

**REQUEST FOR QUOTES (RFQ) #2023-13**

Issue Date: May 30, 2023

Project Name:	Dental Hygiene – Student Instrument Kits (Klamath Falls, OR Campus)		
Quote Due Date/Time:	Thursday, June 8, 2023, 1:00 PM Pacific Time		
Project Coordinator:	Paula Russell Shannon Inman	Phone:	541-885-1277 541-885-1341
		Email:	<a href="mailto:Paula.Russell@oit.edu">Paula.Russell@oit.edu</a> <a href="mailto:Shannon.Inamn@oit.edu">Shannon.Inamn@oit.edu</a>
Contract Coordinator:	Leticia Hill	Phone:	541-885-1133
		Email:	<a href="mailto:Leticia.Hill@oit.edu">Leticia.Hill@oit.edu</a>

**SUBMIT QUOTES VIA EMAIL TO [PURCHASING@OIT.EDU](mailto:PURCHASING@OIT.EDU)**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“RFQ #2023-13” IN THE SUBJECT LINE**

**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read and understand and comply with all information contained within this Request for Quotes (“RFQ”). All quotes, including any price quotations, are binding upon quoter for sixty (60) calendar days from the Quote Due Date. All payments for services will be paid in accordance with Oregon Revised Statute (ORS) 293.462. Quotes received after the Quote Due Date/Time indicated above will not be considered, unless it is in the best interest of the university to do so. If authorized in this RFQ, resulting contract, travel, and other expenses will only be reimbursed in accordance with the Oregon Institute of Technology (“Oregon Tech”) Contractor’s Travel Reimbursement Policy in effect at the time the expense is incurred.

It will be the responsibility of the quoter to refer daily to the Oregon Public Universities Business and Bid Opportunities website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response(s) to clarifying questions, cancellations, or other information pertaining to this RFQ.

**2. SCOPE**

The purpose of this RFQ is to procure dental hygiene instruments for students enrolled in the Dental Hygiene Program at the Klamath Falls, Oregon Campus location. The instrument kit specifications are as follows:

***Sophomore (Class A) Fall Kits - Part A***

**Special Instructions**

- PLEASE BAG INSTRUMENTS INTO 22 KITS
- PLEASE COLOR CODE INSTRUMENTS & LABEL BAGS AS FOLLOWS:
- PLEASE LASER MARK WITH STUDENT LETTER AND NUMBER:

A1 – White /Black	A13 – Black / Brown	A23 – Purple /Purple
A2 – White /White	A14 – Orange / Pink	A25 – Pink /Pink
A3 – White /Purple	A15 – Orange / Blue	
A4 – White /Brown	A16 – Orange / Orange	
A5 – White /Gray	A17 – Orange / Gray	
A6 – White /Orange	A18 – Red / Grey	
A8 – White /Red	A19 – Red / Red	
A9 – Black /Orange	A20 – Grey / Grey	
A11 – Black /Black	A21 – Green / Green	
A12 – Black / Green	A22 – Blue / Blue	

**Sophomore (Class A) Fall Kits - Part A**

Qty	Unit	Item#	Manufacturer	Description	Unit Cost	Total Cost
44	EA	IMN6053LM*	Hu-Friedy	5 Inst. INFINITY Cassette Orange		
44	EA	LASER MARK	Hu-Friedy	Laser Marking /IM6053LM		
				PLEASE PUT 44 PIECES OF EXC11/127C IN CASSETTE NUMBER IMN9148LM		
88	EA	EXD11/127C	Hu-Friedy	#11/12 ODU DE Explorer, #7 Cir IMN9148LM		
				PLEASE PUT 44 PIECES OF EXC11/127C IN CASSETTE NUMBER IMN9148LM		
88	EA	PCPUNC127C	Hu-Friedy	CC SE UNC Probe, 1-12, #7 Cir		
22	EA	MIR4DSHD6	Hu-Friedy	#4 HD CS Mirror DS, 6 pack		
				PLEASE PUT 22 PIECES OF MIR4DSHD6 IN CASSETTE NUMBER IMN9148LM		
88	EA	MH7C	Hu-Friedy	Mirror Handle, #7 Clr (Please package the following into 22 lists (Cassesttes)		
44	EA	IM9148LM*	Hu-Friedy	D-D 14-Instr Blue <u>INFINITY</u> Series Cass		
44	EA	LASER MARK	Hu-Friedy	Laser Marking/IM9148LM		
44	EA	SH6/79E2-U	Hu-Friedy	H6/H7 DE Scaler, EverEdge2 #9 Handle		
44	EA	SCNEVI19E2-U	Hu-Friedy	Nevi Anterior DE, EE2 #9 Handle		
44	EA	S204S9E2-U	Hu-Friedy	204S DE Sickie Scaler, EE2 #9 Handle		
22	EA	SBH5/69E2-U	Hu-Friedy	#5/6 Barnhard Curette, EE2 #9 Handle		
22	EA	SBH5/6XE2-U	Hu-Friedy	#5/6 Barnhard Curette, EE2 #9 Harmony Hdl.		
				PLEASE BAG THE FOLLOWING BY LINE ITEM		
22	EA	SS3C	Hu-Friedy	#3Ceramic Stone		
22	EA	PTS-IND	Hu-Friedy	PLASTIC TEST STICK-INDIVIDUAL		
22	EA	HFL-390	Hu-Friedy	Student Welcome Card and Envelope		
				<b>Total</b>		

