# OAKLAND UNIVERSITY REQUEST FOR QUOTE

##

## Address Reply To: Oakland University

## Purchasing Department

 ATTN: Paula Reyes

## Police & Support Services Building, Room 13

## 201 Meadow Brood Rd

## Rochester, MI 48309-4491

Telephone #**:** (248) 370-4423

Email: preyes@oakland.edu

## Date Sent: June 15, 2016

## Reply Must Be Received By: June 21, 2016 by 5:00 pm

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Oakland University (OU) in Rochester MI, is soliciting quotes for Spectrum Furniture – six Freedom One Desks. Bids must be submitted via email to preyes@oakland.edu. All bids must be received by June 20, 2016 by 5:00 pm. Late or faxed bids will not be accepted or reviewed.

Vendors are required to return a signed copy of the “Execution of Offer” form and submit their pricing on the attached bid form. The format of the bid form should not be altered. Vendors should quote a price for every item listed. Quotes should be guaranteed for 60 days. Vendors that are unable to supply a specific item are encouraged to writer “NO BID” on that line. Substitutions are not allowed.

**Submission of Proposals**

The intent of this RFQ is to encourage responses from Vendors who understand Oakland University’s commitment to purchase products and/or services on time and within budget. Only information that is essential to an evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFQ and proposal (e.g., brochures, catalogs, etc.) will not be considered in the evaluation.

Vendors will be selected based upon the quality of the product and the information presented in their response to this Request for Quote (RFQ).

**Bid Requirements:**

1. Vendors are required to return a copy of the “Execution of Offer” form signed by an individual who has the authority to make commitments on behalf of the Vendor.
2. Pricing must be submitted on the attached bid form.
3. Quotes should be guaranteed for 60 days.
4. Vendors must agree to the terms and conditions within the RFQ.

**Terms and Conditions**

Vendor must agree to accept and abide by Oakland University’s Terms and Conditions (Ts&Cs) throughout the term of this agreement and any subsequent extensions. Those Ts&Cs can be found at [OU Terms and Conditions](http://www.oakland.edu/upload/docs/General%20Counsel/Forms/General%20Terms%20and%20Conditions%20for%20Agreements.pdf)

Any and all Purchase Orders issued to the vendor throughout the term of this agreement shall be subject to any and all of the provisions noted in this RFQ. If there is a discrepancy between the information stated in this RFQ and Oakland University’s Terms and Conditions, the University’s Terms and Conditions will apply.

**Spectrum Equipment**

**Execution of Offer**

**This sheet must be completed, signed, and returned with respondent’s quote. Failure to sign and return this document will result in the rejection of your bid/proposal.**

1. By signature hereon, Respondent offers and agrees to furnish the products and/or services at the prices quoted and to comply with all terms, conditions, and requirements set forth per the Request for Quote (RFQ) documents contained herein.
2. By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this solicitation are current, complete, and accurate.
3. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from submission of this proposal.

**Submitted By:**

(Company Name) Street Address

(Telephone #) (Fax #) City, State, Zip

(Authorized Signature) (Printed Name & Title)

(Email address) (Contact Telephone #)

(Date)

### NOTE: OAKLAND UNIVERSITY RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY BID; TO REJECT ALL BIDS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A BID THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE INVITATION TO BID, ANY MODIFICATIONS TO THE INVITATION TO BID, OR ANY SPECIFICATIONS; TO SELECT THE BID AND/OR ITEMS THAT IN THE SOLE AND ABSOLUTE DISCRETION OF OAKLAND UNIVERSITY ARE IN OAKLAND UNIVERSITY’S BEST INTEREST WHETHER OR NOT THE BID SELECTED IS THE LOWEST MONETARY BID RECEIVED.

**RFQ**

**EXTRON AND SPECTRIUM EQUIPMENT**

**BID FORM**

All items proposed by the Vendor should meet or exceed Oakland University’s requirements. The University reserves the right to reject any proposal at its sole discretion whatever is in the best interest of the University.

***\*\*\*NOTE: Please, either exempt Oakland University from paying shipping / freight charges OR include those fees in your price / quote. All prices are to be quoted in U.S. Currency.***

**BASE BID: NO SUBSTITUTIONS – ONLY BID EXACT PRODUCT SPECIFIED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Make** | **Model** | **Description** | **Unit Price** | **Qty** | **Extended Price** |
| Spectrum  | 95534 | USB Kit | $ | 6 | $ |
| Spectrum | 55356B | Keyboard Tray | $ | 6 | $ |
| Spectrum | 68204IB | Flip Up Shelf | $ | 6 | $ |
| Spectrum | 95522B | Monitor Arm | $ | 6 | $ |
| Spectrum | 55355-TW-IB  | Freedom One Lectern | $ | 6 | $ |

Guaranteed Shipment (Days):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_