



REQUEST FOR PROPOSALS

RFP # 2026-02

X-RAY COMPUTED TOMOGRAPHY SYSTEM

ISSUE DATE: February 12, 2026

CLOSING DATE: **March 2, 2026**

CLOSING TIME: **1:00 PM Pacific Time**

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OREGON INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSALS RFP #2026-02 X-RAY COMPUTED TOMOGRAPHY SYSTEM

SECTION I - INFORMATION REGARDING PROPOSAL

INTRODUCTION

The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to select a vendor to provide one X-ray Computed Tomography System designed for educational research and development applications for the Portland-Metro campus located in Wilsonville, Oregon.

Oregon Tech is a university founded on the principles of excellence through hands-on knowledge. As the Pacific Northwest’s only public institute of technology, Oregon Tech takes pride in its mission to deliver technology education by giving students a rigorous, practical education while applying cutting-edge concepts for real-world solutions. The university partners with industry leaders to ensure that its programs and classes are at the top of the board with adapting to new technology and preparing students for workforce demands.

IMPORTANT NOTICE

It will be the responsibility of potential proposers to refer daily to the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response to clarifying questions, cancellations, or other information pertaining to this Request for Proposals (“RFP”).

Oregon Tech will provide detailed laboratory space plans and technical specifications to assist proposers in evaluating the facility requirements for the X-ray Computed Tomography System. These documents are included as part of Exhibit C, “Laboratory Space Plans and Technical Specifications” and outline the layout, infrastructure, and operational guidelines for the designated laboratory area. Please refer to Exhibit C for Laboratory Floor Plan for comprehensive information regarding the available space and required system accommodations.

GENERAL INFORMATION

Issuing Office: The Office of the Senior Vice Provost, Research and Graduate Studies of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two (2) matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications:

Michelle Meyer, CPA
Director of Audit and Compliance
Email: michelle.meyer@oit.edu

RFP Process Questions:

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk

Telephone: (503) 821-1266
Email: Vivian.Chen@oit.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date.....	February 12, 2026
Deadline for Protest of Specifications	February 19, 2026 (5:00 PM PT)
All Clarifying Questions Due	February 23, 2026 (5:00 PM PT)
Notice of Interest Deadline	February 25, 2026 (5:00 PM PT)
Closing Date (Proposals Due).....	March 2, 2026 (1:00 PM PT)
Finalist Presentations (if required)	Week of March 9, 2026
Deadline for Protest of Award	Seven (7) calendar days after the date on Notice of Award letter
Anticipated Contract Begin Date	On or around March 31, 2026

GENERAL PROVISIONS

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapters 580-61 and 580-62 govern the procurement process for Oregon Tech.

1. Modification or Withdrawal of Proposal. Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 PM PT on the date indicated in the Schedule of Events via email. In the Notice of Interest, Proposer must provide the name of the primary contact person, plus that person’s current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

3. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 PM PT, on the date indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident, or unjustifiably restrict

competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

4. Protests of the RFP/Specifications: Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 PM PT on the date indicated in the Schedule of Events or within seven (7) business days of issuance of any addendum at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

5. Addenda: If any part of this RFP is amended, an addendum will be provided on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>), with a copy to all parties who submit the Notice of Interest.

6. Post-Selection Review and Protest of Award: Oregon Tech will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR
- (C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the protest after receipt. This decision shall be final.

7. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

8. Public Records: proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET UNDER ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2) and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

9. Investigation of References: Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

10. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of Proposer, and will not be reimbursed in any manner by Oregon Tech.

11. Clarification and Clarity: Oregon Tech reserves the right to seek clarification of each proposal or to make an award without further discussion of the proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear, and favorable manner possible.

12. Right to Reject Proposals: Oregon Tech reserves the right to reject any or all proposals if such rejection would be in the public interest, as determined by Oregon Tech.

13. Cancellation: Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

14. Proposal Terms: All proposals, including any price quotations, will be valid and firm over a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

15. Oral Presentations: At Oregon Tech’s sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for Proposer to clarify or elaborate on the proposal but will in no material way change Proposer’s original proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating

committee and may not be conducted; therefore, **written proposals should be complete.**

16. Usage: It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the Scope of Work below.

17. Sample Contract: Submission of a proposal in response to this RFP indicates Proposer's willingness to enter a contract containing substantially the same terms listed in Exhibit A – Oregon Tech Sample Contract, attached hereto and made a part hereof ("Sample Contract"). No action or response to the Sample Contract is required under this RFP. Any objections to the Sample Contract terms should be raised in accordance with Paragraphs 3 and 4 of the "General Provisions" of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

18. Review for Responsiveness: Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the evaluation committee. If a proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and not submitted to the evaluation committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality that may be waived and then to determine if an error is grounds for disqualifying a proposal. Proposer's contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

19. Rejections and Withdrawals. Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

20. RFP Incorporated into Contract. This RFP will become part of the Contract between Oregon Tech and the successful Proposer. The successful Proposer will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

21. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected and all protests, if any, have been resolved.