**Sophomore (Class A) Fall Kits - Part B**

Qty	Unit	Item#	Manufacturer	Description	Unit Cost	Total Cost
22	EA	MP_DH520_O	ACADENTAL	ModulPRO DH Plus		
22	EA	4132-798	BENCO	GLASSES NAT EXT TINT		
22	EA	4132-770	BENCO	GLASSES NAT EXT BLACK FRAME		
22	EA	4543-255	KWKLIP	DENTAL HYGIENE CLIPBOARD		
44	EA	3757-026	PARADI	NEBRASKA 128-L5 PASSION PRP		

44	EA	3415-850	PARADI	SCALER MONTANA JACK SUN YEL		
44	EA	3985-244	BENCO	BIB HOLDER BLU NON-CHILL BENCO		
22	EA	1976-534	KILGOR	TEETH ANATOMICAL SET B3-305		
22	EA	4123-842	GRAFIE	DIGITAL WRISTWATCH BP UNIT		
44	EA	1120-681	Hu-Friedy	#18L Locking Dressing Pliers		
				<b>Total</b>		

#### Sophomore (Class A) Fall Kits - Part C

Qty	Unit	Item#	Manufacturer	Description	Unit Cost	Total Cost
22	EA	21620-1004	Blink Art Materials	Budget Skull 21620-1004		
				<b>Total</b>		

#### Junior (Class C) Fall Kits – Part A

##### Special Instructions

- PLEASE BAG INSTRUMENTS INTO 20 KITS
- PLEASE LASER MARK CASSETTE ON #2 LOCATION LETTER AND NUMBER
- PLEASE COLOR CODE INSTRUMENTS & LABEL BAGS AS FOLLOWS:  
Junior color code and cassette engraving
- PLEASE LASER MARK CASSETTES WITH BIN AND CUBBY NUMBERS ONLY:

C3 - Light Green / Black

C4 - LightGreen / Grey

C5 - Light Green / Pink

C11 - Light Green / Brown

C12 - Light Green / Light Blue

C13 - LightGreen / Orange

C14 - LightGreen / Blue

C16 - Blue / Grey

C17 - Blue / Black

C18 - Blue / White

C21 - Blue / Brown

C23 - Blue / Light Blue

C24 - Yellow / Red

C25 - Yellow / Orange

C26 - Yellow / Pink

C27 - Yellow / Purple

C28 - Yellow / Black

C31 - Pink / Grey

C32 - Pink / Black

C33 - Pink / Purple

#### Junior (Class B) Fall Kits -Part A

Qty	Unit	Item#	Manufacturer	Description	Unit Cost	Total Cost
40	EA	M9145LM*	Hu-Friedy	D-D 14-Instr Yellow Sig Series Cass		
40	EA	LASER MARK	Hu-Friedy	Laser Marking Cassettes IM9148LM		
40	EA	EXD11/126	Hu-Friedy	#11/12 ODU DE Explorer, Satin Steel		
40	EA	MH7C	Hu-Friedy	Mirror Handle, #7 Clr		
40	EA	PCP127C	Hu-Friedy	CC SE Probe 3-6-9-12, #7 Clr		
40	EA	XP23/11.57-U	Hu-Friedy	#23/11.5B WHO Expro, #7 Handle		
40	EA	PQ2N7C	Hu-Friedy	CC DE #2 Nabers Probe 3-6-9-12, #7		
40	EA	SG1/29E2-U	Hu-Friedy	#1/2 Gracey Curette, EE2 #9 Handle		
40	EA	SG7/8R9E2-U	Hu-Friedy	#7/8 Curette Rigid, EE2 #9 Handle		
40	EA	SG11/129E2-U	Hu-Friedy	#11/12 Gracey Curette,EE2 #9 Handle		
40	EA	SG13/149E2-U	Hu-Friedy	#13/14 Gracey Curette,EE2 #9 Handle		
40	EA	SMS1/29E2-U	Hu-Friedy	#1/2 Mini-5 Micro Gracey Curette EE2 #9		
40	EA	SMS11/129E2-U	Hu-Friedy	#11/12 Mini-5 Micro Gra Curette, EE2 #9		
40	EA	SMS13/149E2-U	Hu-Friedy	#13/14 Mini-5 Micro Gra Curette, EE2 #9		
40	EA	SC4R/4LXE2-U	Hu-Friedy	#4R4L Columbia Curette,EE2, Harmony Hdl.		
40	EA	S204SXE2	Hu-Friedy	204S DE Sickle Scaler,EE2,Harmony Hdl.		

