



**SOLANO**  
COMMUNITY COLLEGE

**REQUEST FOR PROPOSALS  
PROJECT #17-001  
FOR  
BIOTECHNOLOGY & SCIENCE BUILDING  
EQUIPMENT**

**Date: October 20, 2016**

**Solano Community College District  
Bond Purchasing Office  
4000 Suisun Valley Road  
Fairfield, CA 94534**

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Under Separate Cover – Exhibit B.1 Excel Workbook, Exhibit B.2 Excel Workbook

## **NOTICE TO RESPONDENTS**

The Solano Community College District is presently accepting **Qualified Proposals for Biotechnology and Science Equipment** described herein, **until 2:00 PM, November 16, 2016**. Any questions concerning the contents of this document should be e-mailed to the Senior Project Manager, Brian Bush at [brian.bush@solano.edu](mailto:brian.bush@solano.edu). Any changes and notices related to this solicitation will be posted by the District on the Bond's website at <http://www.solano.edu/measureq/vendor.php>. In the event this RFP is obtained through any means other than the District's direct distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

To facilitate the evaluation process, **one (1) original, five (5) additional copies of the proposal AND one (1) thumb drive with both Excel Workbooks clearly identified as the Respondent's submittal shall be provided**. All proposals must include printed copies of all required forms, including both workbooks. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the proposal.

Delivered proposals shall be enclosed and sealed in an envelope clearly marked **RFP No. 17-001, Biotechnology & Science Equipment** and addressed to Solano Community College District, Attn: Laura Scott – Bond Purchasing.

### **Proposals may be delivered in one of the following methods:**

<b>Hand delivered to:</b>	<b>U.S. Postal Service, UPS, FedEx, or other common carrier must be received no later than November 16, 2016 by 2:00 PM:</b>
<b>Solano Community College District</b> Bond Office Attn: Laura Scott Bldg. 600, Room 604B 4000 Suisun Valley Road Fairfield, CA 94534	<b>Solano Community College District</b> Bond Office Attn: Laura Scott Bldg. 600, Room 604B 4000 Suisun Valley Road Fairfield, CA 94534

**EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.**

**PROPOSALS DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE RESPONDENT UNOPENED.** It is the Respondent's sole responsibility to ensure that his/her proposal is received at the proper place, at the proper time. Postmarks will not validate proposals which arrive after the deadline date/time listed above. Any proposals received after the scheduled closing time will be returned unopened without further consideration. Proposals may be withdrawn by submitting a written request to the District Purchasing Agent, Laura Scott at [laura.scott@solano.edu](mailto:laura.scott@solano.edu) prior to the scheduled closing time for receipt of proposals. Respondent shall be bound to the pricing terms contained within their submitted proposal, which shall remain in effect as stated until at least December 31, 2017. An extension may be negotiated at a later date.

## **SECTION I – SCOPE OF SERVICE AND SPECIAL CONDITIONS**

### **1.1 General Overview**

Solano Community College District (District), in partnership with the Foundation for California Community Colleges (Foundation), is the issuing agency for this RFP. The Foundation is the official nonprofit auxiliary organization for the California Community Colleges Chancellor's Office. The Foundation brings with it the ability to enter into an agreement on behalf of the 72 California Community College Districts to obtain the best value for commodity procurement. The awarded bidder will enter into a separate Agreement with the Foundation (see **Exhibit H: Sample FCCC Administrative Services Agreement**).

**Solano Community College District (District):** Solano Community College is a tradition in Solano County. Established in 1945 as Vallejo Junior College, Solano was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the growing needs of a growing county with two additional campus centers, in Vacaville and Vallejo.

Solano College is part of California's public community college system of 113 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

The District is governed by a locally elected, independent seven (7) member Board of Trustees, with each trustee serving a defined trustee area within the District. The District's day to day business affairs are administered by the District's Superintendent-President, appointed as the Chief Executive Officer by the Board of Trustees.

**Foundation for California Community Colleges (Foundation):** The Foundation for California Community Colleges (Foundation) helps colleges, universities, and our K-12 partner schools build, create, and operate more effectively through programs and services that drive excellence while saving millions of dollars annually. The Foundation was established as an auxiliary organization of the California community colleges pursuant to California Education Code Sections 72670-72682. It was incorporated by the Board of Governors on May 21, 1998, under the provisions of the California Corporation Code as a nonprofit public benefit corporation, exclusively for educational purposes to promote and assist education, administrative, and related services of the California community colleges.

Education Code Section 72670.5 provides in pertinent part: "(a) The Board of Governors of California Community Colleges may establish auxiliary organizations for the purpose of providing supportive services and specialized programs for the general benefit of the mission of the California Community Colleges. (b) (1) "Auxiliary organizations" may include but is not limited to the following entities: Any entity which, exclusive of the foregoing subdivisions of

this section, is designated as an auxiliary organization by the Board of Governors of the California Community Colleges. The By-Laws of Foundation establish the provisions required by the Education Code cited above for affiliation with the Board of Governors as an official auxiliary organization for the Community Colleges.

The mission statement of the Foundation is to benefit, support, and enhance the missions of California Community Colleges. As the official foundation of the California Community Colleges' Board of Governors and Chancellor's Office, the Foundation is a unique 501(c)(3) nonprofit organization that provides effective services and innovative solutions for the largest higher education system in the nation. Foundation programs reach all 113 California Community Colleges within 72 Districts. The Foundation for California Community Colleges is the sole auxiliary organization to the Board of Governors of the California Community Colleges and the Chancellor's Office California Community Colleges.

## **1.2 Purpose of Request for Proposals**

For Solano College, in order to best meet the current and future needs of the District's Science programs, construction of new biotechnology and science buildings were identified as a recommendation of the District's 2011 Facilities Master Plan. The two (2) separate buildings are located on the Vacaville Center campus and the Fairfield campus, spanning two (2) years for implementation.

Relative to the Foundation for California Community Colleges (FCCC), community colleges/districts are faced with on-going pressure to achieve the highest value for every dollar spent - in other words, to do more with less. To maximize value and meet state code requirements, a California Public Contract Code compliant RFP process must be utilized to obtain these purchases. The District, in partnership with the Foundation, through this RFP process, will be seeking competitive Proposal pricing for scientific equipment for both these two (2) specific projects, as well as future projects by other institutions. References to Colleges or Districts will be deemed to include K-12 school districts and any public corporation or agency, including any county, city town or public corporation or agency within the State of California. The purpose of the RFP is to solicit proposals from suppliers that will lead to the selection of a contractor (or contractors) who will supply scientific equipment and other items as needed to all of the 113 California Community Colleges and Districts within the State of California. Each community college may award a contract to the successful contractor based on the same prices and upon the same terms and conditions pursuant to Sections 20118 and 20562 of the California Public Contract Code. Purchases will be made on an indefinite-quantity, indefinite-delivery basis. Participation by any of the community colleges is voluntary and the Foundation cannot guarantee any minimum purchase amount from this contract. Based on past historical data and contract potential, it is estimated that this agreement could be valued at approximately Twenty (20) Million Dollars annually.

## **1.3 Request for Pricing Proposals**

The Biotechnology and Science program at Solano College has developed a detailed list of requirements for the project focused on student success, cost of ownership and programmatic needs. Respondents must complete the attached pricing proposal spreadsheets in Excel Format (see **Exhibit B.1: Equipment Worksheet** for reference). Please be aware that an item may be listed multiple times both within and across disciplines.

In addition, a separate workbook (**Exhibit B.2**) has been provided to address requirements of potential contract users throughout the state of California, which includes the general requirements for Science Equipment. This list is condensed, and reflects a Unit Price structure defined as Drop Ship 2 (see below) conditions only. **Please note that Solano College will not utilize the pricing structure defined on Exhibit B.2 for their project, but may opt to access this pricing on future projects.**

We realize that not all respondents will be able to provide all required items on this list. Therefore, respondents should bid on the items in the list that match their portfolios. Award of the bid will be on a per item basis.

**1.3.1 Terms.** On Exhibit B.1, all items have been designated as either Owner Furnished, Contractor Installed (OFCl) or Owner Furnished, Owner Installed (OFOI).

All **Exhibit B.1 OFOI** items are designated as “**Turnkey**”. Turnkey items require the respondent(s) to provide freight to project location; on-site receipt and inspection services, including filing freight claims and managing damaged product replacement as needed; inside delivery; unpacking and assembly as needed; placement and testing for operational viability as needed, and any additional testing and calibration required by the manufacturer for certification to allow the college to begin using the item immediately.

All **Exhibit B.1 OFCl** items are designated as “**Drop Ship 1**”. Drop Ship items require the respondent(s) to provide freight to project location (receipt will be by the Contractor), facilitate freight claims, and manage damaged product replacement as needed. Following contractor installation, respondent(s) will provide any additional testing and calibration required by the manufacturer for certification to allow the college to begin using the item immediately.

Scheduling of deliveries and installations of all items must be coordinated through the District’s authorized representative prior to delivery to project location.

All **Exhibit B.2** items have been designated as “**Drop Ship 2**” only, with a single Unit Price required per item. This scope requires the respondent(s) to provide freight to project location (receipt will be by the participating agency representative). All other services will be quoted and provided at the discretion of the participating agency.

**1.3.2 Delivery Schedule.** For the Solano College Biotechnology project, the District is requesting that the items be delivered on two separate dates. The first date is on or around July 3, 2017 for all OFCl items. These items require connection to building systems. The second date is on or around July 17, 2017 for all OFOI items. These items are generally smaller items that do not require building connection. For the Science Building project, anticipated installation is mid-2018.

#### **1.4 Anticipated Review Dates**

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance of bid. Please note the following key dates when preparing your response to this RFP.

Description	Date
Release of RFP	October 20, 2016
Mandatory Pre-Bid Teleconference	October 28, 2016 (time TBD)
Last day for Respondents to submit questions	November 1, 2016
Last day for District to respond to questions	November 7, 2016
PROPOSALS DUE	November 16, 2016
Evaluation of Proposals	Nov.17 – Dec. 31, 2016
Notification of Selection	No later than Jan. 20, 2016

The above dates are subject to change. Respondents will be notified of changes in writing.

Details regarding Mandatory Pre-bid Teleconference will be provided to registered respondents. Send interest of participation to Brian Bush at [brian.bush@solano.edu](mailto:brian.bush@solano.edu) no later than Thursday, October 27<sup>th</sup> at 4:00 PM.