22. Prohibition on Commissions. Oregon Tech will contract directly with persons or entities capable of performing the requirements of this RFP. Proposers must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

23. Ownership of Proposals. All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes, Chapter 192 (Oregon Public Records Law).

24. Clerical Errors in Awards. Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

25. Rejection of Qualified Proposals. Proposals may be rejected as a whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Oregon Tech Sample Contract.

26. Collusion. By responding, Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is fair and without collusion or fraud in all aspects. Proposer also certifies that no Oregon Tech officer, agent, or employee has a pecuniary interest in this proposal.

27. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee’s recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

28. Commencement of Work: Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest has been decided, a contract has been fully executed, and Oregon Tech has issued a Notice to Proceed.

29. 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. Proposers may submit proposals for substantially equivalent products to those designated unless this RFP 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.

30. Best and Final Offer: Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of the initial proposal received. Therefore, each proposal should contain Proposer’s best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

31. Recycled Products. The successful Proposer will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the resulting contract.

TERM OF CONTRACT

The Contract is expected to begin on or about March 31, 2026, and extend to on or about September 30, 2026.

DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by **1:00 PM PT, March 2, 2026**. **Email subject line must be “Response to RFP #2026-02.”** Proposers are encouraged to telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech’s sole discretion.

Proposer is responsible for ensuring that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:

Email: Purchasing@oit.edu

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

PROJECT BACKGROUND

Oregon Tech is seeking proposals to select a vendor to provide one X-ray Computed Tomography System (“Equipment”) designed for educational research and development applications for the Portland-Metro campus located in Wilsonville, Oregon.

In addition, the successful Vendor shall be responsible for providing comprehensive Equipment training for designated Oregon Tech personnel, furnish a three-year warranty and maintenance agreement covering the Equipment, and ensure all installation and calibration activities at the Portland-Metro campus in Wilsonville, Oregon are completed within the specified timeframe, with the Equipment fully operational no later than August 13, 2026.

SCOPE OF WORK

All proposals must meet the required specifications outlined below. Each proposal will be evaluated not only for compliance but also for the quality, completeness, and clarity of the information provided, with subjective criteria influencing the overall assessment and selection process.

Timeline

Oregon Tech expects the successful vendor will make every reasonable effort to ensure the Equipment is fully operational; including installation, calibration, and all necessary training; no later than August 13, 2026. The successful proposer should present a clear, feasible timeline detailing how they intend to achieve this goal and demonstrate their commitment to meeting the required deadline.

Prevailing Wage Rates

Prevailing Wage Rates requirements apply to this project because the maximum compensation for all Owner-contracted Work is more than \$50,000. Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates and the required public works bond, as outlined in Sections C.1, C.2 and G.2.3 of the Oregon Tech General Conditions. The Bureau of Labor and Industries (BOLI) wage rates and requirements set forth in the following BOLI booklet (and any listed amendments to that booklet), which are incorporated herein by reference, apply to the Work authorized under this Contract:

PREVAILING WAGE RATES for Public Works Contracts in Oregon, as published January 5, 2026, which can be downloaded at the following web address:

<https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>

The Work will take place in Clackamas County, Oregon

Minimum Qualifications

1. All Equipment must be new. No used or refurbished equipment will be considered. Preference will be given to proposals that clearly demonstrate the latest advancements in technology, innovation, and reliability, as well as a strong reputation for product quality in the industry.
2. Warranty duration and maintenance information must be provided for each piece of Equipment, covering a three (3) year period. Proposals will also be evaluated on the perceived comprehensiveness of warranty coverage, responsiveness of support, and the vendor’s reputation for honoring warranty commitments.

