

REQUEST FOR QUOTES (RFQ) #2025-05

Issue Date: May 29, 2025

Project Name:	Dental Hygiene – Student Instrument Kits (Klamath)		
Quote Due Date/Time:	June 16, 2025, 1:00 PM Pacific Time		
Project Coordinator:	Shannon Inman	Phone:	(541) 885-1341
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SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“RFQ #2025-05” 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 Statutes (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 instrument kits for students enrolled in the Dental Hygiene Program at the university’s Klamath Falls campus. The instrument kit specifications consist of the following:

- Sophomore (Class A) Fall 2025 Kits – Part A
- Sophomore (Class A) Fall 2025 Kits – Part B
- Junior (Class B) Fall 2025 Kits – Part A
- Junior (Class B) Fall 2025 Kits – Part B

The instrument kits are further detailed as follows:

Sophomore (Class A) Fall 2025 Kits - Part A

Color Bands		Instrument Box #
Light Green	Black	C-3
Light Green	Gray	C-4
Light Green	Pink	C-5
Light Green	Brown	C-6
Light Green	Light Blue	C-7
Light Green	Orange	C-10
Light Green	Blue	C-11
Blue	Gray	C-12
Blue	Black	C-13
Blue	White	C-14
Blue	Brown	C-17
Blue	Light Blue	C-18
Yellow	Red	C-19
Yellow	Orange	C-20
Yellow	Pink	C-21
Yellow	Purple	C-24
Yellow	Black	C-25
Yellow	White	C-26
Pink	Gray	C-27
Pink	Black	C-28

Item#	Description	Qty
IMN6053LM*	5 Inst. INFINITY Cassette Orange	40
LASER MARK	Laser Marking /IM6053LM	40
EXD11/127C	#11/12 ODU DE Explorer, 7 Cir IMN9148LM	80
PCPUNC127C	CC SE UNC Probe, 1-12, 7 Cir	80
MIR4DSHD6	#4 HD CS Mirror DS, 6 pack	20

MH7C	Mirror Handle, 7 Clr (Please package the following into 20 lists (Cassettes)	80
IM9148LM*	D-D 14-Instr Blue <u>INFINITY</u> Series Cass	40
LASER MARK	Laser Marking/IM9148LM	40
SH6/79E2-U	H6/H7 DE Scaler, EverEdge2 #9 Handle	40
SCNEVI19E2-U	Nevi Anterior DE, EE2 #9 Handle	40
S204S9E2-U	204S DE Sickle Scaler, EE2 #9 Handle	40
SBH5/69E2-U	#5/6 Barnhard Curette, EE2 #9 Handle	20
SBH5/6XE2-U	#5/6 Barnhard Curette, EE2 #9 Harmony Hdl.	20
SS3C	#3Ceramic Stone	20
PTS-IND	PLASTIC TEST STICK-INDIVIDUAL	20
HFL-390	Student Welcome Card and Envelope	20
	Shipping & Handling	20
	Insurance	20

Sophomore (Class A) Fall 2025 Kits – Part B

Item#	Description	Qty
MP R320	MP One Articulator	20
AM-OCC	AM Oral Cavity Cover w/assembly	20
MP-P500 C	ModuPro Perio Refill Kit - Clear Includes Calculus	20
SC SAR O	Special Assembly Requirement - OCC to ModuPro	20
	Tongue	20
	Freight	1
Item#	Description	Qty
4132-798	GLASSES NAT EXT TINT	20
4132-770	GLASSES NAT EXT BLACK FRAME	20
4543-255	DENTAL HYGIENE CLIPBOARD	20
3757-026	NEBRASKA 128-L5 PASSION PRP	40
3415-850	SCALER MONTANA JACK SUN YEL	40
3985-244	BIB HOLDER BLU NON-CHILL BENCO	40
1976-534	TEETH ANATOMICAL SET B3-305	20
6315-088	Blue Jay Full Automatic Blood Pressure	20
	#18L Locking Dressing Pliers	40
	Shipping container Fee \$2.99	20

