

# K E E N E S T A T E C O L L E G E

Purchasing Office  
Keene State College  
229 Main Street  
Keene, NH 03435-1601  
Phone: (603)358-2493; 358-2494  
Fax: (603)358-2495  
Web Site: [www.keene.edu/purchasing](http://www.keene.edu/purchasing)

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**This page MUST be faxed to the KSC Purchasing Office IMMEDIATELY!**

## BIDDER INFORMATION FORM

Bid Number: 10616-0001

Due Date: **11/28/12 - Noon**

Project Description: Microscopes – per attached specifications

Returning this form will indicate your intention on bidding and ensure we have correct information for future correspondence regarding this project.

The Information below applies to:

Will Bid <input type="checkbox"/>	Will Not Bid <input type="checkbox"/>
This bid only <input type="checkbox"/>	All bids <input type="checkbox"/>

(Please type)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Please fax this page to: (603) 358-2495.

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Today's Date: 11/6/12

Bid Number: 10616-0001

Due Date: 11/28/12 - Noon

Project Description: Microscopes – per attached specifications

**Request for Bid (RFB). This is not an order.** The University System of New Hampshire reserves the right to reject any or all bids and to waive any formalities in the bidding.

## **KSC Inclement Weather Policy:**

It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. Before coming to a bid opening during inclement weather, you may call the KSC purchasing office at 603/358-2493 to learn if the College is open or if curtailed operations are in effect. Any bid openings scheduled for a day when curtailed operations have been declared will be postponed until the next business day. All delayed bid openings will be at the same time as originally scheduled.

## **Definition of Terms:**

The University System of New Hampshire, Appendix A – General Terms and Conditions, the University System of New Hampshire. All bidders are responsible to read, review and apply them to this project. All can be seen at: <http://www.keene.edu/purchasing/> Click on the Bid Information button on the left side of the page.

## **James B Draper III**

Director of Purchasing and Contract Services

**D) SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Please bid on the attached description of items for bid #10616-0001.

All bids are sealed, to be opened in the Keene State College Purchasing Office, **11/28/12 at Noon.**

All bids are installed with training, set-up and inspection included.

The total costs to the Institution **MUST** be included with your bid responses.

All warranty and service information must be included with your bid responses.

The items specified are those of Microdial.

This represents the style and quality we expect to purchase.

Alternate bids will only be considered if enough product marketing, warranty, description and service information comparing the alternate to the specified product is included with your bids to allow the User to formally evaluate your submittal.

Failure to provide the level of detail stated above may disqualify your bids.

Please reference bid #10616-0001 on the outside of your return envelopes.

Please provide a firm delivery date. This may have an effect upon bid award.

Please price out each item and total the bid costs to the College.

Please detail any/all other issues the Institution should consider for bid award.

Keene State College reserves the right to accept or reject any/all bids and to waive the formal bid process.

All bidders must submit the attached price page to be considered for bid award.

Complete documentation for use, including operation and maintenance manuals for all shall be supplied when the order is shipped.

The vendor shall supply pricing information for all regular maintenance parts and materials.

The vendor shall list recommended spare parts that should be kept on hand on site for ease of service.

Please provide complete pricing and detail. Describe what the provider views as its responsibilities to the contract. Itemize equipment, components, and services to be provided.

All purchasing procedural questions should be directed to Jim Draper, Director of Purchasing & Contract Services, (603) 358-2493.

TECHNICAL SPECIFICATIONS:

QTY 24 student microscopes. Brand: Accu-scope Model: 3000-LED

QTY ONE 3001-LED Accu-scope for teaching purposes with 0.5x c-mount w/focus adjustment

QTY ONE AU-200-HD 1080p Camera by Accu-scope

SETUP, MICROSCOPE TRAINING, SOFTWARE TRAINING, SOFTWARE WRITTEN MANUAL and 5 YEAR MICROSCOPE WARRANTY INCLUDED

#### 3000-LED:

Sidentopf Binocular viewing head inclined 30 degree and 47 to 75mm interpupillary adjustment, HWF Plan 10x/20mm eyepiece (paired-one w/pointer) built-in diopter adjusters and eyeguards; reversed quadruple nosepiece; infinity plan achromat 4x NA 0.10, 10x NA 0.25, 40xR NA 0.65 and 100xR oil NA 1.25 objectives; Rack and Pinion mechanical stage 140 x 132mm with dual slide holder; abbe condenser N.A. 1.25 w/iris diaphragm (w/slot for sliders)and glass lens in condensing system protects iris diaphragm from tampering; coaxial coarse and fine focusing controls 2 micron fine focus with all metal gears; 3 watt LED (25000 hour bulb) variable illuminator; dust cover; power cord; immersion oil and written instruction manual with 5-year warranty on microscopes

