

REQUEST FOR QUOTES (RFQ) #2023-18

Issue Date: July 14, 2023

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| Project Name: | OMIC R&D Remote Security Monitoring | | |
| Quote Due Date/Time: | August 4, 2023 at 1:00 PM Pacific Time | | |
| Mandatory Pre-Bid Conference: | July 26, 2023 from 10:00 AM to 11:00 AM Pacific Time at OMIC R&D, 33701 Charles T Parker Way, Scappoose, Oregon | | |
| Project Coordinator: | Craig Campbell | Phone: | 503-821-1329 |
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SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“RFQ #2023-18” 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 solicit quotes for a safety and security system, and remote monitoring services for the Oregon Manufacturing Innovation Center Research & Development (“OMIC R&D”), hosted by Oregon Tech.

About OMIC R&D

OMIC R&D is a world-class collaborative environment that provides economic, strategic, and technological solutions for its industry partners, bringing together the best talents and capabilities of leading manufacturing companies and three universities: Oregon Tech, Oregon State University, and Portland State University. Oregon Tech acts as the host of OMIC R&D. OMIC R&D is instrumental in bolstering economic growth, deepening relationships with metals-related industry, and providing a path for manufacturers to be more competitive in the global market.

The partnerships established through OMIC R&D provides applied research, technical advice, and support driven by manufacturing enterprises of all sizes to define the research and development focus. OMIC R&D is a developing and dynamic workspace where change is the norm.

The OMIC R&D Campus is a ten (10)-acre site located at 33701 Charles T Parker Way, in Scappoose, Oregon, with two (2) research facilities; the OMIC R&D Subtractive Innovation Center, which is 35,000 square feet, and a new Additive Innovation Center, which is 30,000 square feet. In addition, there are four (4) small outbuildings which consist of a compressor building, chemical storage, hazardous materials storage, and a former pump house that now serves as property maintenance storage. The campus is surrounded by chain link fence with angled barbed wire running along its top. An access card activated access gate will be installed before the end of July 2023 and the facility has card access to entry and internal doors of both research buildings.

Quotes for Safety and Security System and Remote Monitoring Services

Quoters are expected to propose their specific recommendations for security and safety monitoring of the campus and facilities. Quoters are requested, as a separate element of the quote, to indicate what monitoring equipment is necessary for the quoter to carry out its security and safety monitoring activities. Quoters are requested to indicate in their quote whether the current Unifi camera network is sufficient to serve as the camera system they use for remote monitoring, and if not, quoter is requested to make recommendations for camera replacements at recommended locations and other notification devices based on quoter's systems (e.g. fence line sensors, motion detectors, etc.) In addition, quoters are requested to propose means for staff to contact quoter if a safety or security issue arises. Oregon Tech is expecting turn-key quotes. Quoters shall include all materials, site work, and labor in preparation of their quote.

In addition to the safety and security system installation, Oregon Tech plans to award the successful quoter a contract for a two (2) year period. Oregon Tech reserves the right to renew the contract for up to two (2) additional one (1)-year periods at its sole discretion. The successful quoter shall be responsible for system maintenance and uptime for the duration of the contract and any extensions thereof. This shall include the capability for an on-site response if remote diagnostics are unable to resolve the issue. Oregon Tech shall not be charged for any labor or materials related to the maintenance and uptime of the monitoring system, with exceptions for accidents and vandalism.

During the typical monitoring hours, the successful quoter shall remotely monitor the OMIC R&D campus. Quoters shall clearly describe their methodology or technological application to accomplish this. Once the quoter is aware of an unauthorized access to the property, or indication of a threat to the safety of the building or staff, the quoter's remote monitoring team shall be required to contact appropriate authorities, to prevent risk to staff or facilities, or to prevent further trespass or theft. In addition, quoter will contact on-call staff to inform them of the trespass or threat.

Oregon Tech will require the successful quoter provide all pertinent video footage of the event within two business days. Oregon Tech may also request that the quoter provide video footage during business hours, as needed to aid in the investigation of theft or confidential issues. Quoters shall propose options for video storage and retention as required by state law for a public entity. Oregon Tech on occasion conducts work that may require staff to access the facility at any time. Quoters shall propose their methodology or procedures for recognizing staff access during monitored hours.

Typical Monitoring Hours

Oregon Tech would like the system to be online twenty-four (24) hours per day. However, notification and remote monitoring only needs to occur between the following hours: Monday through Friday from 5:00 PM through 8:00 AM Pacific Time, Saturday's and Sunday's twenty-four (24) hours, and for twenty-four (24) hours on holidays observed by Oregon Tech, as published: <https://www.oit.edu/human-resources/hr-calendars/holidays>

Contract Start Date

Delivery time is of the essence and may be a factor in making an award. The desired contract start date is on or around September 1, 2023

3. QUOTE

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Experience of staff who will work on the project;
- C. Total not-to-exceed price to complete the project, including a breakdown of the not-to-exceed fee and the not-to-exceed reimbursable expenses;
- D. References;
- E. Estimated time to complete the project; and
- F. 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 the following: company experience, staff experience, not-to-exceed price for the inventory, references, and proposal to complete the inventory (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATION
RFQ #2023-18**

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 Goods and Services Contract, 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 Goods and Services Contract, 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 Goods and Services Contract

[Please see attached.]