Junior (Class B) Fall 2025 Kits – Part A

Color Band		Instrument Box #
Green	White	B-2
Green	Red	B-3
Green	Purple	B-4
Green	Yellow	B-5
Yellow	Light Blue	B-6
Yellow	Blue	B-7
Yellow	Brown	B-8
Yellow	Gray	B-9
Blue	Red	B-10
Blue	Purple	B-11
Blue	Pink	B-12
Pink	Brown	B-13
Brown	Red	B-14
Brown	Orange	B-15
Orange	Purple	B-16
Orange	Gray	B-17
Gray	Black	B-18
Black	Light Blue	B-19
Black	White	B-20
Black	Red	B-21

Item #	Description	Qty
M9145LM*	D-D 14-Instr Yellow Sig Series Cass	40
LASER MARK	Laser Marking Cassettes IM9148LM	40
EXD11/126	#11/12 ODU DE Explorer, Satin Steel	40
MH7C	Mirror Handle, 7 Clr	40
PCP127C	CC SE Probe 3-6-9-12, 7 Clr	40
XP23/11.57-U	#23/11.5B WHO Expro, 7 Handle	40
PQ2N7C	CC DE #2 Nabers Probe 3-6-9-12, 7	40
SG1/29E2-U	#1/2 Gracey Curette, EE2 #9 Handle	40
SG7/8R9E2-U	#7/8 Curette Rigid, EE2 #9 Handle	40
SG11/129E2-U	#11/12 Gracey Curette, EE2 #9 Handle	40
SG13/149E2-U	#13/14 Gracey Curette, EE2 #9 Handle	40
SMS1/29E2-U	#1/2 Mini-5 Micro Gracey Curette EE2 #9	40
SMS11/129E2-U	#11/12 Mini-5 Micro Gra Curette, EE2 #9	40
SMS13/149E2-U	#13/14 Mini-5 Micro Gra Curette, EE2 #9	40

SC4R/4LXE2-U	#4R4L Columbia Curette, EE2, Harmony Hdl.	40
S204SXE2	204S DE Sickle Scaler, EE2, Harmony Hdl.	40
SH6/79E2-U	H6/H7 DE Scaler, EverEdge2 #9 Handle (Please pack SH6/79E2-U separately)	40
IM6059LM*	5 Inst. Sig Cassette Green	20
LASER MARK	Laser Marking Cassettes LM6059LM	20
FH3/76-U	#3/7 Hirschfeld File Satin Steel Handle	20
FH5/116-U	#5/11 Hirschfeld File Satin Steel Handle	20
FH9/106-U	#9/10 HIRSCHFELD FILE SATIN STEEL HANDLE	20
SDCN7-U	Nabers Diamond Tec File Scaler #7 Hdl	20
SDCM/D7-U	Mes/Dist. Diamond Tec File Scaler #7 Hdl	20
MIR4DSHD	#4 HD CS Mirror DS	40
PTS	Plastic Test Stick (Pkg Of 6)	20
SSDGRIT	Dual Grit Ceramic Stone	20
Shipping		
Insurance		

Junior (Class B) Fall 2025 Kits – Part B

Item #	Description	Qty
82002	30K FSI-Powerline-10 - FITGRIP	20
82006	30K FSI-Slimline-10L - FITGRIP	20
82007	30K FSI-Slimline-10R - FITGRIP	20
3257-496	Locking cotton pliers	80
4068-242	SYR ASPIRATING CW PETITE PINK	80
HST	File Sharpener - Tanged	20
	Shipping	

Additional Specifications

All kits must arrive at F.O.B. Destination, no later than **September 12, 2025**; delivery time is of the essence and may be a factor in making an award.

Instruments must be loaded into the cassettes. Instruments must be laser marked according to the “Special Instructions” above. Instruments must be color-coded according to the “Special Instructions” with non-removable bands.

Oregon Tech reserves the right to break up an award to vendor(s) for individual items based on the best interest of Oregon Tech.

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 complete the inventory (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATION
RFQ #2025-05**

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 Institute of Technology 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. Submissions or emails 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.]