

WESTERN OREGON UNIVERSITY
INVITATION TO BID

DATE: 4-23-15

BID TYPE: Commodity

ITEM SUMMARY: Cardio Exercise Equipment

ATTACHMENTS:

- WOU Cardio Exercise Equipment Specifications & Bid form
- Standard Instructions to Bidders
- WOU Standard Terms & Conditions for Goods & Services Contracts

BID CLOSING DATE: Bids must be received at Western Oregon University, Business Office, 345 N Monmouth Ave, Monmouth, Oregon 97361, by **3:00 PM, Wednesday, May 6, 2015**. Bids received after the time fixed will not be considered. Bids will be opened at the time stated above. No oral bids will be accepted. Note: Bids may be submitted electronically; but before a Purchase Order or Contract is awarded to the lowest responsible bidder, the original bid, prepared by typewriter, in ink or other media and signed in ink by an authorized representative of the bidder must be received within 5 days of the bid closing. FAX: 503-838-8014

BID SUBMISSION: Required documents for bid submission

- **PRODUCT SPECIFICATIONS-BID FORM**
- **BIDDER DISCLOSURE FORM**
- **AGREEMENT AS A RESULT OF INVITATION OF BID**
- **BIDDER QUALIFICATIONS AND REFERENCE FORM**
- **WARRANTY INFORMATION**
- **MAINTENANANCE SCHEDULE**

PROJECT COORDINATOR: Rip Horsey 503-838-9535

Any questions regarding this Bid Proposal please contact the Project Coordinator.

1. BID EVALUATION AND AWARD

- A. **MINIMUM REQUIREMENTS.** Evaluation of bids will be based on minimum requirements established by the specifications, compliance with conditions of the bid proposals, bidder responsibility, and ethical practice. Western Oregon University reserves the right to reject any and all bids, or to accept the bid deemed to be in the best interest of the State.
- B. **RECIPROCAL PREFERENCE:** In determining the "lowest responsible bidder," the State will add a percent increase to each out-of-state bidder's bid price which is equal to the percent given to local bidders in that bidder's home state. For example, if the "lowest responsible bidder" is from a state that grants 10% preference to local bidders, the State of Oregon will add 10% to that bidder's price when evaluating the bid.
- C. **EVALUATION CRITERIA:** Bids will be awarded upon the evaluation criteria in the Invitation to Bid. Ordinarily, bids will be evaluated to identify the "lowest responsible bidder." The "lowest responsible bidder" is the lowest bidder who has substantially complied with all requirements of the Invitation to Bid and who can be expected to deliver promptly and perform reliably.
- D. **METHOD OF AWARD:** Award will be made to the lowest responsible and responsive bidder, as in the best interest of WOU. WOU reserves the right to make the award by item, groups of items, or entire bid, whichever is in the best interest of WOU.
- E. **AVAILABILITY OF REPLACEMENT PARTS AND/OR SERVICE FACILITIES:** Limited availability of parts and/or local service facilities for product identified in the bid may result in bid rejection.

- F. **PAYMENT:** Bids which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- G. **INVESTIGATION OF REFERENCES:** WOU reserves the right to investigate references and or the past performance of any bidder 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. WOU may postpone the award or execution of the contract after the announcement of the apparent successful bidder in order to complete its investigation.
- H. **BID MODIFICATION:** Modifications or erasures made before bid submission should be initialed in ink by the person signing the bid. Bids, once submitted, may only be modified in writing before the time and date set for bid closing. Any modifications to the bid amount should be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior bid. Bidders may not modify bids after bid closing time.
- J. **BID ADDENDA:** Only documents issued as addenda serve to change the plans and specifications in any way. No other direction received by the Contractor, written or verbal, serves to change these documents. Bidders must acknowledge all addenda on their bid form.
- K. **BID WITHDRAWAL:** Bids may be withdrawn in writing on company letterhead signed by an authorized representative and received by the WOU Planning Office prior to bid closing time. Bids may also be withdrawn in person before bid closing time upon presentation of appropriate identification. This will not preclude the submission of another bid by such bidder prior to the time set for the bid closing. After the time set for the bid closing, no bidder will be permitted to withdraw their bid within the time frames specified in the Method of Award, except as provided for therein.

CASH DISCOUNT: If WOU is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

FOB DESTINATION: Bid price must be F.O.B. DESTINATION with all transportation and handling charges paid by the bidder.

DELIVERY: Delivery and set up must be completed by **June 30, 2015**. Bidders shall indicate delivery schedule for each item offered. Delivery time must be shown in number of calendar days after receipt of order. Significant delays in delivery may be considered in determining award if early delivery is required. **See Product Specifications-Bid Form for warranty details.**

ON-SITE INSTALLATION, START UP AND TRAINING REQUIRED:

X **yes** **no**

See Product Specifications-Bid Form for installation details

EXCEPTIONS: Any deviation from the bid specifications, terms and conditions may result in bid rejection.

UNIT AND TOTAL PRICE: Unless otherwise indicated the price of each item must be clearly shown. The price of each item shall be extended to show the total when required. In cases of errors in extension the written unit price shall prevail over the numerical unit price.