## **SECTION II – INFORMATION FOR RESPONDENTS**

### **2.1 Preparation and Submittal of Bid**

**2.1.1 Mandatory Pre-Bid Teleconference.** The District will hold a Mandatory Pre-Bid Teleconference for all interested bidder on October 28<sup>th</sup>, at a time to be confirmed. Respondents must participate in this teleconference in order to submit a proposal for the bid.

**2.1.2 Preparation of Proposal.** All information required in the proposal must be completely and accurately provided. Partial or incomplete proposals, or proposals submitted on forms other than those provided shall be deemed non-responsive and rejected. Proposals not conforming to the Information for Respondents and the Notice Requesting Proposals may be deemed non-responsive and rejected.

**2.1.3 Proposal Submittal.** Proposals and all other attachments shall be submitted in one of the two following formats. Email of faxed proposals will not be accepted.

<b>Hand delivered to:</b>	<b>U.S. Postal Service, UPS, FedEx, or other common carrier must be received no later than November 16, 2016 by 2:00 PM:</b>
<b>Solano Community College District</b> Bond Office Attn: Laura Scott Bldg. 600, Room 604B 4000 Suisun Valley Road Fairfield, CA 94534	<b>Solano Community College District</b> Bond Office Attn: Laura Scott Bldg. 600, Room 604B 4000 Suisun Valley Road Fairfield, CA 94534

**2.1.4 Date and Time of Submittal.** Hand delivered proposals will be time stamped upon receipt. The postmark on proposals delivered by common carrier will be the controlling and determining factor as to the date and time of the responder's submittal of its bid. Respondents are responsible for confirming delivered proposals have been "received" by the District. Any untimely proposal submittal shall be deemed nonresponsive and returned unopened to the respondent. The foregoing notwithstanding, whether or not proposals are opened exactly at the time fixed in the Notice Requesting Proposals, no proposals shall be received or considered by the District after the closing date and time.

### **2.2 Modifications**

Changes in or additions to the RFP Form, recapitulations of the work being bid upon, alternative proposals or any other modification of the RFP Form, which is not specifically called for or permitted, may result in the District's rejection of the proposal as being non-responsive. No oral or telephonic modification of any proposal will be considered. A written modification may be considered only if actually received by the District prior to the scheduled closing time for receipt of the RFP and the public opening thereof.

### **2.3 Erasures; Inconsistent or Illegible Proposals.**

Proposals must not contain any erasures, interlineations or other corrections unless the initials of the person signing the proposal and suitably authenticating each such correction are affixed in the margin immediately opposite the correction. Any proposal not conforming to the foregoing may be deemed by the District to be non-responsive. In the event any proposal submitted, or portions thereof, shall be reasonably determined by the District to be illegible, ambiguous or inconsistent, the District may reject the proposal as non-responsive.

### **2.4 Withdrawal of Proposals.**

Any responder may withdraw its proposal by written request delivered to the District, and addressed to the Bond Purchasing Officer, prior to the scheduled closing time for receipt of proposals. In the event a responder submitting a proposal shall seek to withdraw its proposal, it shall be the sole and exclusive responsibility of the responder to notify the District of such withdrawal within the time and in the manner set forth above. Any written notice of withdrawal of a submitted proposal received after the scheduled closing time for receipt of proposals shall not be considered by the District, nor effective to withdraw such proposal.

### **2.5. Interpretation of Bid Documents.**

Any request of any responder, pursuant to the foregoing sentence that is made less than five (5) calendar days prior to the scheduled closing for receipt of proposals shall be deemed untimely. Any interpretation or correction of the contract documents shall be made only by written addendum duly issued by the District. A copy of any such addendum will be e-mailed or publicly posted to ensure each bidder receives a set of the bid documents. No person is authorized to render an oral interpretation or correction of any portion of the contract documents to any bidder, and no bidder is authorized to rely on any such oral interpretation or correction. Information requests must be submitted via email to the Senior Project Manager, Brian Bush at [brian.bush@solano.edu](mailto:brian.bush@solano.edu). The person submitting the request will be responsible for its prompt delivery within the time limit written above. Failure to request interpretation or clarification of the specifications or other portions of the bid documents shall be deemed a waiver to any discrepancy, defect, or conflict therein.

### **2.6. District's Right to Modify RFP Documents.**

Prior to the opening and reading of proposals, the District expressly reserves the right to modify the work, the RFP documents, or any portion(s) thereof by the issuance of written addenda disseminated via the District's Measure Q Website <http://www.solano.edu/measureq/vendor.php>. In the event the District shall modify any portion of the RFP documents pursuant to the foregoing, the proposal submitted by any responder shall be deemed to include any and all modifications reflected in any addenda issued.

### **2.7 Respondents Interested in More Than One Bid; Non-Collusion Affidavit.**

No person, firm, corporation or other entity shall submit, file or be interested in more than one RFP (and proposal) for the same work; provided, however, that a person, firm or corporation that has submitted a sub-Bid to a bidder, or who has quoted prices for materials to a responder is not thereby disqualified from submitting a sub-proposal, or

quoting prices to other respondents or submitting a bid for the proposed work to the District. Reference **Exhibit D: Non-Collusion Affidavit**.

## **2.8 Award of RFP**

**2.8.1 Waiver of Irregularities or Informalities.** The District reserves the right to reject any or all bids, to increase or decrease quantities, or to waive any irregularities or informalities in the bid or in the bidding.

**2.8.2 Award to the Lowest Responsive and Responsible Bidders.** The award of the RFP, made by the District through action of its Governing Board, will be to the responsible bidder(s) submitting the responsive proposal(s), per item that best meets or exceeds the District's requirements.

**2.8.3 Responsive Bidder.** A responsive bidder shall mean a bidder who has submitted a bid, which conforms, in all material respects, to the bid documents.

**2.8.4 Responsible Bidder.** A responsible bidder shall mean a bidder who has the capability in all respects, to fully perform the requirements of the contract documents and the moral and business integrity and the reliability, which will assure good faith performance. In determining responsibility, the following criteria will be considered:

- a) The ability, capacity, and skill of the bidder to perform the work of the bid;
- b) Whether the bidder can perform the work of the of the bid on schedule, without delay or interference;
- c) The integrity, reputation, judgment, experience, and efficiency of the bidder, based upon checking of references;
- d) The quality, availability, and adaptability of the goods or services required;
- e) Such other information as may be secured by the District, having a bearing on the decision to award the contract, to include without limitation the ability, experience and commitment of the bidder to properly and reasonably plan, schedule, coordinate and execute the work of the bid documents.

The purpose of the above is to enable the District, in its opinion, to select the bids which are in its best interest. The District may use other non-weighted criteria in the evaluation process to aid in the selection of the successful bidder. Such criteria will include products offered, reliability, and responsibility of the bidder (customer satisfaction), willingness, and responsiveness to planned and unplanned needs of the District.

**2.9 Workers' Compensation.** In accordance with the provisions of California Labor Code, Section 3700, the successful bidder shall secure Workers' Compensation Insurance for its employees engaged in the provision of this contract. The successful bidder shall sign and deliver to the District the following certificate prior to performing any of the work under this contract.

"I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Code and I will comply with such provisions before commencing the performance of the work of the contract."

**2.10 Anti-Discrimination.** It is the policy of the District that in connection with any work performed, there shall be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, age, national origin, marital status, gender, disability, disabled veteran status, or religious creed. All bidders agree to comply with the District's anti-discrimination policy and all applicable Federal and California laws including but not limited to the California Fair Employment & Housing Act, commencing with California Government Code, Sections 12940 et seq. and California Labor Code, Section 1735. In addition, all bidders agree to require anti-discrimination compliance by all subcontractors employed by them on the work of the contract. Please reference **Exhibit C: Certification of Non-Discrimination**

**2.11 Protest.** Any responder submitting a proposal may file a protest within five (5) business days after the Notice of Intent to Award. The protest must comply with the following:

- The bid protest must be in writing;
- The protest is filed and received in the office of the District's Bond Purchasing Agent by 2:00pm on the 5th business day; and
- The written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities, and argument in support of the grounds for protest. Any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence.

Any protest not conforming to the foregoing shall be rejected by the District as invalid. A protest shall be filed in strict conformity with the foregoing: the Executive Bond Manager, or such individual(s) as may be designated in his/her discretion, shall review and evaluate the basis of the protest and shall provide a written decision to the responder submitting the protest, stating concurrence with or denial of the protest. The written decision of the District's authorized representative shall be final and not subject to reconsideration or appeal with the District or the District's Board of Trustees.

**2.12 Faxed and Electronic Mail Proposals.** The District will not accept any proposals or proposal modifications submitted by facsimile or electronic mail transmission.

**2.13 Signature.** The bid must be signed in the name of bidder and must bear the signature in longhand of the person or persons duly authorized to sign bid. Reference **Exhibit A: Bid Signature Form.**

**2.14 Evidence of Responsibility.** Upon the request of the District, a bidder whose bid is under consideration for the award of contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, experience in the type of work being required by the District, and his organization available for the performance of the contract and any other required evidence of the bidder's qualifications to perform the proposed contract. The District may consider such evidence before making its decision awarding the proposed contract. Failure to submit requested evidence of a bidder's responsibility to perform the proposed contract may result in rejection of the bid.

- 2.15 Governing Laws.** The laws of the State of California shall govern the contract and RFP document.
- 2.16 Taxes.** All prices listed and discounts offered are exclusive of all taxes. Supplier has the sole responsibility to collect all taxes in connection with the sale, delivery, or use of any items, products, or services included herein from the colleges/districts at the taxable rate in effect at the time of invoicing. Supplier shall comply with state sales tax requirements of each college/district.
- 2.17 General Indemnity.** The supplier agrees to indemnify and save harmless the Solano Community College, and the Board of Trustees, its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of the contract, and from all claims losses accruing or resulting to any person, firm, or corporation, which may be injured or damaged by the Contractor in the performance of this contract.
- 2.18 Drug-Free Workplace Certification.** By accepting a contract or purchase order, the Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (GCC, Section 8355 et seq.) and will provide a drug-free workplace by doing all of that which Section 8355 et seq. requires.
- 2.19 American with Disabilities Act.** Contractor assures the State that Contractor complies with the Americans with Disabilities Act of 1990. (42 U.S.C. 12101 ET.SEQ).
- 2.20 Accommodations for the Disabled.** The District will make every effort to ensure that its programs, activities and services are available to all persons, including person with disabilities. Persons with a disability needing a reasonable modification to participate in the procurement process, or person having questions regarding modifications for the procurement process may contact Laura Scott, Bond Purchasing Agent.
- 2.21 Federal Regulation Regarding Rehabilitation Act of 1973.** Contractor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act 1973, as amended (29 U.S.C. ss794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention. Vendor further agrees to indemnify and hold harmless the District, and any California community college using the vendor's products or services from any claim arising out of its failure to comply with the previously mentioned requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of the agreement.
- 2.22 Deviations and Exceptions.** The Foundation's Sample contract (**Exhibit H: Sample FCCC Administrative Services Agreement**) contains the terms and conditions the Foundation will use when contracting with the awarded Vendor(s). This Sample

Agreement is subject to change and is not binding as shown in this RFP. The District retains the right to utilize their own standard vendor contract.