3. All Equipment must be provided as soon as reasonably possible. It is requested that the successful proposer ship items as they are available. Consideration will also be given to vendors who exhibit flexibility, clear communication, and a proactive approach to meeting or exceeding delivery and operational timing expectations.
4. All Proposals must be inclusive of Freight FOB Destination, Wilsonville, OR. Favorable consideration will be given to proposals that demonstrate efficient and reliable logistics arrangements, as well as a track record for on-time and damage-free deliveries.
5. Equipment must have a 6-month or less build life cycle. In addition to meeting the stated timeline, proposals will be subjectively assessed on the supplier's demonstrated ability to manage projects efficiently, communicate status updates, and resolve issues that may arise during the build process.
6. Proposal must include provisions for training and three-year warranty and maintenance. Proposals that provide comprehensive, user-friendly training programs and demonstrate a strong service and maintenance support structure will receive favorable subjective consideration.
7. Proposal must include the cost of packing, crating, shipping, and installation at Oregon Tech. Preference will be given to vendors who outline clear, efficient, and customer-focused logistics and installation processes that minimize disruption and ensure a smooth transition.
8. Proposal must include the labor costs for installation and calibration at the current State of Oregon prevailing wage rate. Additional weight may be given to vendors whose installation teams demonstrate professionalism, experience, and a commitment to safety and quality.
9. Equipment must come with a safety plan including Safety Data Sheets (SDS) for all supplied chemicals and gases, OSHA requirements, and Job Safety Analysis (JSA) detailing suggested Personal Protective Equipment (PPE) and common hazards during various machine operations. Proposals will be reviewed for the clarity, thoroughness, and practicality of the safety plan, as well as the vendor's demonstrated commitment to workplace safety standards.
10. Proposal must provide information regarding all other items required for machine function, including gas and chiller. Proposals that provide complete, detailed, and transparent information about required components and support systems will be subjectively favored.
11. If needed, the Proposal must include expenses related to the re-configuration of lab space. Proposals will be further evaluated on the vendor's ability to anticipate site challenges, offer flexible solutions, and collaborate effectively with Oregon Tech staff to facilitate necessary modifications.

Required Specifications

Site Specifications:

The building is equipped with the following: electricity, if the machine cannot operate using the supplied power, a transformer or phase changer, as necessary, must be included in the quote:

- 240/120 Volt, 1PH 60Hz (15 amps max)

Equipment Specifications:

1- X-ray Source Requirements:

- 450 kV (or more), 450 W (or more) high-power X-ray source with Rotating target
 - X-ray focal spot size: From 80 μm at 200 W up to 110 μm at 450 W
- Must include an open tube design with replaceable tungsten filament
- Must include auto filament control via intelligent control of the X-ray source
- Must include automated X-ray flux normalization
- Must include a motorized alignment system for fast and repeatable alignment after filament replacement
- Must include:
 - X-ray controller
 - High-voltage (HV) generator
 - High-voltage (HV) cable
 - High-voltage (HV) insulating oil needed for safe operation and maintenance of the X-ray system.
 - Backing pump
 - Turbo pump
 - Oil chiller kit
 - Spares kit including:
 - Replacement tungsten filaments
 - O-rings and vacuum seals
 - Gaskets and feedthrough seals
 - Electrical connectors or cables
 - Small mechanical hardware
 - Fuses or protection components

2- Detector Requirements:

- Detector panel shift technology with amorphous silicon digital flat panel
- Active area: 2880 \times 2880 pixels (432 mm \times 432 mm / 17 \times 17")
- Field of view: 2850 \times 2850 pixels (427.5 mm \times 427.5 mm)
- Frame rates: up to 14.9 fps @ 1x1 binning and 29.4 fps @ 2 x 2 binning
- 16 bit ASTM-grade detector with 150 μm pixels
- Must include:
 - Carbon fiber input window
 - CsI scintillator

3- Scanning System Requirements:

- 7-Axis precision manipulator
- Granite-based, metrology-grade sample manipulator
- Precise steel tower construction
- Precision servo control and encoders
- Precision rotational stage for accurate CT acquisition
- Sample weight: up to 100 kg
- Motorized movable Focal-to-Image Distance (FID)
- Specialized sample holder kit for various sample sizes and shapes

- System shielded to $< 1 \mu\text{Sv/hr}$
- Minimum dimensions of shielded X-ray enclosure:
 - Length: 3200 mm
 - Width: 1400 mm
 - Height: 2000 mm
- Must include:
 - Large access door with bi-parting shielded doors
 - Glass safety door for clear observation of the manipulator and the sample
 - High-definition internal CCTV for sample and manipulator viewing
 - Self-contained cooling system
 - 3 high-grade proportional joystick control
 - Windows-based PC
 - High-definition flat-screen monitor interface

4- Machine Control:

- a. Machine control must be in English
- b. Accept USB or LAN interfaces

5- Electrical Requirements:

- a. Machine must be UL certified

SECTION II – INFORMATION REQUIRED FROM PROPOSERS

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The proposal should be written on standard size (8½” x 11”) paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

File Size Limit

Proposer’s submission may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Non-Discrimination and Oregon Tax Laws Certification** sheet, signed by an authorized company official.
2. The proposal must also include the following:
 - a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of Proposer, address, current telephone number, e-mail address, name and title of Proposer’s contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind Proposer.
 - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. **Summary Statement.** Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than five hundred (500) words) any special considerations Oregon Tech should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. Proposers may be asked to provide written clarification if the proposal is unclear. **Proposals that do not specifically address the scope of work or do not include the complete**

proposal content may be rejected.

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

- | | |
|------------------------------|------------------|
| 1. Background Information | 20 points |
| 2. Scope of Work | 25 points |
| 3. Cost Summary | 25 points |
| 4. Quality of Proposal | 15 points |
| 5. References Review | 15 points |
| 6. Interview (if applicable) | <u>25 points</u> |

Total Possible: 125 points

SECTION III – QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order, beginning with question 1 by restating the question and then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Background Information

Description of experience in successfully completing projects involving similar equipment, including related training, a three-year warranty and maintenance agreement, as well as on-site installation and calibration. Experience working with institutions of higher education is preferred. Proposers should provide evidence of the successful, timely completion of at least three such projects. Please provide the contact person's name, address, and current telephone numbers for such projects.

Identify the specific person(s) who would be responsible for the proposed work and include a brief resume for each. Please list references for each person identified, including the name, address, and current telephone number of an appropriate reference contact person.

2. Scope of Work

Using the Scope of Work as a guide, outline a work plan, with target dates for beginning and completion of essential steps necessary to meet the deadlines, minimum qualifications, and required specifications.

Additionally, specify any dependencies or factors that could affect the work plan or target dates, especially those that may impact timely completion of key milestones needed to meet the final deadline of August 13, 2026.

3. Cost Summary

Pricing and fee schedules must be detailed enough to support the acceptance of your proposal. Using Exhibit B, Not-to-Exceed Proposal Price Form, please indicate the not-to-exceed (NTE) amount you are proposing for the Scope of Work. The pricing should include a breakdown of all anticipated expenses — such as equipment, training, three-year warranty and maintenance agreement, freight (FOB destination), on-site installation, on-site calibration, any other necessary items for equipment operation (including gas and chiller), and, if applicable, costs associated with lab space reconfiguration.

4. Quality of Proposal

The proposal is fully compliant and responsive. Responses display a thorough understanding of the scope of work and present a complete recommended approach and a well-structured timeline.

5. References Review

Provide three (3) references from clients your firm has served in the past three (3) years, including one (1) client that has newly purchased similar Equipment from the firm in the past year (1) years. Provide the name, address, and current telephone number for each reference.

SECTION IV – CONTRACT TERMS AND REQUIRED DOCUMENTS

NOTICE OF INTEREST

**RFP #2026-02
X-RAY COMPUTED TOMOGRAPHY SYSTEM**

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

Please email the completed Notice of Interest no later than February 25, 2026 at 5:00 PM PT to Purchasing@oit.edu.

**BIDDER/PROPOSER
NON-DISCRIMINATION AND OREGON TAX LAWS CERTIFICATION**

**RFP #2026-02
X-RAY COMPUTED TOMOGRAPHY SYSTEM**

I, the undersigned, have read all the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that the named firm has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, or Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon-certified minority, women, or emerging small business (check all applicable): DBE MBE WBE ESB

Certificate of Compliance with Oregon Tax Laws

I, the undersigned (check one):

- hereby certify under penalty of perjury that I am not in violation of any Oregon Tax Laws.

- hereby certify under penalty of perjury that I am authorized to act on behalf of the firm herein named, and to the best of my knowledge, such firm is not in violation of any Oregon Tax Laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by Oregon Revised Statutes (ORS) 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one): Corporation Partnership Sole Proprietorship
 Governmental/Non-Profit Limited Partnership Limited Liability Partnership
 Limited Liability Company

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

EXHIBIT A

OREGON TECH SAMPLE CONTRACT

[Please see attached.]

EXHIBIT B

NOT-TO-EXCEED PROPOSAL PRICE FORM

[Please see attached.]

EXHIBIT C

LABORATORY FLOOR PLAN

[Please see attached.]