



Procurement and Contract Services (PaCS)
 Oregon State University, 644 SW 13th St, Corvallis, Oregon 97333-4238
 T 541-737-4261 | F 541-737-2170 | <http://pacs.oregonstate.edu/>

REQUEST FOR QUOTE

Request for Quote (RFQ) No.:	BT147603Q	Date:	10/29/09
F.O.B. Destination:	Corvallis, OR	Return By:	11/05/09 3PM
Procurement Analyst:	Bonnie Tufts	Phone:	541-737-7353
Procurement Analyst E-Mail:	Bonnie.tufts@oregonstate.edu	Fax:	541-737-5546

Oregon State University is requesting a price quote and information on the goods and/or services specified below. Your quote must include all shipping and handling costs to the destination specified above.

SPECIFICATIONS: Dairy quality alfalfa hay per the following specifications:

1. Forage test results showing greater than or equal to a 190 relative feed value or better.
2. Bale size: 3x3 or 3x4
3. Delivered to the OSU Dairy upon request between 11/10/09 through 9/30/10
4. Price must be all inclusive (delivery, squeeze, etc.) in order to get the hay in the barn.
5. OSU reserves the right to test the delivered hay at any time and require pickup or negotiated price reduction if it does not meet the outlined forage testing criteria.

BID RESPONSE:

Price (for approximately 350 Tons) to be \$_____ per ton

Please submit a price quote, this completed Request for Quote form and the following Oregon State University Certifications Form to the procurement analyst identified above.

Vendor Name: _____ Sales Representative: _____
 Address: _____
 Email address: _____
 Telephone Number:(_____) _____ Fax Number:(_____) _____
 F.O.B.: _____ Terms of Payment: _____
 Delivery Time After Receipt of Order: _____ Prices Good through: _____

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions:

- Oregon State University Standard Terms and Conditions for Goods
- Oregon State University Standard Terms and Conditions for Services
- Oregon State University Standard Terms and Conditions for Purchase Order Construction
- Oregon State University Standard Terms and Conditions for Software

The indicated terms and conditions may be viewed at
<http://pacs.oregonstate.edu/other/termsandconditions.cfm>

**OREGON STATE UNIVERSITY
CERTIFICATIONS**

Each Entity must read and comply with the following sections. Failure to do so may result in rejection of offer. By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Entity 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 ORS 401.792 to 401.816 (Tax For Emergency Communications), 118 (Inheritance Tax), 314 (Income Tax), 316 (Personal Income Tax), 317 (Corporation Excise Tax), 318 (Corporation Income Tax), 320 (Amusement Device and Transient Lodging Taxes), 321 (Timber And Forestland Tax), 323 (Cigarettes And Tobacco Products Tax), and the elderly rental assistance program under ORS 310.630 to 310.706; and any 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 under the name and taxpayer I.D. number submitted below. Information not matching IRS records could subject Contractor to 31 percent 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 OAR 580-061-0030 (3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, understands and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (including any attachments); and
2. Are an authorized representative of the Entity, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the offer or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the solicitation and the contract; and
4. Will provide/furnish federal employee identification number or social security number with offer.

Vendor Name: _____ Sales Representative: _____

Address: _____

Telephone Number:(_____)_____ Fax Number:(_____)_____

Authorized Signature: _____ Date: _____

Name (Type or Print): _____ Title: _____

FEIN ID# or SSN# (required): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Minority, Women & Emerging Small Business (MWESB) Certified Firm: Yes No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: _____

Construction Contractors Board (CCB) License Number (if applicable): _____

**OREGON STATE UNIVERSITY
INSTRUCTIONS TO QUOTERS**

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the Request for Quote. Quotes may be submitted in writing to the PaCS office via facsimile, e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the Request for Quote. 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 OSU Procurement and Contract Services (PaCS) 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 RFQ YOU SHOULD CONSULT THE PACS WEBSITE TO ASSURE THAT YOU HAVE NOT MISSED ANY ADDENDA 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 State University (OSU) in quote 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 requirements, etc. All such brand substitutions shall be subject to approval by OSU.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OSU reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the quoter.
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **DELINQUENT OREGON TAXES:** Quoters must certify, under penalty of perjury, that they are not in violation of any Oregon tax laws. No contract for the purchase of goods and/or services will be awarded to a quoter who cannot so certify.
9. **EXCEPTIONS:** Any deviation from quote specifications, or the Terms and Conditions may result in quote rejection.
10. **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 and fully understands all quote specifications, and the Terms and Conditions. No consideration will be given to any claim resulting from quoting without comprehending all requirements of the Request for Quote.
11. **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.
12. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by PaCS prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.

13. QUOTE SUBMISSION: Quotes may be submitted by returning to the PaCS office via facsimile, e-mail, mail or in person but no oral or telephone quotes will be accepted. Quotes should be received and time-stamped by PaCS prior to RFQ Closing Day and Time. Envelopes, faxes, or e-mails containing Quotes should contain the RFQ No., RFQ Title, Closing Date and Time.

MAIL

If Quoter mails its Quote, it should be addressed to: OREGON STATE UNIVERSITY (PaCS), 644 SW 13th STREET, CORVALLIS, OR 97333-4238.

FACSIMILE or E-MAIL

If Quoter sends its Quote by facsimile or e-mail, it should be sent directly to the Procurement Analyst at the fax number or e-mail address specified on the first page.

PaCS shall not be responsible for the proper identification and handling of any quote not submitted in a timely manner or as indicated above. Nor will PaCS be responsible for the delay or failure of the transmission or receipt of a Quote sent via facsimile or e-mail, receipt of illegible, garbled or incomplete documents, or the availability or condition of the receiving facsimile machine.

QUOTE EVALUATION AND AWARD

- 1. EVALUATION CRITERIA:** Ordinarily, quotes will be evaluated to identify the "lowest responsive responsible quoter." The "lowest responsive responsible quoter" is the lowest quoter who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably.
- 2. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, OSU generally will not completely review or analyze quote responses which fail to comply with the requirements of the quote documents or which clearly are not the best quotes, nor will OSU generally investigate the references or qualifications of those who submit such quote responses. Therefore, neither the return of a quote response, nor acknowledgment that the selection is complete shall operate as a representation by OSU that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 3. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 4. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 5. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 6. INVESTIGATION OF REFERENCES:** OSU 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. OSU may postpone the award or execution of the contract after the announcement of the apparent successful quoter in order to complete its investigation. OSU reserves the right to reject any quote response or to reject all quote responses at any time prior to OSU's execution of contract if it is determined to be in the best interest of OSU to do so.
- 7. METHOD OF AWARD:** OSU reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OSU.
- 8. QUOTE REJECTION:** OSU reserves the right to reject any and all quotes.
- 9. QUOTE RESULTS:** Quoter(s) who receive awards will be notified of the RFQ results. Awarded quote files are public records and available for review at PaCS by appointment.