Any exceptions to, deviations from, or inability to comply with the requirements set forth in this RFP, or the terms and conditions contained in the sample agreement, must be declared in writing with the proposal. By failing to declare exceptions and deviations up to proposal submission effectively, the respondent waives its right to assert its inability to comply with any terms should the respondent be awarded a contract. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations", and must be submitted with accompanying justification(s).

The District or Foundation may, at its sole option, consider exceptions and deviations indicated in a respondent's submittal. Substantial exceptions and/or deviations to the Sample Contract may deem a vendor non-responsive to the RFP. The Sample Agreement specifies the minimum insurance requirements that must be met by the successful responder. The responder's inability or unwillingness to meet these requirements as a condition of award must be stated as an exception in the proposal.

**2.23 Contract Administrative Fees and Reports.** Contractor will provide to the Foundation a contract administrative fee of two (2) percent of the total invoice amounts of all orders shipped pursuant to this agreement. Contractor shall provide quarterly reports of the total dollar expenditures by each college/district or public entity to Foundation. The report should follow a format similar to that illustrated in the Sample Administrative Services Agreement. This report should be submitted electronically on a quarterly basis for the previous quarter's transactions within fifteen (15) calendar days after the conclusion of the preceding quarter. The above reference reports and fees are to be submitted to the Director of CollegeBuys for the Foundation. Failure to submit these reports and fees when due shall constitute grounds to terminate the Agreement and supplier shall remain liable for any fees due prior to such notification.

**2.24 Compliance with Specifications.** Product shown are to be considered "or Equal". All proposed substitutions must follow the specific requirement defined in **Exhibit F: Substitution Request Format**, as well as must be priced within the **Exhibit B.1** and **Exhibit B.2** worksheets.

Supplier will warrant that all goods, services, or work supplied under this Agreement shall conform to the specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defects. The supplier also warrants that all goods covered by this Agreement which are the product of the supplier or are in accordance with its specifications, will be correct and subject to the college/district's inspections before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier's risk and expense for storage and other charges after sixty (60) days of storage, and goods may be disposed of without cost to client. Neither receipt of goods nor payment shall constitute a waiver of this provision.

**2.25 Piggyback Clause.** For the term of the contract and any mutually agreed extensions pursuant to this Request for Bid other school districts, community college districts and universities, any public corporation or agency, including any county, city, town or public corporation or agency with the State of California (Participating Agencies), may purchase identical items(s) at the same price and upon the same terms and conditions pursuant to section 20118 (K-12) and 20652 (community colleges) of the California Public Contract Code. The Foundation waives its right to require such other districts and offices to draw their warrants in the favor of the district as provided in said Code sections.

Additionally, it is the intent of the Foundation that any other public and private school districts, public and private colleges or universities, or any public corporation or agency, including any county, city, town or public corporation or agency in the United States (also Participating Agencies), may purchase identical items(s) at the same price and upon the same terms and conditions.

**2.26 Purchase Orders.** All terms and conditions of the Bid and the college's standard purchase orders except as amended by the college's own acceptance shall apply with each ordering occurrence. Any conditions under which the established price will be adjusted must be specified.

**2.27 Tracking Lost and Damaged Shipments.** Supplier is required to take immediate corrective action to make the correct delivery at no cost to the college/district (if supplier fails to deliver, or erroneously delivers products). The supplier shall have the capability of tracking all shipments electronically in order to give an online status report at the purchaser's demand.

**2.28 Supplier Implementation and Arrangements.** The awarded supplier will be expected to meet with the appropriate personnel at each college/district to coordinate and facilitate the implementation of the agreement. The supplier in coordination with the Foundation will be expected to take a leading, active role in communicating the agreement and its provisions to the each participating college/district.

**2.29 Hazardous Material and Material Safety Data Sheets (MSDS).** The supplier shall be responsible for providing MSDS sheets with the shipments. Any product delivered in error that requires a MSDS sheet will remain the property of the supplier. The supplier must retrieve hazardous materials that are delivered in error. It will be the responsibility of the supplier to legally dispose of all hazardous materials generated in the performance of the agreement. The supplier will be responsible for providing its employees chemical safety training mandated by OSHA's Hazards Communication Standard.

**2.30 Dated and Expired Products.** Expired products are not to be sold by the supplier.

**2.31 Warranty of Products.** At a minimum, the manufacturer's warranty shall apply. Optimally, the District requests an extended warranty, inclusive of services needed to maintain warranty, for a minimum of five (5) years on all equipment. The supplier certifies and warrants that all products sold shall be:

- New and Genuine
- Free from defects in design, materials or workmanship
- Provided in the manufacturer's original packaging
- Sold or manufactured via legal and reputable channels
- Not misbranded

**2.32 Transactions between Supplier and the Colleges/Districts.** The purchase of products and/or supplies is a transaction solely between the college/district and the supplier. It is understood and agreed that if any litigation arises between Supplier and any user, Supplier shall not make Foundation a party to any litigation. A violation of this provision shall be deemed a material breach of this agreement warranting termination by Foundation, and Supplier agrees to indemnify Foundation against and hold it harmless from all costs associated with such litigation, including reasonable attorney's fees.

**2.33 Licenses/Permits.** Supplier shall be responsible for obtaining all permits, licenses and bonding to comply with the rules and regulations of the State of California or any federal, municipal laws or any city government laws or regulations that are applicable.

## **SECTION III – EVALUTATION PROCESS**

- 3.1 Process.** The District shall have a period of three (3) months after opening the proposals in which to award a contract.
- 3.2 Determination of Winning Proposal(s).** The District may also contact the respondent's references; contact any bidder to clarify any response; contact any current users of the respondent's service; solicit information from any available source concerning any aspect of the proposal; and seek and review any other information deemed pertinent to the evaluation process. The District shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the District.
- 3.3 Substitutions.** Respondents are allowed to request District consideration for substitution of baseline products. The District reserves the right to reject any or all respondent substitutions based upon the College's evaluation of baseline product versus respondent's requested substitution. Respondents are allowed to provide pricing for both baseline and substitution items in submittals. All substitutions will be evaluated upon performance specifications, and must meet or exceed these criteria for consideration. See **Exhibit F: Substitution Request Format** for required submittal requirements.
- 3.4 Rejection of Proposals.** The Governing Board reserves the right to reject any or all proposals, or any portion of a proposal, and to waive any informality in the RFP or the RFP process. The District and Foundation also reserves the right to reject any proposals, which imposes terms and/or conditions to this agreement, which were not specified in the original RFP document issued by the District. The District reserves the sole right to determine acceptability and equivalency of times or services proposed.
- 3.5 Award of Bid.** The RFP will be awarded to the respondent(s) presenting the most responsible and economically and operationally advantageous, responsive offer, and can provide the greatest value and is in the best interest of the District.

## **SECTION IV – VENDOR’S COMMITMENT AND PROMOTION FOR FCCC CONTRACTS**

**4.1 Commitment.** As part of the potential state-wide utilization of the final contract award, the Foundation asks each Vendor to make four commitments to ensure the overall success of the program relating to this RFP.

- a) Corporate Commitment - A commitment that the Foundation for California Community Colleges (Foundation) has the support of senior management. The Vendor shall make its existing public and private agency clients aware of its Foundation contract, and upon any agency’s request, such agency will be transitioned to the Vendor’s Foundation contract.
- b) Sales Commitment - A commitment that the Vendor will market the Foundation and that the field and internal sales force will be trained, engaged and committed to offering the Foundation agreement to public and private agencies in California and nationwide, with a further commitment that all the Foundation sales be accurately and timely reported.
- c) Service Commitment - A commitment that the Vendor will provide at minimum the level of service defined in the agreement to any and all participating public and private agencies purchasing through the Foundation’s contract.
- d) Communication and Information Commitment - Establish the following communication links to facilitate customer access and communication:
  - Information for website
    - Standard logos;
    - Summary of products and pricing;
    - Information web-link to vendor’s website;
    - Overall information about vendor;
    - Other promotional material as desired.
  - Telephone number for vendor’s designated first point of contact for offerings
  - An e-mail address for general inquiries

**4.2 Program Promotion.** The Foundation recognizes that each Vendor has a successful business and may choose to meet its commitments to the Foundation’s Purchasing Program in a variety of ways that best suit the Vendor’s business model, organization, and market approach. The following are Program Standards intended to assist the Vendor in successfully implementing the Foundation contract.

- a) Account Management Team – The Vendor shall provide an account manager with the authority and responsibility for the overall success of the Foundation contract within the Vendor’s organization. The Vendor shall also designate a Lead Referral Contact Person responsible for receiving communications from the Foundation for California Community Colleges concerning new public agency registrations, and for ensuring timely follow-up by the Vendor’s staff on requests for contact from public school districts. Additionally, the Foundation

suggests the Vendor implement and support a Vendor-based internet web page dedicated to the Vendor's Foundation program and linked to the collegebuys.org website.

