

Addendum 1 Request for Quotation (RFQ) 001618

****Change to Bid Specifications ****

The bid Specifications for PSU RFQ #001618 have been changed to include quotes for reconditioned equipment in addition to bids for new equipment.

RFQ Number	001618
Date Issued	2/9/2022
Closing Date	2/22/2022; 2:00 PM Local Time
Procurement Officer	Sean Burke; 620.235.4167; swburke@pittstate.edu
Item	Scissor Lift
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is seeking proposals for a new or reconditioned scissor lift to meet or exceed the specifications in the body of this document.
Period of Contract	One time award
Bid Submittal	Submit bid by e-mail to swburke@pittstate.edu

1. When communicating, always refer to the Request for Quotation number above.
2. In order to receive consideration for award, one copy of this “Request for Quotation,” a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this proposal.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
Total Proposed Price	

Contact person: James Otter – jlotter@pittstate.edu or 620.235.4349

Pittsburg State University is seeking proposals for a new or reconditioned scissor lift to meet or exceed the specifications in the body of this document. Quotes may include both new and reconditioned options, but must clearly differentiate the pricing, specifications, and availability for each.

NEW OR RECONDITIONED ELECTRIC SCISSOR LIFT

- 2 YEAR Parts and Labor Manufacturer’s Warranty
- 19’ Raised Platform Height
- 32” Overall Width
- 500 lb. Capacity
- 36” Roll out Deck Extension
- DC Powered
- 110 Volt outlet to platform

*Quotes for reconditioned equipment are requested to include images of the quoted equipment

*Delivery of this equipment is needed as soon as possible after the closing of the bidding window.

*Specifications must meet or exceed the below requirements to be considered for selection

All bids will be evaluated and scored on the following criteria to aid in determining the selected bid:

RFQ# 001618 Scissor Lift	Points Available	Points Awarded
Cost effectiveness/alignment with budget	40	0
Alignment to specifications	20	0
Warranty	15	0
Post-purchase accessibility for customer service/troubleshooting/technical questions	15	0
Availability/Delivery Timeframe	10	0
TOTAL	100	0

General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W-9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:

- **Signature:** _____

- **Date:** _____