companies or entities authorized to do business in the State of Oregon. The Contractor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder. See “**Exhibit D**”.

**Note: Insurance documents must come directly from your agent by either email (PDF) or standard mail. Faxed copies or documents delivered by the contractor/vendor, unless in a sealed envelope from your agent, will not be accepted. Insurance documents must be provided to OSU prior to the execution of a purchase order.**

*Remainder of page intentionally left blank.*

**EXHIBIT B  
EQUIPMENT SPECIFICATIONS**

Scope of work:

Provide and install a high-quality web conference system in Covell Hall Room 117, on the Oregon State University Campus, Corvallis, Oregon. The system shall integrate with existing AV systems to create a complete solution that can work with most web conferencing suites. The system shall be able to cover the conference table in a u-shape and square formation in front of the column in the room, as well as be able to cover microphone and speakers in the back one-third of the room when desired. Presentation audio and voice from far end participants shall be heard from the ceiling speakers, while microphones shall be used for sending voice to the far end participants.

Key features of the web conferencing addition include the following:

- Front and rear facing cameras with HDMI connection.
- Camera and microphone connection to PC via USB bridge.
- Integrated ceiling microphones and ceiling speakers for web conferencing.
- Wireless lapel microphone for presenters at the front of the room.
- Touch panel interfacing for camera control, mic levels, and audio dialing.
- USB AV bridge for audio and cameras to local PC.

Bill of Materials, including equipment to be supplied by Vendor and Owner furnished equipment listed on **“Exhibit E”**.

Layout of room is indicated in the drawing attached **“Exhibit F”**. Existing equipment is noted in **Exhibit F**.

*Remainder of page intentionally left blank.*

**EXHIBIT C  
PREVAILING WAGE RATES**

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this Request for Quote:

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This ITB and the resulting Contract are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- October 1, 2017 PWR Apprenticeship Rates
- October 1, 2017 PWR Amendments
- July 1, 2017 Prevailing Wage Rates for Public Works Contracts in Oregon
- January 1, 2016 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available on line at: [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml)

*Remainder of page intentionally left blank.*

**EXHIBIT D  
INSURANCE CHECKLIST**

To meet insurance requirements all Insurance Certificates must:

1. Be sent to **Construction Contracts Administration, Oregon State University, 644 SW 13th Ave. Corvallis OR 97333**. The certificates must be "originals". We can accept PDF documents directly from your agent's office. **Faxed copies from your agent will not be accepted. Documents delivered by the contractor/vendor via fax or email will not be accepted. Documents delivered by the contractor/vendor via mail or in person, unless in a sealed envelope from your agent, will not be accepted.**
2. Contain policy numbers on the Certificate(s) and on any endorsements or attachments affixed to the Certificate.
3. The insurance shall contain the project name "**Covell 117 Web Conference Equipment Install**" in the description on the Certificate.
4. Show the beginning and ending dates for all policies.
5. Be issued by a company licensed to do business in Oregon.
6. Contain auto liability with minimum limits of \$1,000,000 per occurrence. If coverage does not include all autos (owned, non-owned, and hired) contractor must provide written certification to OSU that only covered autos will be used for the contract. If it becomes necessary to use non-covered autos, coverage must be purchased as required by the contract and a Certificate of Insurance must be forwarded to Construction Contracts Administration prior to such use.
7. Contain comprehensive general liability with broad form CGL endorsement or commercial general liability (CGL) with minimum limits of \$1,000,000 per occurrence/ \$1,000,000 annual aggregate. If the "Claims Made" form of insurance is utilized, the contractor shall certify that "Tail Coverage" will be provided if such insurance is canceled, non-renewed or not replaced in like form. This is to cover claims made up to twenty-four (24) months following work acceptance. The policy shall include an occupancy clause.
8. Contain workers' compensation insurance or a signed and dated independent contractor certification statement (Form CO-3233) from the contractor.
9. Include as additional insured, by endorsement, on the liability policies, "Oregon State University, its officers, trustees, agents and employees."
10. **Provide the endorsements for the general liability and auto liability w/policy # attached.**
11. **The general liability endorsement must not contain the language: *That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project. If that language is included in the endorsement a completed operations with the policy number typed on it shall be provided.***
12. Give 30 days' notice of cancellation to Construction Contracts Administration. Any reservations must be crossed off the Certificate (i.e., ~~"..will endeavor to mail 30 days' notice to the Certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."~~)
13. Be signed, dated and contain the title of the project, "**Covell 117 Web Conference Equipment Install**".