- b) Quarterly Review – Upon request, the Foundation for California Community Colleges will schedule a quarterly review with the Vendor to evaluate the Vendor's performance of Vendor Commitments and Program Standards outlined herein.
- c) Foundation for California Community Colleges Purchasing Program Awareness – The Foundation for California Community Colleges (Foundation) is responsible for marketing the overall Foundation purchasing program concept and programs to Participating Public and Private School Districts. The Foundation for California Community Colleges marketing is intended to supplement and enhance the direct sales effort of the Vendor. The Vendor assists by providing camera-ready logos and by participating in related trade shows and conferences. The Foundation employs a marketing team, a network of partner associations, direct mail, the Internet and newsletters, and other publications to increase awareness.
- d) Vendor Sales – The Vendor is responsible for proactive direct sales of the Vendor's goods and services to public school districts across California and the timely follow-up to leads established by the Foundation. Use of product catalogs, targeted advertising, direct mail, and other sales initiatives are encouraged. All sales materials are to use the Foundation logo. The Foundation for California Community Colleges will provide each Vendor with its logo and the standards to be employed in the use of the logo. At a minimum, the Vendor's sales initiatives should communicate that:
  - o The contract was competitively solicited by a Public Agency;
  - o Best educational pricing focused on the Total Cost of Ownership (TCO);
  - o There is no cost to participate;
  - o The contracts are non-exclusive.
- e) Sales Force Training – The Vendor is responsible for the training of its sales force on the Foundation contract. The Foundation may provide training materials and generally assist with the education of sales personnel. At a minimum, sales training should include:
  - o Key features of the Foundation contract;
  - o Understanding of the process of development of the Agreement;
  - o Working knowledge of the Foundation Organization and Solicitation Process;
  - o Awareness of the range of public and private agencies districts that can access the Foundation;
  - o Value Added Benefits of using a contract for public agencies

**EXHIBIT A**

**PROPOSAL SIGNATURE FORM**

**Due Date: Wednesday, November 16 at 2:00 PM (PDT)**

The undersigned officer, having become familiar with the Request for Proposal, the specifications, the contract terms and conditions, the solicitation conditions, and the instructions for completing the RFP form, hereby offers to provide the products and services described in RFP #17-001.