WARRANTIES: Bidders must include details on warranties on all pieces bid on. All equipment shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered or projects performed to be free from defects in labor, material and manufacture and to be in compliance with bid specifications. All implied or expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this Contract. All warranties shall run to WOU.

It is preferred that warranty options include options for extended warranties (see bid form).

Provide copies of all applicable warranties with bid.

Note: Failure to submit the above information may result in bid rejection.

MAINTENANCE: Bidder must include a recommended preventative maintenance schedule for proposed equipment. Bidder must provide a plan to WOU for reporting and tracking maintenance calls and completed repairs. Preventative maintenance to be bid as a separate line item, see bid form.

Note: Failure to submit the above information may result in bid rejection.

EQUAL/ALTERNATE BRANDS. Bids will be accepted for any brand if the product offered meets or exceeds the quality or performance levels of the models specified. Brands or models lacking certain features incorporated in the bid should be offered as **ALTERNATES**. Designate on the Bid Proposal whether the brand or model being offered is an **EQUAL OR ALTERNATE**. Bidders offering alternate brands must include the following when submitting bids:

- 1) A signed statement explaining differences between the specified brand/model and the brand/model being offered.
- 2) Two (2) sets of detailed manufacturer's specifications, describing in sufficient detail, the product being offered, in order to make a determination whether or not the product will meet the bid specifications.

Note: Failure to submit the above information may result in bid rejection.

REFERENCES: Must have a minimum of five years of successful professional experience performing services comparable to those required under this contract. Provide at least 3 current professional references, from different firms and clients, supportive of bidder's ability to comply with the requirements of this contract. . See Bidder Qualification and Reference Form; page 7

Note: Failure to submit the above information may result in bid rejection.

BIDDER DISCLOSURE

BID TYPE: Commodity

ITEM SUMMARY: Cardio Exercise Equipment

Each bidder must read and comply with the following sections. Failure to do so may result in bid rejection.

1. Bidder agrees to furnishing all material, equipment and labor, necessary to finish this project complete, except as may be noted elsewhere in the contract documents. The work shall be completed within the time stipulated and specified in the Bid Documents.
2. Bid is made without connection with any person, firm or corporation making a bid for the same goods and/or services and is in all respects fair and without collusion or fraud.
3. The Undersigned certifies that: (1) This Bid has been arrived at independently and is being submitted without collusion with and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation to Bid designed to limit independent bidding or competition; and (2) The contents of the Bid have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any Bond furnished with the Bid and will not be communicated to such person prior to the official opening of the Bid.
4. I, the undersigned duly authorized representative of the bidder, hereby certify that the bidder is not, to the best of my knowledge, in violation of any Oregon tax law.
5. Delivery scheduled by (lead time from date of award):_____

Name of Bidder: _____

Authorized signature:_____ **Date:**_____

AGREEMENT AS A RESULT OF INVITATION TO BID

BID TYPE: Commodity
ITEM SUMMARY: Cardio Exercise Equipment
BID ITEM(S): Cardio Equipment

NOTICE: Bidder must complete and sign Section A below and return this page with bid. If a contract is awarded to Bidder, a representative of Western Oregon University will complete and sign Section B below. This is a legally binding document, READ IT CAREFULLY.

SECTION A - Signature of Bidder's duly authorized representative

THIS BID MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER; ANY ALTERATIONS OR ERASURES TO THE BID MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he/she: (1) Has read and understands all bid instructions, specifications, and terms and conditions contained herein (including the attachments listed in this document); (2) Is an authorized representative of the bidder, that the information provided in this bid is true and accurate, and that providing incorrect or incomplete information may be cause for bid rejection or contract termination; (3) Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and (4) Will furnish the designated item(s) and/or service(s) in accordance with the bid and the contract. (5) BIDDER WILL PROVIDE/FURNISH FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER WITH BID SUBMISSION.

| | |
|----------------|------------------------------------|
| NAME OF BIDDER | _____ |
| ADDRESS | _____ |
| TELEPHONE NO. | _____ |
| SIGNED 1) | _____ |
| | Sole Individual |
| or 2) | _____ |
| | Partner |
| or 3) | _____ |
| | Authorized Officer of Corporation |
| (SEAL) | _____ |
| | Attested: Secretary of Corporation |

FEIN ID # or SSN # (required) _____

Contact Person: _____ Phone No: _____

Section B
(To be completed by Western Oregon University)

Western Oregon University hereby awards a contract to the above bidder for the item(s) and/or service(s) designated on the bid invitation as Item(s) No. 1 through 14.

Authorized signature: _____ **Date:** _____

Reference Purchase Order Number: _____

BIDDER QUALIFICATIONS AND REFERENCE FORM

Note: Failure to provide complete information may be cause for bid rejection.

1. Business Name:
2. Owner Name:
3. Business Address:
4. Business Telephone No. Daytime:
5. Number of Employees:
6. Annual Sales \$
7. Date Business Established:

REFERENCES:

Use only references where product specified has been in service for a minimum of 2 years.

- A. Firm Name
Address
Name of Reference
Position
Title
Telephone
- B. Firm Name
Address
Name of Reference
Position
Title
Telephone
- C. Firm Name
Address
Name of Reference
Position
Title
Telephone