



125 College Drive, Casper WY 82601

REQUEST FOR QUOTE #CC549-21

Casper College RFQ Name:

BOTTLE FILLERS, DRINKING FOUNTAINS, AND FAUCETS

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for the above project.

**SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE
PROCUREMENT DEPARTMENT BY NO LATER THAN:
2:00 P.M. MTN Time on March 9, 2021.**

Proposals will be opened at 2:00 pm March 9, 2021 in **Room #310 of the Gateway Building on the
Casper College Campus**

Please provide one (1) original and one (1) copy in a sealed envelope(s).

Proposals received after the time and date specified will not be considered.

Sealed proposals must be sent or delivered to:

Casper College
125 College Drive
Casper, Wyoming 82601

Attention Shane Pulliam, Director of Procurement
Gateway Building Room #311

Please clearly mark the outside of your envelope:
"BOTTLE FILLERS, DRINKING FOUNTAINS, AND FAUCETS – RFQ #CC549-21"

Telephone, fax, or email proposals will not be accepted

Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

Although pricing is important, it will not be the only factor considered when evaluating proposals (see page 4).

ITB/RFP/RFQ POSTING & DOWNLOADING:

All Casper College ITB's, RFP's, and RFQ's will be posted on the web-pages shown below. Bidders are responsible for checking these sites for addendums prior to sending in their proposals.

www.caspercollege.edu/offices-services/purchasing

We also post on:

www.rockymountainbidsystem.com

Refer questions to (email is preferred):

Shane Pulliam

shane.pulliam@caspercollege.edu

Ph 307-268-2633

Sincerely,

A handwritten signature in blue ink, appearing to read "Shane Pulliam", is written over a light blue circular background.

Shane Pulliam
Director of Procurement

GENERAL

- Expenses incurred in proposal preparation, pre-bid meetings, site-visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by the college.
- Awarded bidder(s) will not be reimbursed for expenses such as travel, mileage, rental car, meals, lodging, etc.
- All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- All materials submitted with regard to this solicitation become the property of the college. The college will have the right to use any ideas contained in proposals received, with the exception of proprietary or confidential information.
- By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.
- Casper College does not make advance payments for orders.
- All bids shall be valid for a minimum of sixty (60) days from the bid due date.
- If your company is awarded this order nothing shall be shipped until your company receives an approved Purchase Order from the Casper College Procurement Department.
- The College reserves the right to split the award to multiple bidders.
- The College Purchase Order Terms & Conditions will prevail.
- Use attached bid form (page 5). At our option, we may reject any proposals that are not submitted on our bid form.

Please submit one original and one copy of the original proposal (and all associated literature, specifications, etc.) in a sealed envelope.

Note: Please do not return pages 1-4 of this RFQ with your proposal.

The following designations are used interchangeably:

- Casper College, College and The College
- Evaluation Committee and Committee
- Proposal, Bid and Bid Proposal
- Bidder, Person, Vendor, Company, Manufacturer, Distributor, Dealer
- Request for Quote and RFQ

Specifications

Quantity	Manufacture	Model Number
20	Elkay	LZSTL8WSLK
27	Elkay	LZS8WSLK
33*	Sloan	EBF-615-8-BAT-TEE-CP-0.5GPM-MLM-IR-BT-FCT CODE NUMBER 3315152BT
33*	Sloan	EBF-615-4-TUR-TEE-CP-0.5GPM-MLM-IR-BT-FCT CODE NUMBER 3315339BT
33*	Sloan	ETF-608-A TRIM PLATE KIT

*= We will either chose the battery powered faucet or the battery + turbine powered faucet with the trim plate.

CLARIFICATIONS / QUESTIONS

- All requests for clarifications **must be emailed** to shane.pulliam@caspercollege.edu by March 4, 2021 4:00 p.m. MTN time. The Procurement Department will respond by email or issue an Addendum if required (see below). **Please do not contact any other College personnel directly.**

ADDENDUMS

- All significant changes or corrections will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be available on the bid posting web-sites noted on page #2. **Bidders shall not rely on any other changes or corrections.** Bidders are responsible for checking these sites before submitting a proposal.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A proposal that is in the possession of the Purchasing Office may be **altered or withdrawn** by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our purchasing department prior to proposal opening.

- Changes on the proposal must be initialed by the person signing the proposal.

DEVIATIONS OR SUBSTITUTIONS

- Casper College has determined that the models that are in this RFQ will best replace our current fountains and faucets. Any deviations or substitutions will not be accepted.

EVALUATION CRITERIA

- Proposals will be evaluated on, but not limited to, the following criteria (not in priority order).
 - **Pricing:** Although a concern, the bidder(s) with the most favorable pricing may not necessarily be awarded the order(s).
 - **Specifications:** Proposed units substantially meet our specifications along with quality, reliability, safety, and other requirements.
 - **Reputation / Stability:** Reputation and stability of the dealer and manufacturer they are representing and length of time they have been in business. Results of prior orders (if any) and information acquired from references.
 - **Parts/Service:** Availability of parts, service, and warranty. Response time for parts and service calls.
 - **Delivery / Timeliness:** Time required for delivery of the unit.
 - **Etc.:** Other miscellaneous criteria.

AWARD OF ORDER

- If awarded, the award will be to the bidder(s) whose proposal(s) will be the most advantageous to Casper College, considering, but not limited to, the Evaluation Criteria shown. Negotiations may also be a part of the award process. Consideration of the factors enumerated herein and the award of the order shall be at the sole discretion of Casper College.

INVOICING AND PAYMENT

- Invoices totaling \$10,000 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Completed invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment. All invoices shall be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. No late fees will be paid by the College.

BID FORM:

Attach itemized pricing, material samples, additional options, specifications, literature, and warranty information to your proposal form.

<i>Casper College - Bid Form</i>					
Student Housing Furniture RFQ #CC548-21					
Item #	Qty	UOM	Description	Price Each	Extended Price
LZSTL8WSLK	20	EA	HI/LO BOTTLE FILLER DOUBLE BOWL		
LZ8WSLK	20	EA	BOTTLE FILLER SINGLE BOWL		
	33	EA	TOUCHLESS FAUCET		
				<u>TOTAL</u>	
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)					
<i>Bidder Information:</i>			<i>Comments:</i>		
Company Name:			Mailing Address:		
City:		State:		Zip:	
Phone Number:			Fax:		
Bidders Name (print):			Title:		
Signature:			Email Address:		
* Signing this form indicates you agree with all the conditions shown in this RFQ, addendums (if any) and attachments.					