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

Authorized Signature \_\_\_\_\_

Name of Authorized Signer \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	3	3 Kidney. Gross Micro Anatomy Combo Kidney	Carolina Biological	Item # 566922	OFOI		\$0.00				\$0.00
1137A	1	55 gallon drum	Fisher Scientific	19-122-696	OFOI		\$0.00				\$0.00
1137	35	Adipose c.t.	Carolina	312728	OFOI		\$0.00				\$0.00
1137	1	Anatomical chart set - systems	Anatomy Warehouse	A-103070	OFOI		\$0.00				\$0.00
1137	35	Aorta (elastic) Verhoeff's stain	Carolina	313986	OFOI		\$0.00				\$0.00
1137	10	Areolar c.t. Mast Cell	Ward's	933240	OFOI		\$0.00				\$0.00
1137	35	Areolar tissue - (elastic) Verhoeff's stain	Carolina	312686	OFOI		\$0.00				\$0.00
1137	1	Arm model	3B Scientific	M10 (1000015)	OFOI		\$0.00				\$0.00
1137	35	Artery, Vein, & Nerve Vern&E	Ward's	934046	OFOI		\$0.00				\$0.00
1137	1	Blood cell chart	Fisher Scientific	32-371	OFOI		\$0.00				\$0.00
1137	35	Blood Smear H&E	Carolina	313152	OFOI		\$0.00				\$0.00
1137	1	Blood Vessel Model	3B Scientific	G42 [1000279]	OFOI		\$0.00				\$0.00
1137A	20	Blunt probes	Sargent Welsh	WLS26905	OFOI		\$0.00				\$0.00
1137	1	Bone model	3B Scientific	A79 (1000154)	OFOI		\$0.00				\$0.00
1137A	2	Cadaver gurneys (B5)	Mortech	600019-D	OFOI		\$0.00				\$0.00
1137A	2	Cadaver Storage Rack, Stainless Steel	Mortech	7002-3PC	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	35	Cardiac Muscle (intercalated discs)	Carolina	313406	OFOI		\$0.00				\$0.00
1137A	10	Chisel	Fisher Scientific	6002	OFOI		\$0.00				\$0.00
1137	1	Connective Tissue Chart	Fisher Scientific	S2337110	OFOI		\$0.00				\$0.00
1137	35	Crossed threads slide	Carolina	291418	OFOI		\$0.00				\$0.00
1137A	10	Dissection scissors	Sargent Welsh	WLS26930	OFOI		\$0.00				\$0.00
1137	2	Duodenum, Pancreas, plus Spleen Model	3B Scientific	K22/3 [1000310]	OFOI		\$0.00				\$0.00
1137	35	Elastic cartilage	Carolina	312910	OFOI		\$0.00				\$0.00
1137	35	Elastic Cartilage (Verhoeff's stain)	Carolina	312910	OFOI		\$0.00				\$0.00
1137A	1	Engraving tool and stand	Fisher Scientific	08-647-870/ 08-647-871	OFOI		\$0.00				\$0.00
1137	1	Epithelial Tissue Chart	Fisher Scientific	S2337110	OFOI		\$0.00				\$0.00
1137	1	Female Bony Pelvis	Carolina	Item # 247765	OFOI		\$0.00				\$0.00
1137	2	Female Pelvis Model	Carolina	Item # 566725	OFOI		\$0.00				\$0.00
1137	35	Fibrocartilage	Carolina	933280	OFOI		\$0.00				\$0.00
1137A	1	Fire blanket	Fisher Scientific	S47559B	OFOI		\$0.00				\$0.00
1137A	1	First Aid Kit	Sargent Welsh	WLS1757-22	OFOI		\$0.00				\$0.00
1137A	10	Forceps	Fisher Scientific	S08101	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	4	Full Brain Models	Anatomy Warehouse	SKU# A-104303	OFOI		\$0.00				\$0.00
1137	1	Functional Somso Human Larynx Model	Carolina	Item # 566912	OFOI		\$0.00				\$0.00
1137	1	GI tube Model	3B Scientific	K23 [1000311]	OFOI		\$0.00				\$0.00
1137	35	Goblet cells (Colon/Small Intestine) - amphibian Mallory's Stain	Carolina	312402	OFOI		\$0.00				\$0.00
1137	35	Graafian follicles H&E	Carolina	316012	OFOI		\$0.00				\$0.00
1137	35	Ground Bone	Carolina	312964	OFOI		\$0.00				\$0.00
1137	1	Half Head Models	3B Scientific	C13 [1000220]	OFOI		\$0.00				\$0.00
1137	5	Heart Models	Anatomy Warehouse	SKU# A-104311	OFOI		\$0.00				\$0.00
1137A	10	Hemostats	Fisher Scientific	16-100-118	OFOI		\$0.00				\$0.00
1137	1	Hip Joint Model	3B Scientific	A82/1 (1000162)	OFOI		\$0.00				\$0.00
1137	35	Human scalp	Carolina	314612	OFOI		\$0.00				\$0.00
1137	2	Kidney Model (can be disassembled)	3B Scientific	K12 [1014211]	OFOI		\$0.00				\$0.00
1137	1	Kidneys, Abdominal Aorta, IVC, plus Urinary Bladder	3B Scientific	K32 (1000317)	OFOI		\$0.00				\$0.00
1137	1	Knee Joint Model	3B Scientific	A82/1 (1000164)	OFOI		\$0.00				\$0.00
1137A	8	Large dissecting trays (approx. 2x3 feet) stackable	Fisher Scientific	S17416	OFOI		\$0.00				\$0.00
1137	1	Larynx Model	3B Scientific	G22 (1000273)	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	1	Larynx With Trachea Anatomy Model	Shop Anatomica	GS4-2	OFOI		\$0.00				\$0.00
1137	1	Larynx, Trachea, and Bronchial Tree Model	3B Scientific	G15 (1000270)	OFOI		\$0.00				\$0.00
1137A	1	Latching lid for drum	New Pig	DRM1084-YW	OFOI		\$0.00				\$0.00
1137	1	Leg Model	3B Scientific	M20 [ 1000351]	OFOI		\$0.00				\$0.00
1137	35	Letter E	Carolina	291406	OFOI		\$0.00				\$0.00
1137	35	Liver - Mammal H&E	Carolina	315358	OFOI		\$0.00				\$0.00
1137	1	Liver Model with portal triads	3B Scientific	K24 [1000312]	OFOI		\$0.00				\$0.00
1137	1	Liver plus Gallbladder - biliary system	3B Scientific	VE315 (1008550)	OFOI		\$0.00				\$0.00
1137	1	Liver plus Gallbladder lobes	3B Scientific	K25 [1014200]	OFOI		\$0.00				\$0.00
1137	1	Lumbar Vertebrae and Sacrum Model	3B Scientific	A74 [ 1000116]	OFOI		\$0.00				\$0.00
1137	1	Lung plus heart model	3B Scientific	VC243 (1001243)	OFOI		\$0.00				\$0.00
1137	1	Male Bony Pelvis	Carolina	Item # 247755	OFOI		\$0.00				\$0.00
1137	2	Male Pelvis Model	Carolina	Item # 566725A	OFOI		\$0.00				\$0.00
1137A	10	Mallet	Mortech	Mallet	OFOI		\$0.00				\$0.00
1137A	10	Manual bone saw	Mortech	Rounded Bone Saw	OFOI		\$0.00				\$0.00
1137	35	Medulated nerve teased	Carolina	313576	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	1	Microscope - w/Camera Adapter P95-C 1/2" 0.5x f/Primo, Axiocam 105 color	Zeiss	415000053000000/4155001811000000	OFOI		\$0.00				\$0.00
1137A	1	Mopec HEPA bones dust vac	Mopec	BD080	OFOI		\$0.00				\$0.00
1137	1	Muscle Tissue Chart	Fisher Scientific	S2337112	OFOI		\$0.00				\$0.00
1137	1	National Moticom 5MP	Fisher Scientific	15-000-107	OFOI		\$0.00				\$0.00
1137	35	Nerve xs & Is Mammal Peripheral Nerve, c.s. and l.s. 10 µm, H&E Microscope Slide	Carolina	313552	OFOI		\$0.00				\$0.00
1137	1	Nervous Tissue Chart	Fisher Scientific	S2337113	OFOI		\$0.00				\$0.00
1137	35	Pancreas Human Pancreas, sec. 7 µm H&E Microscope Slide	Carolina	315466	OFOI		\$0.00				\$0.00
1137	35	Plantar Skin - (thick skin)	Carolina	314558	OFOI		\$0.00				\$0.00
1137	39	Primo Star HAL/LED microscope, fixed-Kö, stage R, FOV 18, 100x/0.8	Zeiss	415000053000000/4150001806000000	OFCI		\$0.00				\$0.00
1137	35	Reticular tissue - silver stain	Carolina	312668	OFOI		\$0.00				\$0.00
1137A	1	Rolling dissection-tool table	Sargent Welsh	WLS79475-A	OFOI		\$0.00				\$0.00
1137	1	Sarcomere Model	3B Scientific	B60	OFOI		\$0.00				\$0.00
1137A	10	Scalpels	Sargent Welsh	WLS26715-C	OFOI		\$0.00				\$0.00
1137	1	Shoulder Joint Model	3B Scientific	A80/1 (1000160)	OFOI		\$0.00				\$0.00
1137	35	Simple Columnar Intestine w/microvilli	Carolina	312426	OFOI		\$0.00				\$0.00
1137	35	Simple cuboidal epithelium Kidney - Mammal Kidney, median sag. sec. 7 µm H&E Microscope Slide	Carolina	315776	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137	35	Simple Squamous Epithelium Mammal lung	Carolina	315648	OFOI		\$0.00				\$0.00
1137	35	Skeletal muscle Human, cross section & L.S.,	Carolina	313322	OFOI		\$0.00				\$0.00
1137	2	Skeleton - Articulated	3B Scientific	A15/3 [1013875]	OFOI		\$0.00				\$0.00
1137	1	Skeleton - Articulated w Origins and Insertions	3B Scientific	A11 [1013858]	OFOI		\$0.00				\$0.00
1137	1	Skeleton - disarticulatd high quality	Carolina Biological	Item # 246786	OFOI		\$0.00				\$0.00
1137	6	Skeleton - disarticulatedw/skull	3B Scientific	A05/1 [1000025]	OFOI		\$0.00				\$0.00
1137	1	Skin Model	3B Scientific	J16 [1000294]	OFOI		\$0.00				\$0.00
1137	1	Skull and cervical vertebra model	3B Scientific	A20/2 [1000048]	OFOI		\$0.00				\$0.00
1137	2	Skull high quality	3B Scientific	A281 [1000000]	OFOI		\$0.00				\$0.00
1137A	8	Small dissecting pans (1x 1 foot) stackable	Fisher Scientific	S1472	OFOI		\$0.00				\$0.00
1137	35	Smooth Muscle	Carolina	313376	OFOI		\$0.00				\$0.00
1137	35	Sperm smear	Carolina	316590	OFOI		\$0.00				\$0.00
1137	35	Spinal Cord (4 regions) - stained for myelin	Carolina Biological	933707	OFOI		\$0.00				\$0.00
1137	3	Spinal Cord cross section w/roots, horns, spinal nerves	3B Scientific	W42505 [1005530]	OFOI		\$0.00				\$0.00
1137A	4	Std Body Tray, Stainless Steel (B6)	Mortech	T3626	OFOI		\$0.00				\$0.00
1137	1	Stomach Model	3B Scientific	K16 [1000303]	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Turnkey Unit Cost	Turnkey Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Turnkey Unit Cost	Turnkey Total Cost
1137A	1	Storage container for tissue "scraps"	Fisher Scientific	3681	OFOI		\$0.00				\$0.00
1137	35	Striated muscle, teased	Wards	933537	OFOI		\$0.00				\$0.00
1137A	1	Stryker saw	Mopec	810 - BD001	OFOI		\$0.00				\$0.00
1137	35	Tendon - Mammal H & E (long sect.)	Carolina	312788	OFOI		\$0.00				\$0.00
1137	35	Testis	Carolina	316434	OFOI		\$0.00				\$0.00
1137	1	Torso Model	3B Scientific	B11 [1000188]	OFOI		\$0.00				\$0.00
1137	35	Trachea & Esophagus.	Wards	934875	OFOI		\$0.00				\$0.00
1137	35	Transitional ep. - bladder contracted	Carolina	315860	OFOI		\$0.00				\$0.00
1137	1	Upper Limb Blood Vessels Model	3B Scientific	W19019 (1005139)	OFOI		\$0.00				\$0.00
1137	1	Ventricular System Plastic Casts	3B Scientific	VH410 (1000262)	OFOI		\$0.00				\$0.00
1137	1	Vertebral Column Model	3B Scientific	A794 [1000157]	OFOI		\$0.00				\$0.00
Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Drop Ship Unit Cost	Drop Ship Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Drop Ship Unit Cost	Drop Ship Total Cost
1137A	3	Dissection Tables, Vented	Mopec	HB200	OFCI		\$0.00				\$0.00
1137A	4	Prosection Tables, Vented (4' x 2.5" TBD)	Mortech	1036-215 MOD TD	OFCI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1129	1	"Histology of the Leaf" poster	Biocam	wc23	OFOI		\$0.00				\$0.00
1129	1	"Histology of the Root" poster	Biocam	wc21	OFOI		\$0.00				\$0.00
1136	1	"Histology of the Stem" poster	Biocam	wc22	OFOI		\$0.00				\$0.00
1136	1	"Moss Life Cycle" poster	Biocam	wc29	OFOI		\$0.00				\$0.00
1136	1	"The Flower" poster	Biocam	wc68	OFOI		\$0.00				\$0.00
1136	25	Allium root tip	Wards	93W2145	OFOI		\$0.00				\$0.00
1136	1	Altay Frog Dissection Model	Carolina	564905	OFOI		\$0.00				\$0.00
1136	25	Ammocetes c.s.	Triarch	ZL4-21	OFOI		\$0.00				\$0.00
1136	25	Ammocoete larva c.s.	Triarch	ZL4-23	OFOI		\$0.00				\$0.00
1134	25	Ammocoete larva w.m.	Triarch	ZL1-11	OFOI		\$0.00				\$0.00
1134	25	Amoeba proteus	Triarch	ZA1-1	OFOI		\$0.00				\$0.00
1134	25	Amphioxus c.s.	Triarch	ZL1-23	OFOI		\$0.00				\$0.00
1134	25	Amphioxus representative c.s.	Triarch	ZL1-21	OFOI		\$0.00				\$0.00
1134	25	Amphioxus w.m.	Triarch	ZL1-1	OFOI		\$0.00				\$0.00
1134	25	Anabaena	Wards	91V0050	OFOI		\$0.00				\$0.00
1134	25	Antheridiophore	Triarch	5-6ccc	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Archegoniophores	Triarch	5-6ggg	OFOI		\$0.00				\$0.00
1134	1	Arthropoda poster	Biocam	wc39	OFOI		\$0.00				\$0.00
1134	25	Ascaris male and female	Triarch	ZE2-121	OFOI		\$0.00				\$0.00
1134	25	Aspergillus conidiophores	Triarch	4-6a	OFOI		\$0.00				\$0.00
1134	25	Aurelia ephyra	Wards	92W0785	OFOI		\$0.00				\$0.00
1134	2	Aurelia in resin block	Carolina	NP-POM825	OFOI		\$0.00				\$0.00
1134	25	Aurelia planula	Wards	92W0782	OFOI		\$0.00				\$0.00
1134	25	Aurelia strobila8.5	Carolina	30-6222	OFOI		\$0.00				\$0.00
1134	25	Bacillus megaterium (sm)	Wards	90V0534	OFOI		\$0.00				\$0.00
1134	25	Binoculars	VWR	47005-005	OFOI		\$0.00				\$0.00
1134	2	BioRad C1000 Touch Thermal Cycler	VWR	185-1196EDU	OFOI		\$0.00				\$0.00
1134	1	Blender	Fisher	S02530	OFOI		\$0.00				\$0.00
1134	10	Brackets for shaker	Fisher	88881109	OFOI		\$0.00				\$0.00
1134	21	Bunsen burner	Fisher	S49107	OFOI		\$0.00				\$0.00
1134	6	Centrifuge, eight place	Flinn	AP7747	OFOI		\$0.00				\$0.00
1134	25	Ceratium	Triarch	ZA2-55	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Chlamydomonas	Triarch	2-16	OFOI		\$0.00				\$0.00
1134	1	Chordate poster	Biocam	wc43	OFOI		\$0.00				\$0.00
1134	4	Chromosome beads	Wards	36-1602	OFOI		\$0.00				\$0.00
1134	25	Cladophora	Wards	91v0301	OFOI		\$0.00				\$0.00
1134	25	Clam gill	Triarch	Z11-12	OFOI		\$0.00				\$0.00
1134	1	Clam model	Wards	81V5173	OFOI		\$0.00				\$0.00
1134	25	Clonorchis sinensis c.s.	Carolina	30-6376	OFOI		\$0.00				\$0.00
1134	25	Clonorchis sinensis w.m.	Triarch	KZD2-1	OFOI		\$0.00				\$0.00
1134	1	Cnidaria poster	Biocam	wc36	OFOI		\$0.00				\$0.00
1134	25	Coleus tip slide	Wards	91V783	OFOI		\$0.00				\$0.00
1134	25	Coprinus c.s.	Triarch	4-16a	OFOI		\$0.00				\$0.00
1134	1	Coral specimens	Wards	50V1330	OFOI		\$0.00				\$0.00
1134	25	Cycas sporangia	Wards	91W6014	OFOI		\$0.00				\$0.00
1134	25	Diatom quiz slide	Wards	91W1000	OFOI		\$0.00				\$0.00
1134	25	Dipylidium caninum w.m.	Carolina	30-6628	OFOI		\$0.00				\$0.00