#### 3001-LED

Sidentopf Trinocular viewing head inclined 30 degree, with photoport, and 47 to 75mm interpupillary adjustment, HWF Plan 10x/20mm eyepiece (paired-one w/pointer) built-in diopter adjusters and eyeguards; reversed quadruple nosepiece; infinity plan achromat 4x NA 0.10, 10x NA 0.25, 40xR NA 0.65 and 100xR oil NA 1.25 objectives; Rack and Pinion mechanical stage 140 x 132mm with dual slide holder; abbe condenser N.A. 1.25 w/iris diaphragm (w/slot for sliders)and glass lens in condensing system protects iris diaphragm from tampering; coaxial coarse and fine focusing controls 2 micron fine focus with all metal gears; 3 watt LED (25000 hour bulb) variable illuminator; dust cover; power cord; immersion oil and written instruction manual and with 0.5x c-mount w/focus adjustment. With 5 year warranty on microscopes

#### AU-200-HD specs

Camera for live video and Image capture: 1080P HD 60 frames per second live HDMI video output, 1/3" color progressive scan sensor, Resolution 16:9 format, 2 M HDMI cable, 3M USB mini cable, DVD with HDMI Capture software and documentation. 1 year manufacturers warranty

### INSTRUCTIONS AND TRAINING AND SHIPPING

#### II. REQUEST FOR PROPOSAL (RFP) INSTRUCTIONS/INFORMATION

##### A. **Overview of RFP Process/Timeline**

1. Proposal packages shall be available for review via the KSC Purchasing website by 11/6/12.
2. Proposals are due no later than **11/28/12 at Noon**. Proposals will be opened and read aloud at that time. Proposers and the general public are welcome to attend the opening. Late proposals will neither be accepted nor considered.
3. All proposals will be read, reviewed and evaluated by the evaluation committee.

##### B. **General Instructions**

1. Contact with or visitation to personnel at any campus regarding this RFP may not be made by proposer's personnel without the prior approval of the USNH Agent/ Manager or his/her designee.

2. Any oral information received from the evaluation committee or any other KSC personnel will not alter or change this RFP.
3. Proposals may be hand delivered or mailed. No FAX bids will be accepted.
4. A total of two (2) copies of your proposal must be received in a sealed package by the KSC Agent/Manager listed below. Packages should be addressed as follows:  
James B. Draper III  
Director of Purchasing & Contract Services  
Keene State College  
229 Main Street  
Keene, NH 03435 –1601

Packages should be clearly marked "KSC BID #10616-0001 ". One proposal must be marked "Official Proposal" and the rest should be marked "Copy".

5. By responding to this RFP the proposer acknowledges that s/he has read and understands the information contained within this RFP and has taken the contents into account in the preparation of the proposal amount(s) as well as any alternate proposal prices.
6. The cost for developing the proposals shall be absorbed by the proposer.
7. KSC considers all terms and conditions to be accepted unconditionally by a supplier unless written exceptions are made to specific clauses of this specification. Such exceptions may, however, be used as a basis for rejection of the proposal.
8. Failure of a proposer to follow the instructions of the RFP may result in rejection of the proposal.

**C. Evaluation Committee Rights/Rules of Conduct**

1. The evaluation committee expressly reserves the right to reject any and all proposals without penalty, to waive all technicalities and irregularities and deviations of proposals from this RFP, to decide whether a proposal does or does not substantially comply with the requirements of this RFP, to be the final judge as to which is the best overall proposal, and to award a contract to the supplier whose proposal it considers to be in the best interest of KSC
2. The evaluation committee reserves the right to award a contract

without discussion or negotiation if it determines that such an award will result in fair and reasonable prices and would be the most advantageous to KSC.

