Request for Quote (RFQ) # R140003
New River Community and Technical College

New River Community and Technical College (NRCTC) requests bids for Occupational Therapy Equipment (OTA) and itemized accessories for the OTA Program located at 109 E Main Street, Beckley, WV.

To obtain a copy of the proposal or for additional information contact:

Twana Jackson
Director of Purchasing
New River Community and Technical College
200 George Street, Suite 7
Beckley WV 25801
Telephone: (304) 929-6716
Email: tjackson@newriver.edu

A copy of the RFQ is also available on New River Community and Technical College’s website: http://www.newriver.edu/faculty-and-staff2/finance-and-administration/request-for-bids

Sealed bid shall be accepted until 3:00 p.m. on March 28, 2014. Submit one (1) original bid plus two (2) convenience copies in a seal opaque envelope. Bids must to mailed or delivered to the above address by this deadline.

NRCTC reserves the right to accept or reject any or all bids if it is in the best interest of the College to do so. The College also reserves the right to withdraw this RFQ at any time and for any reason.

GENERAL TERMS AND CONDITIONS

Each Bidder must be a registered vendor with the Purchasing Section of the Department of Administration. Bids will be rejected from any vendor not properly registered with the Purchasing Section prior to issuance of a Purchase Order. To obtain proper vendor registration procedures, contact the Purchasing Division at 304-558-3970.

Bids shall be submitted on the Request for Bid forms. Each Bidder is required to obtain a Request for Bid packet from the Director of Purchasing or from the New River Community and Technical College website, and to follow all instructions contained therein. All bids must be signed by the bidder’s representative. NRCTC reserves the right to award one or more vendors. After the opening and award, will become the property of NRCTC and will not be returned. Proposals may NOT be withdrawn for a period of sixty (60) days from the submission deadline date.

Submit one (1) original bid plus (2) two convenience copies enclosed in a sealed, self-addressed, opaque envelope plainly marked:

SEALED BID
Proposal for: OTA Equipment and Accessories
Requisition Number (RFQ): R140003
Time of Bid Opening: 3:00 p.m.
Date of Bid Opening: 28th of March 2014

New River Community and Technical College is not liable for any expenses incurred by bidders in the preparation or presentation of bids.
The price shall include the requested equipment, set-up and warranty/maintenance information. Shipping is FOB Destination. The successful Bidder will be required to delivery and completely set-up the equipment as soon as possible after the Bid is awarded and the Purchase Order received.

Equipment is to be delivered to:
New River CTC’s Advance Technology Center,
located at 527 Odd Road, Ghent, WV 25843

Pursuant to the laws of the State of West Virginia, New River Community and Technical College, must award bids only to the lowest, qualified Bidder. Bids may not be modified or withdrawn for a period of ninety (90) days after receipt of Bids.

The vendor warrants that all goods and services furnished will be designed, constructed, and performed so as to comply with the William Steiger Occupational Safety and Health Act of 1970, as amended from time to time, and the rules, regulations, and standards issued there under by any applicable governmental authority which as of the date of this agreement will apply to the goods and services furnished hereunder.

The vendor warrants that all chemical substances sold by it to New River Community and Technical College comply with and are inventoried or registered pursuant to the requirements of the Toxic Substance Control Act, and rules and regulations issued there under by all applicable governmental authorities.

The vendor shall furnish New River Community and Technical College with a Material Safety Data Sheet (MSDS OSHA Form 20) disclosing all potentially hazardous substances in any product which the vendor sells or offers for sale to New River Community and Technical College. Potentially hazardous substances shall include but shall not be limited to those substances regulated under 29CFR1910.1200.

It is the intention of New River Community and Technical College not to purchase any products which contain asbestos or asbestos components in the equipment or materials to be supplied by the vendor. The vendor warrants that all equipment and materials be supplied by the vendor under this contract are free of asbestos, except in the extent that such asbestos is specifically identified in writing by the vendor and specifically accepted in writing by the College.

PAYMENTS

In order to receive timely payment, vendors have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor’s invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract, such as:

a. Vendor’s name and address;
b. Federal Employer’s Identification Number (FEIN);
c. Purchase order number;
d. Invoice should be mailed to the proper address at the institution;
e. Item description and number;
f. Quantity, unit of measure and/or price, and extension of each item;
g. Invoice total;
h. Invoices for services rendered must include the dates of service and be prepared according to the payment terms in the contract or purchase order

END OF INVITATION TO BID