1134	25	Earthworm anterior end sag. Section	Carolina	30-7264	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Earthworm c.s.	Triarch	ZH1-11	OFOI		\$0.00				\$0.00
1134	1	Earthworm model	Carolina	NP-56-4367	OFOI		\$0.00				\$0.00
1134	1	Echinoderm model	Carolina	FA-56-4379	OFOI		\$0.00				\$0.00
1134	1	Echinoderm poster	Biocam	wc38	OFOI		\$0.00				\$0.00
1134	25	Ectotrophic mycorrhizae	Carolina	30-1964	OFOI		\$0.00				\$0.00
1134	8	Electronic scales	Fisher	S94792C	OFOI		\$0.00				\$0.00
1134	25	Endotrophic mycorrhizae	Carolina	30-1952	OFOI		\$0.00				\$0.00
1134	25	Enterobius	Wards	92W5695	OFOI		\$0.00				\$0.00
1134	25	Equisetum mature strobilus	Carolina	29-9740	OFOI		\$0.00				\$0.00
1134	25	Escherichia coli	Wards	90W2042	OFOI		\$0.00				\$0.00
1134	25	Euglena	Triarch	ZA2-2	OFOI		\$0.00				\$0.00
1134	25	Fasciola hepatica w.m.	Carolina	30-6394	OFOI		\$0.00				\$0.00
1134	25	Fasciola meracedia	Wards	92W4955	OFOI		\$0.00				\$0.00
1134	25	Fern indusium	Carolina	29-9524	OFOI		\$0.00				\$0.00
1134	25	Fern prothallia antheridia & archegonia	Carolina	29-9290	OFOI		\$0.00				\$0.00
1134	25	Fern prothallium	Triarch	7-16gg	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Fern prothallium w/ early sporophyte	Triarch	7-16gg	OFOI		\$0.00				\$0.00
1134	25	Fern sporangia mature	Triarch	7-4A	OFOI		\$0.00				\$0.00
1134	25	Fish scales	Triarch	ZL6-121	OFOI		\$0.00				\$0.00
1134	1	Fleshy fruits poster	Biocam	wc45	OFOI		\$0.00				\$0.00
1134	25	Foraminifera strew	Triarch	ZA1-41	OFOI		\$0.00				\$0.00
1134	1	Forma Steri Cycle CO2 Incubators	Fisher Scientific	13-998-086	OFOI		\$0.00				\$0.00
1134	1	Frog model	Carolina	FA-56-4900	OFOI		\$0.00				\$0.00
1134	25	Frog skin w.m.	Triarch	HA4-21	OFOI		\$0.00				\$0.00
1134	1	Frog stages in resin block	Wards	55V8735	OFOI		\$0.00				\$0.00
1134	25	Fucus (female)	Triarch	2-52B	OFOI		\$0.00				\$0.00
1134	25	Fucus (male)	Triarch	2-52A	OFOI		\$0.00				\$0.00
1134	8	Gel electrophoresis systems*	Fisher	09-528-110	OFOI		\$0.00				\$0.00
1134	1	Genome posters	Wards	33W0040	OFOI		\$0.00				\$0.00
1134	1	Glass sponge	Wards	54V2030	OFOI		\$0.00				\$0.00
1134	25	Gloeocapsa	Triarch	2-2	OFOI		\$0.00				\$0.00
1134	25	Grantia w.m.	Carolina	30-5854	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Grasshopper chewing mouthparts	Wards	92W2228	OFOI		\$0.00				\$0.00
1134	1	Grasshopper model	Carolina	FA-56-4555	OFOI		\$0.00				\$0.00
1134	1	Half nautilus shell	Wards	53V2140	OFOI		\$0.00				\$0.00
1134	6	Heavy Duty Utility Cart - Newell Rubbermaid Inc. No.:FG450088BEIGEMD	Fisher	S68055	OFOI		\$0.00				\$0.00
1134	10	Hot plate stirrer	Carolina	701012A	OFOI		\$0.00				\$0.00
1134	25	Hydra c.s.	Carolina	30-6046	OFOI		\$0.00				\$0.00
1134	25	Hydra nematocysts	Wards	92W0641	OFOI		\$0.00				\$0.00
1134	25	Hydra w.m.	Wards	92W0630	OFOI		\$0.00				\$0.00
1134	25	Hydra w/ovary	Wards	92W0660	OFOI		\$0.00				\$0.00
1134	25	Hydra, general structure c.s.	Wards	92W0630	OFOI		\$0.00				\$0.00
1134	8	Ice bucket	VWR-Labshop	154-012EA? (35754-096)	OFOI		\$0.00				\$0.00
1134	1	Incubated Tabletop Orbital Shaker	Fisher	11-676-232	OFOI		\$0.00				\$0.00
1134	1	Incubator, 5.3 cu ft,	H&C Thermal Systems	IB-11E-120	OFOI		\$0.00				\$0.00
1134	25	Insect compound eye	Wards	92W2416	OFOI		\$0.00				\$0.00
1134	25	Insect spiracle and trachea	Wards	92W2384	OFOI		\$0.00				\$0.00
1134	1	Large split nautilus	Carolina	NP-26-1854	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Lateral root slide	Carolina	30-1940	OFOI		\$0.00				\$0.00
1134	25	Lichen c.s.	Triarch	4-28	OFOI		\$0.00				\$0.00
1134	25	Lillium ovary, eight-nucleate embryo	Wards	91V7236	OFOI		\$0.00				\$0.00
1134	25	Lillium ovary, megaspore mother cell	Wards	91V7228	OFOI		\$0.00				\$0.00
1134	25	Lycopodium cernuum	Triarch	9-6	OFOI		\$0.00				\$0.00
1134	25	Lycopodium, mature strobilus	Wards	91V4628	OFOI		\$0.00				\$0.00
1134	25	Lycopodium; leaf,cs	Triarch	9-2E	OFOI		\$0.00				\$0.00
1134	25	Marchantia thallus	Wards	91W4041	OFOI		\$0.00				\$0.00
1134	25	Medicago: mature stem c.s.	Wards	91W8010	OFOI		\$0.00				\$0.00
1134	1	Meiosis poster	Biocam	wc09	OFOI		\$0.00				\$0.00
1134	25	Merismopedia	Triarch	2-5c	OFOI		\$0.00				\$0.00
1134	3	Microcentrifuge	Fisher	12-006-901	OFOI		\$0.00				\$0.00
1134	2	Microcentrifuge	Fisher	13-100-675	OFOI		\$0.00				\$0.00
1134	1	Mitosis and Meiosis video	Wards	193 V 5560	OFOI		\$0.00				\$0.00
1134	1	Mitosis models	Wards	81W3031	OFOI		\$0.00				\$0.00
1134	1	Mitosis poster	Biocam	wc08	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Mixed diatoms	Carolina	29-5936	OFOI		\$0.00				\$0.00
1134	1	Mollusk shell collection	Carolina	NP-26-1790	OFOI		\$0.00				\$0.00
1134	25	Monocot vs. dicot	Carolina	30-1898	OFOI		\$0.00				\$0.00
1134	25	Moss antheridial head, l.s.	Carolina	29-8992	OFOI		\$0.00				\$0.00
1134	25	Moss Archegonia	Triarch	6-4c	OFOI		\$0.00				\$0.00
1134	25	Moss archegonial head, l.s.	Carolina	29-9028	OFOI		\$0.00				\$0.00
1134	2	Moticam® 3 Digital Microscope Camera, Motic Instruments	VWR	89238-600	OFOI		\$0.00				\$0.00
1134	25	Necator (ancyclostoma caninum)	Triarch	ZE3-12	OFOI		\$0.00				\$0.00
1134	1	Nematoda poster	Biocam	wc41	OFOI		\$0.00				\$0.00
1134	25	Nostoc	Triarch	ZSD	OFOI		\$0.00				\$0.00
1134	25	Obelia hydroid colony	Carolina	30-6124	OFOI		\$0.00				\$0.00
1134	25	Obelia medusa	Carolina	306124	OFOI		\$0.00				\$0.00
1134	25	Oscillatoria	Wards	91V0110	OFOI		\$0.00				\$0.00
1134	25	Paramecium caudatum	Triarch	ZA4-1	OFOI		\$0.00				\$0.00
1134	25	Pelomyxa carolinensis	Triarch	ZA1-2	OFOI		\$0.00				\$0.00
1134	25	Penicillium conidiophore w conidia wm	Wards	91V2471	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Penicillium conidiospores	Wards	91W2474	OFOI		\$0.00				\$0.00
1134	1	Perch model	Carolina	FA-56-4755	OFOI		\$0.00				\$0.00
1134	25	Peziza	Wards	91W2480	OFOI		\$0.00				\$0.00
1134	25	Physarum polyphalum	Wards	91W2015	OFOI		\$0.00				\$0.00
1134	1	Pine Life Cycle poster	Biocam	wc30	OFOI		\$0.00				\$0.00
1134	25	Pinus embryo	Carolina	30-1616	OFOI		\$0.00				\$0.00
1134	25	Pinus female strobilus megaspore	Triarch	10-6m	OFOI		\$0.00				\$0.00
1134	25	Pinus leaf	Triarch	10-6e	OFOI		\$0.00				\$0.00
1134	25	Pinus ovule	Triarch	10-6O	OFOI		\$0.00				\$0.00
1134	25	Pinus ovule	Wards	91W2354	OFOI		\$0.00				\$0.00
1134	25	Pinus staminate cone	Carolina	30-1436	OFOI		\$0.00				\$0.00
1134	25	Pinworm	Triarch	ZE2-22	OFOI		\$0.00				\$0.00
1134	1	Pipet canisters	VWR Labshop	82027-608	OFOI		\$0.00				\$0.00
1134	25	Planaria 3 regions c.s.	Triarch	ZD1-121	OFOI		\$0.00				\$0.00
1134	25	Planaria digestive tract w.m.	Carolina	30-6318	OFOI		\$0.00				\$0.00
1134	25	Planaria plain and digestive tract w.m.	Carolina	306324	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Planaria, carbon-fed	Wards	92V0821	OFOI		\$0.00				\$0.00
1134	25	Plasmodiophora brassicae (slime molds)	Triarch	1-4	OFOI		\$0.00				\$0.00
1134	25	Plasmodium malaria	Carolina	297190	OFOI		\$0.00				\$0.00
1134	1	Plastic crayfish model	Wards	81 W 4066	OFOI		\$0.00				\$0.00
1134	1	Plastic earthworm model	Wards	81V3520	OFOI		\$0.00				\$0.00
1134	1	Plastic model of lancelet	Wards	81V5022	OFOI		\$0.00				\$0.00
1134	1	Platyhelminthes poster	Biocam	wc40	OFOI		\$0.00				\$0.00
1134	1	Poison Cabinet	VWR	18500-064	OFOI		\$0.00				\$0.00
1134	1	Porifera poster	Biocam	wc35	OFOI		\$0.00				\$0.00
1134	6	Power packs	Fisher	S68329	OFOI		\$0.00				\$0.00
1134	25	Psilotum sporangia	Wards	91W4520	OFOI		\$0.00				\$0.00
1134	10	Quantitative Spectroscope	VWR	470016-874	OFOI		\$0.00				\$0.00
1134	2	Quebec Colony Counter	VWR	23610-157	OFOI		\$0.00				\$0.00
1134	25	Radiolaria	Triarch	ZA1-51	OFOI		\$0.00				\$0.00
1134	25	Ranunculus root c.s.	Carolina	30-2090	OFOI		\$0.00				\$0.00
1134	25	Rediae and cercariae flukes	Carolina	30-6454	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Rhizopus sporangia	Triarch	4-2a	OFOI		\$0.00				\$0.00
1134	25	Rhizopus zygotes	Wards	91W2112	OFOI		\$0.00				\$0.00
1134	25	Root hair slide	Carolina	30-2498	OFOI		\$0.00				\$0.00
1134	25	Root nodules, legume bacteria	Wards	90V0551	OFOI		\$0.00				\$0.00
1134	25	Rotifer w.m.	Triarch	ZE1-1	OFOI		\$0.00				\$0.00
1134	25	Saccharomyces	Triarch	4-14A	OFOI		\$0.00				\$0.00
1134	25	Salix branch root origin median c.s.	Triarch	13-12c	OFOI		\$0.00				\$0.00
1134	25	Schistosoma	Triarch	ZD5-421	OFOI		\$0.00				\$0.00
1134	25	Schistosoma mansoni, Sporocyst, section, hematoxylin & triosin stained slides	VWR	470182-055	OFOI		\$0.00				\$0.00
1134	25	Scypha c.s.	Triarch	ZE1-1	OFOI		\$0.00				\$0.00
1134	25	Scypha m.l.s.	Wards	92W0551	OFOI		\$0.00				\$0.00
1134	25	Scypha spicule strew	Wards	92W0557	OFOI		\$0.00				\$0.00
1134	2	Sea anemone model	Carolina	NP-56-4224	OFOI		\$0.00				\$0.00
1134	25	Selaginella	Triarch	9-4A	OFOI		\$0.00				\$0.00
1134	1	Shaker platform	Fisher	238000	OFOI		\$0.00				\$0.00
1134	8	Spectrophotometers	Fisher	14-385-445	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Spirogyra	Triarch	2-30A	OFOI		\$0.00				\$0.00
1134	25	Sporocyst flukes	Wards	925156	OFOI		\$0.00				\$0.00
1134	25	Sporophyte	Triarch	5-6nnn	OFOI		\$0.00				\$0.00
1134	1	Squid in resin block	Wards	67V6819	OFOI		\$0.00				\$0.00
1134	1	Stacking kit for incubator, 5.3 cu ft,	H&C Thermal Systems	AAA26502	OFOI		\$0.00				\$0.00
1134	25	Starfish development, w.m.	Carolina	31-1126	OFOI		\$0.00				\$0.00
1134	25	Starfish pedicellarae w.m.	Wards	92W2903	OFOI		\$0.00				\$0.00
1134	25	Starfish ray (arm) c.s.	Carolina	30-8212	OFOI		\$0.00				\$0.00
1134	25	Starfish tube feet	Carolina	30-8218	OFOI		\$0.00				\$0.00
1134	30	Stendor dishes-small	Carolina	NP-7-10-2	OFOI		\$0.00				\$0.00
1134	25	Stentor w.m.	Wards	92V0455	OFOI		\$0.00				\$0.00
1134	2	Step stool	Carolina	705025	OFOI		\$0.00				\$0.00
1134	25	Syringia leaf c.s.	Carolina	303790	OFOI		\$0.00				\$0.00
1134	25	Tangential section	Triarch	ZB1-13	OFOI		\$0.00				\$0.00
1134	1	Tapeworm model	Wards	81W5049	OFOI		\$0.00				\$0.00
1134	1	Tarantula in resin block	Carolina	NP-POM1705	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	25	Tilia stem 1,2,3, year old	Wards	91W8306	OFOI		\$0.00				\$0.00
1134	25	Trichinella infected muscle	Triarch	ZE4-13	OFOI		\$0.00				\$0.00
1134	25	Trypanosoma gambiense	Triarch	ZA2-73	OFOI		\$0.00				\$0.00
1134	25	Trypanosoma lewisi (sm)	Wards	92V4340	OFOI		\$0.00				\$0.00
1134	8	UV handheld lamps	BioRad	166-0500	OFOI		\$0.00				\$0.00
1134	2	UV illuminator, benchtop (TLW-20 Transilluminator)	VWR Scientific	95041-578	OFOI		\$0.00				\$0.00
1134	6	Vertical gel electrophoresis units	BioRad	1658004EDU	OFOI		\$0.00				\$0.00
1134	25	Volvox	Triarch	ZA2-41	OFOI		\$0.00				\$0.00
1134	6	Vortex shaker	VWR	10153-838	OFOI		\$0.00				\$0.00
1134	25	Vorticella	Triarch	ZA2-5	OFOI		\$0.00				\$0.00
1134	1	VWR® A-Series Balances	VWR	10204-964	OFOI		\$0.00				\$0.00
1134	4	Waders, size 10	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 11	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 12	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 13	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 6	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	4	Waders, size 7	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 8	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	4	Waders, size 9	Cabelas	IJ-811200	OFOI		\$0.00				\$0.00
1134	3	Water baths	Fisher	FSGPD10	OFOI		\$0.00				\$0.00
1134	1	Whole nautilus shell	Wards	53V2120	OFOI		\$0.00				\$0.00
1134	1	Whole sponge specimen	Wards	68V0121	OFOI		\$0.00				\$0.00
1134	2	Wooden Micro Slide Storage Cabinet w/Swinging Door	VWR	48467-009	OFOI		\$0.00				\$0.00
1134	25	Zea stem	Carolina	30-3296	OFOI		\$0.00				\$0.00
Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Drop Ship Unit Cost	Drop Ship Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Drop Ship Unit Cost	Drop Ship Total Cost
1136	1	4' Purifier Logic+ Class II A2 Biological Safety Cabinet with 8" sash opening, UV Light, Service Fixture, Vacu-Pass Portal and Base Stand	Fisher Scientific	30-248-1100	OFCI		\$0.00				\$0.00
1134	1	Full Size Freezer	VWR	LE201WWW/0	OFCI		\$0.00				\$0.00
1134	1	Icemaker with Drain	Hoshizaki	F-300BAF	OFCI		\$0.00				\$0.00
1134	1	Laminar Flow Hood w/Base	Fisher	30-268-1100	OFCI		\$0.00				\$0.00
1134	1	Microwave	Panasonic	NN-SN933W	OFCI		\$0.00				\$0.00
1134	1	Refrigerator double sliding door	Fisher	11-670-246	OFCI		\$0.00				\$0.00
1134	2	VWR Refrigerator/Freezer	VWR	97058-842	OFCI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1134	1	VWR® Gravity Convection Incubator	VWR	414005-130	OFCI		\$0.00				\$0.00
1134	1	VWR® Gravity Convection Oven	VWR	414005-106	OFCI		\$0.00				\$0.00