3. In the event that the awarded proposer refuses to enter into a contract, his/her proposal will be rejected.
4. The evaluation committee will treat all proposals received prior to the opening date as confidential. The committee may disseminate information to others whom the committee deems in its sole discretion to have an interest in the proposal. In no event shall the committee be liable for any breach of confidentiality. All materials submitted in response to this RFP, with the exception of any materials that both the proposer and committee deem as confidential (and so marked by the proposer) will become the property of the committee and will become part of the public record. Pricing may not be considered confidential information.
5. The content of the evaluation committee's working papers and discussions relating to the proposals will be considered confidential.
6. The evaluation committee will evaluate all proposals against the evaluation criteria listed in this RFP and determine which supplier will best meet the needs of KSC.
7. In the event that a contract acceptable to the committee cannot be executed with the top proposer, the committee may eliminate that proposer from further consideration. The committee may then proceed to conduct negotiations and planning sessions with the proposer next preferred among the proposers who have not been eliminated. Such processes will be continued until either an acceptable contract is executed or all proposals have been eliminated.
8. KSC reserves the right to negotiate simultaneously with more than one proposer.

**D. Evaluation Factors**

1. Proposal  
Each proposal should address all sections of this request for proposal. The submission must be in sufficient detail to allow the evaluation committee the ability to evaluate the proposal.

The following evaluation criteria shall be employed in the evaluation of proposals and the concurrent decision to award the contract to the successful proposer.

- 1) Competitiveness and stability of pricing
- 2) Comprehensiveness of Proposal in meeting the specifications described in these documents
- 3) Support
- 4) Conformance of proposal to instructions for format and content
- 5) References from other higher education institutions for which your company has provided similar products

Negative findings or judgments on the basis of any one of the above criteria may result in elimination of a given proposal from further consideration.

### **III. Contract Termination**

1. The Owner may without prejudice to any right or remedy, and after giving the supplier and his sureties written notice, terminate the contract forthwith if any of the following conditions (a.-d.) exist:
  - a. If the supplier should be adjudged bankrupt;
  - b. If the supplier shall make a general assignment for the benefit of his creditors, or a receiver should be appointed over the property;
  - c. If the work under this contract shall be abandoned or for deficiencies not corrected within a reasonable time; and,
  - d. If this contract or any part hereof shall be subcontracted without previous written consent of KSC and the Owner.
2. The Owner reserves the right to cancel the contract awarded to the supplier, if in KSC's judgment, performance under the contract is unsatisfactory. It is understood, however, that if at any time during the term of the contract performance thereunder is deemed to be unsatisfactory, KSC shall so notify the supplier and demand that the supplier shall correct such unsatisfactory condition immediately but not more than ten (10) days from such notification. If such corrections are not made within the allotted time period, KSC may terminate the contract within thirty (30) days of the initial notification date.

### **A) Rights Afforded To Both Parties**

1. Each party shall indemnify and hold the other party and its affiliates and their trustees, officers, directors, employees and

agents harmless from and against any and all liabilities, claims, damages, awards, judgments, costs and expenses (including reasonable attorneys' fees) arising out of its negligent acts or omissions of the negligent acts or omissions of its employees, agents, contractors or affiliates. This section shall survive termination of the contract.

2. If, because of riots, war, public emergency or calamity, fire, earthquake, Acts of God, government restriction, labor disturbance or strike, business operations at the University/ College shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing shall be suspended and excused to the extent commensurate with such interfering occurrence, and the expiration date of the contract may be extended for a period of time equal to the time that such default in performance is excused.
3. Choice of law and legal remedies: The contract shall be governed by and construed in accordance with the laws of the State of New Hampshire. In the event any provision of these terms and conditions shall be declared illegal or unenforceable by a competent court within this jurisdiction the remaining provisions shall remain in full force and effect.
4. This contract is one of specialized service. Neither party may assign this contract without the written consent of the other party; and any assignment attempted without such consent shall give the other party the immediate right to cancel this contract except that the supplier may assign this contract with the consent of Owner to any subsidiary or affiliate of the supplier or any corporation into which the supplier or its successor may be merged, converted or consolidated, or which may otherwise succeed to substantially all of its assets; but the supplier shall during the term hereof remain liable for its obligation hereunder.



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RFP Number: 10616-0001

Due Date & Time: 11/28/12 at Noon - EST

### **BIDDER STATEMENT OF QUALIFICATIONS**

**\*\*\*FAILURE TO REPLY MAY RESULT IN DISQUALIFICATION OF RFP\*\*\***

1. Business Name: \_\_\_\_\_

2. Addresses, Telephone Numbers and Fax Numbers (800/888 if available) for:

a. Principal Place of Business:

b. Principal Mgr. or Sales Rep:

c. RFPs:

d. Order Placement:

3. Federal ID/SSN Number \_\_\_\_\_

4. Are you registered with the NH Secretary of State? Yes ☐ No ☐ Date \_\_\_\_\_  
Do you have a current Certificate of Authority? Yes ☐ No ☐ Date \_\_\_\_\_

