

**Alpena Community College
REQUEST FOR PROPOSAL
Scientific Glassware Washer**

Description

Alpena Community College (ACC) invites you to submit a response to the **Request for Proposal for One (1) SP Scientific Undercounter Glassware Washer**, for the instruction preparation of Health Science classes for ACC Oscoda Campus. This equipment will assist in the preparation for classes and improve efficiency in preparation for classes for students to learn in the Health Science field. This equipment will let ACC Oscoda Campus improve in the preparation of health science classes for students.

An optional bidder's meeting is scheduled for Wednesday December 18, 2024 from 9:00 am to 9:20 am EST. Attendance is not mandatory. Questions will be accepted via phone, fax or email up to the bid deadline.

Meeting link: <https://alpenacc.webex.com/alpenacc/j.php?MTID=m1d6458e4ccd4b0179cfc9719d947268f>

Meeting number: 24332625161

Password: 4npMFrnKZ33

A proposal is to be submitted which addresses section A-Scope of Work, section B-Responsibilities of Bidder, and section C- Responsibilities of ACC, as well as the items identified in the scoring section. Only efficient, clear submissions will be considered.

Proposers shall submit one (1) original of this form (signed) along with the proposal and attachments as appropriate. Proposals not completed in the manner specified in this RFP will not be evaluated.

In order to be considered, proposals must be received at the following address prior to **12:00 noon EST, Friday, January 3, 2025 at Alpena Community College, 665 Johnson Street, Alpena, Michigan 49707.**

Mailed, faxed or e-mailed proposals will be accepted. Proposals may be faxed to 989.358.7565 or e-mailed to Lyn Kowalewsky, ACC Controller, at kowalewl@alpenacc.edu. No exceptions will be made to this deadline. Proposals received after that deadline will not be considered.

No bid bond or performance bond is required for this RFP.

For questions or information, contact Cora Dykes, Campus Services Coordinator ACC-Oscoda at Voice: 989.358.7295; E-mail: dykesc@alpenacc.edu; or Fax: 989.739.1161

PLEASE NOTE CAMPUS HOLIDAY CLOSURES 12/24/24 – 1/1/25. OFFICES OPEN 1/2/25

COMPANY _____

SIGNATURE _____

ADDRESS _____

CONTACT _____

PHONE _____

E-MAIL _____

As a two-year public educational institution, the College is exempt from state and federal taxes. The College's federal tax-exempt I.D. number is 38-2310748. Bidders should not include state and federal sales tax in their bids.

Bids are due no later than **12:00 noon EST,**
Friday, January 3, 2025 at Alpena Community College, 665 Johnson Street, Alpena, Michigan 49707

A. Scope of Work

Alpena Community College is seeking vendors to submit a bid for one (1) SP Scientific Undercounter Glassware Washer that meets or exceed the following specifications. This system will be used for the instruction of Health Science classes at the Alpena Community College Oscoda Campus.

1. Bid for one (1) SP Scientific Undercounter Glassware Washer
 - All models feature upper and lower open racks, while spindle rack ready and high-performance spindle rack ready models further accommodate a wide range of requirements
 - DI rinse models ensure a spotless finish and easily connect to fixed or portable or portable DI water systems
 - Equipped with premium features including a soft touch controller, efficient drying, and quiet run cycles, these units are compatible with existing Hot pack racks and accessories
 - Engineered for durability and energy efficient operation
 - Provide reliable day-in, day-out performance so your laboratory glass is always ready-to-go
 - Digital Display
 - Voltage 120 V Plug In
 - Depth 24.5 inches
 - Spindle Ready Unit: Spindles Sold Separately
 - Request for lead time

B. Responsibilities of Bidder

1. Bidders will provide an itemized bid which includes all costs.
2. Bidders must specify delivery date for ACC FY25.
3. Bidders must demonstrate a willingness and ability to support college staff in all technical questions.
2. Bidders must provide three reference contacts from among previous customers documenting ability to deliver effective and valuable product and support.
3. Successful bidder is required to cooperate with internal and national program evaluator.

C. Responsibilities of Alpena Community College

1. Perform all appropriate administration functions to maintain compliance with grant mandates.

2. Award contract based on the criteria below.
3. Pay the bidder upon complete delivery of equipment.
4. Provide documentation of invoices to the grantor as requested.

Evaluation Criteria

The College will evaluate bids based on the following 100-point criteria:

Cost of equipment including a detailed breakdown of all costs, including shipping and destination charges.	45 Points
Ability to document that equipment meets all aspects of the specifications listed above, and presents the most quality and quantity of specifications in comparison to other received bids.	30 Points
Preference will be given to bidder with specified delivery date by and past history of successful deliver of specified equipment with three reference contacts.	15 Points
Preference will be given for quality and quantity of included training.	10 Points

Award Discretion

Award shall be made to the qualified vendor whose proposal is responsive to this request. The College Reserves the right to:

- i. Eliminate one or more of the specified capability requirements if deemed cost prohibitive;
- ii. accept or reject any and all proposals or portions thereof, or to waive any irregularities or informalities in proposals;
- iii. select a proposal or proposals in the best interests of the College;
- iv. select the next best responsive proposal, award to more than one vendor, release a new RFP, or take other action, as the College deems appropriate.

Indemnification

1. Applicant agrees to defend, indemnify and hold the College harmless from and against all claims, suits, liabilities, costs and expenses, including attorney’s fees, for any injury.
2. This indemnity shall survive the termination of this agreement and shall not apply to any injury, damage or loss caused in whole by the negligence of the applicant.

Term and Termination

1. The term of the Agreement shall commence on the date the last party executes this Agreement and shall be for a period of the duration of the period specified.
2. If the Applicant fails to perform any of the promises set forth in this Agreement, then as an option but not as its sole remedy, the College may terminate this Agreement within Thirty (30) days.

Miscellaneous

This Agreement constitutes the entire understanding of the parties and no terms may be altered or waived except by the mutual written consent of both parties. This Agreement may not be assigned nor sold or otherwise conveyed by Applicant without bidder's written consent