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Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1102	8	1L Erlenmeyer Clamp w/Spring retainer	Eppendorf	ACE-1000S	OFOI		\$0.00				\$0.00
1102	20	250ml Erlenmeyer Clamp w/Spring retainer	Eppendorf	M1190-9002	OFOI		\$0.00				\$0.00
1102	6	3L Bioreactor: Controller Unit, Support Unit, Componets	Eppendorf	BIOFLO115	OFOI		\$0.00				\$0.00
1102	8	Accumet AB150 pH Kit	Fisher Scientific	13 636 AB150	OFOI		\$0.00				\$0.00
1102	1	Ball valve for Burpless Poly drum funnel	New Pig	DRM946	OFOI		\$0.00				\$0.00
1102	1	Benchtop Developer - Protec Optimax Tabletop Film Processor	Z&Z Medical	Optimax 110 Protec Optimax Tabletop Film Processor	OFOI		\$0.00				\$0.00
1102	30	Binocular Compound Microscope	Zeiss	415000053000000	OFOI		\$0.00				\$0.00
1102	2	Burpless One Hand Sealeable Steel Drum funnel, ext. diam 8.25" x 11"	New Pig	DRM1050	OFOI		\$0.00				\$0.00
1102	1	Burpless Poly Drum funnel, ext. diam 13.375" x 11"H	New Pig	DRM680	OFOI		\$0.00				\$0.00
1102	2	Centrifuges, Eppendorf Research Plus Bundle (2231000044 is No Longer Available)	Fisher Scientific	2231000044/05-413-328	OFOI		\$0.00				\$0.00
1101C	1	CHROMATOGRAPHY SYSTEM	ThermoFisher	TRACE 1300	OFOI		\$0.00				\$0.00
1102A	2	Clinical Centrifuge:	Fisher Scientific	05-413-328	OFOI		\$0.00				\$0.00
1102A	1	Continuous Centrifuge/Clarifier with solid wall bowl	GEA Westfalia Separator Group	FTC 01-06-107	OFOI		\$0.00				\$0.00
1102A	3	Digital-Control Water Baths: Model 210	Fisher Scientific	15-462-10Q	OFOI		\$0.00				\$0.00
1102A	4	Digital-Control Water Baths: Model 228	Fisher Scientific	15-462-28Q	OFOI		\$0.00				\$0.00
1102A	1	Drum funnel flame arrestor	New Pig	DRM617	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1102C	1	Drum roller assembly, 30"W x 29.5"H	Grainger	4HTR2	OFOI		\$0.00				\$0.00
1102C	3	Econo Gradient Pump Kit	BioRad	731-9001EDU	OFOI		\$0.00				\$0.00
1102C	3	Econo Gradient Pump Tubing Kit	BioRad	731-9007EDU	OFOI		\$0.00				\$0.00
1102C	32	Eisco™ Bunsen Burners with Flame Stabilizer	Fisher Scientific	S12807	OFOI		\$0.00				\$0.00
1103	16	Eisco™ Connecting Hose for Bunsen Burner	Fisher Scientific	S12817	OFOI		\$0.00				\$0.00
1103	1	EMD Millipore Amicon Bioseparations Stirred cells	Fisher Scientific	5121	OFOI		\$0.00				\$0.00
1103	1	EMD Millipore Amicon Bioseparations Stirred cells	Fisher Scientific	5123	OFOI		\$0.00				\$0.00
1103	1	EMD Millipore Amicon Bioseparations Stirred cells	Fisher Scientific	5124	OFOI		\$0.00				\$0.00
1103	1	Eppendorf Rotor FA-45-24-11 Special	Fisher Scientific	05-400-010	OFOI		\$0.00				\$0.00
1119	2	Eyewash Station Portable	Grainger	3PVP	OFOI		\$0.00				\$0.00
1119	6	Fraction collector, Model 2110	BioRad	731-8122EDU	OFOI		\$0.00				\$0.00
1119	16	GC Fuller Shurlite Safety Gas Lighters	Fisher Scientific	12007	OFOI		\$0.00				\$0.00
1119	1	Gene Pulser Xcell Electroporation System	BioRad	165-2660	OFOI		\$0.00				\$0.00
1119	8	Genesys 20 spectrophotometer	Fisher Scientific	14385445	OFOI		\$0.00				\$0.00
1119	1	Glassware cart	Fisher Scientific	13-451-092	OFOI		\$0.00				\$0.00
1119	3	Heavy Duty Utility Cart - Newell Rubbermaid Inc. No.:FG450088BEIGEMD	Fisher Scientific	S68055	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1119	2	HEPA Filter 760175	Fisher Scientific	15-497-022	OFOI		\$0.00				\$0.00
1119	1	Incubator, Shaker Table, Incubated, Refrigerated	Eppendorf	M1299-0084	OFOI		\$0.00				\$0.00
1121	1	Micropulser Electroporator	BioRad	165-2100EDU	OFOI		\$0.00				\$0.00
1121	2	Millipore Point of Use	Fisher Scientific	SIMS000US	OFOI		\$0.00				\$0.00
1121	8	Mini Centrifuge	VWR	10067-588	OFOI		\$0.00				\$0.00
1121	12	Mini Gel Electrophoresis Horizontal System	Fisher Scientific	09-528-110	OFOI		\$0.00				\$0.00
1121	8	Mini Protean Tetra Cell for Mini Precast Gels, 1 Core	BioRad	1658005EDU	OFOI		\$0.00				\$0.00
1121	6	Model EM-1 Econo UV Monitor	BioRad	731-8162EDU	OFOI		\$0.00				\$0.00
1121	1	Peristaltic pump	Watson Marlow	620S	OFOI		\$0.00				\$0.00
1121	1	Poison storage cabinet, table top	Fisher	S67001	OFOI		\$0.00				\$0.00
1121	8	PowerPac Mini Power Supply	BioRad	165-5048EDU	OFOI		\$0.00				\$0.00
1121	39	Primo Star HAL/LED microscope, fixed-Kö, stage R, FOV 18, 100x/0.8	Zeiss	415000053000000	OFOI		\$0.00				\$0.00
1121	10	Primo Star HAL/LED microscope, fixed-Kö, stage R, FOV 18, 100x/0.8	Zeiss	415000053000000	OFOI		\$0.00				\$0.00
1121	2	Refrigerated Microcentrifuge	Fisher	05-401-204	OFOI		\$0.00				\$0.00
1121	3	Rolling Bin Storage	VWR	97017-630	OFOI		\$0.00				\$0.00
1121	7	Scales: AX224, 220g, External Calibration; AutoCal internal calibration	Fisher Scientific	01-920-253	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1121	5	Scales: Model: AX622; Capacity: 620g	Fisher Scientific	01-920-266	OFOI		\$0.00				\$0.00
1119B	3	Standard Orbital Shaker, Model 3500	VWR	89032-092	OFOI		\$0.00				\$0.00
1121A	1	System cable 1	BioRad	7318261	OFOI		\$0.00				\$0.00
1120C	1	Uninsulated Bonding/Grounding Wires	New Pig	DRM495	OFOI		\$0.00				\$0.00
1120C	1	Universal Platform	Eppendorf	M1250-9902	OFOI		\$0.00				\$0.00
1120C	1	UV Transilluminator Select Series, UV-B 312 nm wavelength	Spectroline/Fisher	TC-312E	OFOI		\$0.00				\$0.00
1120C	4	Vial filling machines	Cozzoli	F400XSS	OFOI		\$0.00				\$0.00
1120C	8	Vortex Genie 2	Fisher Scientific	50-728-002	OFOI		\$0.00				\$0.00
1120C	1	White light box	Edvotek Inc/552, Fisher	S11552	OFOI		\$0.00				\$0.00
1120C	1	xMark Microplate Absorbance Spectrophotometer	BioRad	168-11150	OFOI		\$0.00				\$0.00
Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Drop Ship Unit Cost	Drop Ship Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Drop Ship Unit Cost	Drop Ship Total Cost
1102	1	4' Purifier Logic+ Class II A2 Biological Safety Cabinet with 8" sash opening, UV Light, Service Fixture, Vacu-Pass Portal and Base Stand	Fisher Scientific	30-248-1100	OFCI		\$0.00				\$0.00
1102	10	6' Purifier Logic+ Class II A2 Biological Safety Cabinet with 8" sash opening, UV Light, Service Fixtures, Vacu-Pass Portal and Base Stand	Fisher Scientific	30-268-1100	OFCI		\$0.00				\$0.00
1102C	1	Dryer machine 8.1 cu ft Electric Dryer (White) Stackable w/ steam cycles	GE	GFDS260EFWW	OFCI		\$0.00				\$0.00
1119	1	Fisher Scientific™ Isotemp™ Explosion-Proof Refrigerator/Freezers	Fisher Scientific	10ECEETSA	OFCI		\$0.00				\$0.00
1119	3	Forma Steri Cycle CO2 Incubators	Fisher Scientific	13-998-086	OFCI		\$0.00				\$0.00
1119	1	GE Washer/Dryer Stacking Kit	GE	WE25X10028	OFCI		\$0.00				\$0.00