40	EA	SH6/79E2-U	Hu-Friedy	H6/H7 DE Scaler, EverEdge2 #9 Handle (Please pack SH6/79E2-U separately)		
				<b>Please package the following into 20 kits (cassettes)</b>		
40	EA	MIR4DSHD	Hu-Friedy	#4 HD CS Mirror DS		
20	EA	IM6059LM*	Hu-Friedy	5 Inst. Sig Cassette Green		
20	EA	LASER MARK	Hu-Friedy	Laser Marking Cassettes LM6059LM		
20	EA	FST	Hu-Friedy	File Sharpener - Tanged		
20	EA	FH3/76-U	Hu-Friedy	#3/7 Hirschfeld File Satin Steel Handle		
20	EA	FH5/116-U	Hu-Friedy	#5/11 Hirschfeld File Satin Steel Handle		
20	EA	FH9/106-U	Hu-Friedy	#9/10 HIRSCHFELD FILE SATIN STEEL HANDLE		
20	EA	SDCN7-U	Hu-Friedy	Nabers DiamondTec File Scaler #7 Hdl		
20	EA	SDCM/D7-U	Hu-Friedy	Mes/Dist DiamondTec File Scaler #7 Hdl		
				<b>PLEASE BAG THE FOLLOWING BY LINE ITEM</b>		
40	EA	MIR4DSHD	Hu-Friedy	#4 HD CS Mirror DS, 1 EA		
20	EA	PTS	Hu-Friedy	Plastic Test Stick (Pkg Of 6)		
20	EA	SSDGRIT	Hu-Friedy	Dual Grit Ceramic Stone		
				<b>Total</b>		

#### Junior (Class B) Fall Kits -Part B

Qty	Unit	Item#	Manufacturer	Description	Unit Cost	Total Cost
20		82002	Dentsply Sirona	30K FSI-Powerline-10 - FITGRIP		
20		82006	Dentsply Sirona	30K FSI-Slimline-10L - FITGRIP		
20		82007	Dentsply Sirona	30K FSI-Slimline-10R - FITGRIP		
72		4068-242	Benco	Pink Petite Syringe		
8		3976-370	Benco	Standard Syringe		
80		3257-496	Benco	Locking cotton pliers		
				<b>Total</b>		

**Kits must arrive no later than September 13, 2023, delivery time is of the essence and may be a factor in making an award.**

**Instruments need to be loaded into the cassettes. Instruments need to be laser marked according to the "Special Instructions" above. Instruments need to be color coded according to the "Special Instructions" with non-removable bands.**

**Oregon Tech reserves the right to break up award to vendors for individual items based on the best interest of Oregon Tech.**

**Quotes must be inclusive of freight FOB destination Klamath Falls, OR.**

### 3. QUOTE

Quotes should be short and concise with the following information:

- A. Detailed description of items to be provided;
- B. Price for items, including shipping F.O.B. Destination;

- C. Warranty information; and
- D. Estimated delivery time upon order submission.

#### **4. EVALUATION**

Quotes will be evaluated based on subjective factors, including but not limited to the following: company experience, staff experience, not-to-exceed price for the inventory, references, and proposal to deliver the inventory.

**OREGON INSTITUTE OF TECHNOLOGY  
CERTIFICATION  
RFQ #2023-13**

Each quoter responding to this Request for Quotes (“RFQ”) must read, complete, and submit a copy of this Oregon Institute of Technology Certification (“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 the Oregon Revised Statutes (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 (IRS). Information not matching IRS records could subject entity to 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 Oregon Tech Policy 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 and all attachments);
2. Are an authorized representative of the quoter;
3. 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
4. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and quote.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ 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 provide 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 Tech Policy and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
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 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 COPY OF THE RFQ, YOU SHOULD CONSULT THE OREGON PUBLIC UNIVERSITIES BUSINESS AND BID OPPORTUNITIES WEBSITE (<https://www2.wou.edu/nora/orpu.bid.home>) 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 Oregon Tech in the 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 or other requirements. 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. **F.O.B. DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the quote.***
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 Purchase Order Terms and Conditions, attached and incorporated herein as **Exhibit A**, 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, fully understands, and agrees to be fully bound by and comply with all quote specifications, and the Oregon Institute of Technology Purchase Order Terms and Conditions, attached as **Exhibit A**,

(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 must be submitted to Oregon Tech Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via the method indicated. No oral, fax, or telephone quotes will be accepted. Envelopes or e-mails containing Quotes should contain the RFQ number and RFQ title. Electronic quotes may not exceed 25 MB in file size. This limit cannot be increased, and files of larger size will not be accepted.

### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Oregon Tech 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 Oregon Tech 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 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 thirty (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 or to reject all quotes at any time prior to Oregon Tech's execution of a 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:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.



**EXHIBIT A**

**OREGON INSTITUTE OF TECHNOLOGY PURCHASE ORDER TERMS AND CONDITIONS**

[Please see attached.]