At all times, Construction Contracts Administration must have a valid Certificate of Insurance (with policy dates that have not expired) as evidence that the insurance is in force. The contractor must ensure that renewal Certificates of Insurance are forwarded to Construction Contracts Administration prior to the expiration date(s) on the Certificates.

Any conflicts between this checklist and the contract requirements will be resolved in favor of the contract.

**EXHIBIT E: BILL OF MATERIALS**

Line#	TYPE	Qty Total	Mfg	Model#	Description	Price Each	Price Total
1	VIDEO SYSTEM	1	Magewell	32040	HDMI to USB Scaling Bridge	\$ -	\$ -
2	VIDEO SYSTEM	2	PTZOptics	20X-USB-GY-G2	PTZ camera with HDMI Output	\$ -	\$ -
3	VIDEO SYSTEM	2	PTZOptics	HCM-1-WH	Thin profile wall mount	\$ -	\$ -
4	VIDEO SYSTEM	2	Creston	HD-EXT3-C-W_SYSTEM	HDMI extension system	\$ -	\$ -
5	VIDEO SYSTEM	5	Creston	CBL-HD-3	3' HDMI install cables	\$ -	\$ -
6	VIDEO SYSTEM	1	C2G	38989	25' active USB cable A to B	\$ -	\$ -
7	AUDIO SYSTEM	6	Audix	M70N	Flush Mount Ceiling Microphone, Cardioid Electret	\$ -	\$ -
8	AUDIO SYSTEM	1	Shure	QLXD14/85	Wireless Mic Bodypack TX with lav mic	\$ -	\$ -
9	AUDIO SYSTEM	1	Shure	SB900	Rechargeable Battery	\$ -	\$ -
10	AUDIO SYSTEM	1	Shure	SBC200-US	2-Port Battery Charger	\$ -	\$ -
11	AUDIO SYSTEM	1	Biamp	TesiraFORTE VI	Audio DSP, 12x8 w/AEC, USB & VoIP Interface	\$ -	\$ -
12	AUDIO SYSTEM	2	ElectroVoice	EVID C4.2	Ceiling Speakers - Pair	\$ -	\$ -
13	AUDIO SYSTEM	1	Lab Gruppen	C10:4x	4-CH Audio Amplifier	\$ -	\$ -
14	VIDEO SYSTEM	1	Owner Furnished Equipment	DM-TX-200-C-2G-B-T	Input transmitter, HDMI & VGA to DM, Black	NA	NA
15	VIDEO SYSTEM	1	Owner Furnished Equipment	DMPS3-4K-200-C	Switcher / Controller with DM in and out	NA	NA
16	AUDIO SYSTEM	2	Owner Furnished Equipment	DVS 6	Playback Loudspeaker, Wall Mount, White	NA	NA
17	CONTROL SYSTEM	1	Owner Furnished Equipment	TSW-760-B-S	7" Touch Panel Controller - Black	NA	NA
18	CONTROL SYSTEM	1	Owner Furnished Equipment	PWE-4803RU	Crestron POE Injector	NA	NA
19	CONTROL SYSTEM	1	Owner Furnished Equipment	SF-110D-05	5 Port Ethernet Switch	NA	NA
20	EQUIPMENT HOUSING	1	Owner Furnished Equipment	MFR-1227GE	Small form factor / furniture grade equipment	NA	NA
21	EQUIPMENT HOUSING	1	Owner Furnished Equipment	PD-915R	Power strip	NA	NA
22	EQUIPMENT HOUSING	1	Owner Furnished Equipment	UMS1-11.5	Rack shelf	NA	NA
23	EQUIPMENT HOUSING	1	Owner Furnished Equipment	60-604-02	Rack shelf	NA	NA
24	EQUIPMENT HOUSING	1	Owner Furnished Equipment	DRS-1215	Power strip for users (facing out front)	NA	NA
25					<b>Equipment Total (lines 1-13)</b>	\$ -	\$ -
26					<b>Prevailing Wage Installation of all of the above equipment including Owner Furnished Equipment (lines 1-24). Installation shall include the cost for Minor equipment necessary for installation (cables, connectors, zip ties, etc.)</b>	\$ -	\$ -
27					<b>Non-Prevailing Wage Installation of all of the above equipment including Owner Furnished Equipment (lines 1-24). Installation shall include the cost for Minor equipment necessary for installation (cables, connectors, zip ties, etc.)</b>	\$ -	\$ -