5. General Classification of Business or Character of Work Performed: \_\_\_\_\_

6. Doing Business as:

☐ Contractor

☐ Manufacturer

☐ Wholesaler

☐ Distributor

☐ Dealer

☐ Individual

☐ Partners

☐ Corporation

in State of: \_\_\_\_\_

7. Year Organized: \_\_\_\_\_

8. Number of years engaged in this business under present business name

If another name, supply details: \_\_\_\_\_

9. Standard Conditions of Order:      a. Minimum \$ Amount, if any: \$  
b. Terms: \_\_\_\_\_ c. F.O.B. \_\_\_\_\_

10. If a contractor, what categories of work do you perform with your own forces?

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11. Major current projects (Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.)

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12. List any projects completed for the University System within the last five years. (Include name, gross amount, completion date, and owner representative.)

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13. Has this business ever defaulted on a contract? \_\_\_\_\_ If "yes", state circumstances.

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14. Has this business ever failed to complete any project awarded to it? If "yes", state circumstances.

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15. List your major equipment available.

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16. List and provide brief resume of key personnel available to manage and supervise.

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17. Trade References.

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18. List bank with which your firm does business. Do you grant permission to a responsible KSC Administrator to contact these banks? Yes ☐ No ☐ Banks: \_\_\_\_\_

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19. Name of bonding company and address of agent.

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20. If submitted with a RFP, list projects that are similar to this project and/or the major projects completed by this business in the past five years. (Include name of project, owner, contract amount, and completion date. Attach separate sheet if necessary.)

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21. Number of full-time employees \_\_\_\_\_ AA/ EEO Employer? \_\_\_\_\_

22. Does your Concern meet any of the following US Government criteria?

a. \_\_\_\_\_ Minority enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below)

\_\_\_\_\_ Black American (not of Hispanic origin)  
\_\_\_\_\_ Asian American  
\_\_\_\_\_ Hispanic American  
\_\_\_\_\_ American Indian/Alaskan Native

b. \_\_\_\_\_ Women Owned and Operated Concern. A business that, regardless of ethnic background is at least fifty percent owned by women members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by women.

c. \_\_\_\_\_ Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.

d. \_\_\_\_\_ Labor Surplus Area Concern. A business located in an area (designated by the US Government Department of Labor) in which unemployment exceeds the national average.

23. While furnishing goods and services to any unit of the University System of New Hampshire pursuant to any purchase order, contract, or agreement, whether written or oral, the undersigned certifies that his/her firm or organization will comply with the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as well as all regulations and orders of the Secretary of Labor pursuant to these provisions. Further, the undersigned certifies that his/her firm or organization will incorporate by reference in each contract, purchase order or agreement with the University System meeting the appropriate jurisdictional limits the equal employment and affirmative action clauses contained in 41 CFR 60-1.4, 41 CFR 60-250.4, and 41 CFR 60-741.4. The undersigned also certifies that employees of the firm or organization have been instructed not to engage in any acts of sexual harassment against students or employees of the University System.

24. No financial statements are required to be submitted with your proposals. However, prior to an award, the University/College may, but is not obliged to request financial statements from you firm, credit reports, and letters from your bank and suppliers. If this information is requested and your firm does not comply with the request, this may be grounds for the rejection of your proposal/RFP.

Will this organization act as guarantor of the contract? \_\_\_\_\_

I certify the above information to be correct and authorize the University System of New Hampshire to investigate all facts contained herein, including facility visitation.

Name of organization: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX B - PRICE PAGE**

**Project Description:** MICROSCOPES – per specifications

**Bid Number:** 10616-0001

**Due Date & Time:** 11/28/12 – Noon

QTY.	Description	Unit Cost	Total Cost
24/EA.	Student microscopes. Brand: Accu-scope Model: 3000-LED		
1/EA.	3001-LED Accu-scope for teaching purposes with 0.5x c-mount w/focus adjustment		
1/EA.	AU-200-HD 1080p Camera by Accu-scope		
Training			
Installation/ Set-up			
TOTAL	ALL COSTS		

Please provide full detail on what the “package” includes

**Training Costs:** \_\_\_\_\_

**Total Delivered/Installed Cost:** \_\_\_\_\_

THIS BID IS VALID FOR \_\_\_\_\_ DAYS

VENDOR \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

TERMS \_\_\_\_\_

FOB: DESTINATION, PP & ALLOW

AUTHORIZED SIGNATURE \_\_\_\_\_