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1119	1	Heratherm General Protocol Microbiological Incubator, Chamber Volume 405L	Fisher Scientific	51-029-321H	OFCI		\$0.00				\$0.00
1119	1	Hoshizaki C100BAFAD Ice Maker w/ Drain Pump #HS-5061	Hoshizaki	C100BAFAD/C-101BAH-AD	OFCI		\$0.00				\$0.00
1121	2	Microwave	Panasonic	NN-SN933W	OFCI		\$0.00				\$0.00
1120	1	Thermo Scientific Forma 900 Series -86 Lab Freezers (Double Door) with Shelf Kits w/ Racks and Boxes for Thermo Scientific Ultra Low Temperature Freezers; 5 racks, 100 boxes, sliding drawer racks	Thermo Scientific	990	OFCI		\$0.00				\$0.00
1120	3	Thermo Scientific GP Series Lab Freezers	Thermo Scientific	MF25SS-SAE-E-TS	OFCI		\$0.00				\$0.00
1120	4	Thermo Scientific Revco High Performance Series Lab Freezers	Thermo Scientific	ULT2330A/13-990-07	OFCI		\$0.00				\$0.00
1120	5	Thermo Scientific Revco High Performance Series Refrigerator	Thermo Scientific	REL2304A/13-991-52	OFCI		\$0.00				\$0.00
1120C	1	Washer Pedestal	GE	GFXP1308FWW	OFCI		\$0.00				\$0.00
1120C	1	Washing machine 4.5 cu. Ft Front Load Washer (White) Stackable w/ steam cycle	GE	GFWS2600FWW	OFCI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1122A	12	Adventurer® AX Precision Balance, w/Draftshield (Ohaus)	VWR	10153-706	OFOI		\$0.00				\$0.00
1128	4	Analytical balance	Cynmar	OPR-17021	OFOI		\$0.00				\$0.00
1128	6	Centrifuge	Flinn	AP7760	OFOI		\$0.00				\$0.00
1128	12	Computer lab interface, LabQuest 2	Vernier	LABQ2	OFOI		\$0.00				\$0.00
1122	1	Drying Oven	Flinn	AP1193	OFOI		\$0.00				\$0.00
1122G	1	Eyewash Station Portable	Grainger	3PVP3	OFOI		\$0.00				\$0.00
1128	4	GC Septa , pkg of four	Vernier	GC-SEP	OFOI		\$0.00				\$0.00
1128	6	GC Syringe, 1 microliter Hamilton	Vernier	GC-SYR-MIC	OFOI		\$0.00				\$0.00
1128	29	Hot Plates	VWR	97042-63	OFOI		\$0.00				\$0.00
1122H	14	Hot plates	Fisher	3-611-50	OFOI		\$0.00				\$0.00
1122B	1	Infrared Detection Unit - Nicolet iS-10 FT IR	Thermofisher	LAADGAAGFAHDMAPC	OFOI		\$0.00				\$0.00
1122H	14	Kem-Kit Semi-Micro 19/22 ( kit for Ochem)	Kimble Chase	KT269800-0000	OFOI		\$0.00				\$0.00
1128	4	Melt Station	Vernier	MLT-BTA	OFOI		\$0.00				\$0.00
1128	4	Mini GC Plus	Vernier	GC2-MINI	OFOI		\$0.00				\$0.00
1122H	14	Molecular model kit	Flinn	AP5455	OFOI		\$0.00				\$0.00
1122B	1	NMR Nuclear Magnetic Resonance Unit - picoSpin 80 NMR	Thermofisher	912A0832	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1122H	14	pH probe	Vernier	PH-BTA	OFOI		\$0.00				\$0.00
1128	1	Polarimeter	Vernier	CHEM-POL	OFOI		\$0.00				\$0.00
1128	1	Precision™ Compact Ovens, Aluminum	VWR	97018-372	OFOI		\$0.00				\$0.00
1122H	28	Ring stands	Cynmar	12030352	OFOI		\$0.00				\$0.00
1122B	1	SCI Gas Chromatograph	Aligent	Model 7820	OFOI		\$0.00				\$0.00
1122H	7	Small centrifuge (Flinn AP8710 No Longer Available)	Flinn	AP7747	OFOI		\$0.00				\$0.00
1122H	22	Stainless Steel Temperature Probe	Vernier	TMP-BTA	OFOI		\$0.00				\$0.00
1128	30	Tirrill Burners, Natural Gas, 800–1200 BTU/CF	VWR	470148-642	OFOI		\$0.00				\$0.00
1128	7	Top loading balance	Fisher	S05017	OFOI		\$0.00				\$0.00
1122H	18	Vernier colorimeters	Vernier	CO-BTA	OFOI		\$0.00				\$0.00
1122H	17	Vernier Conductivity Probes	Vernier	CON-BTA	OFOI		\$0.00				\$0.00
1122H	5	Vernier cuvettes for colorimeters,100 (Visible Range)	Vernier	CUV	OFOI		\$0.00				\$0.00
1122H	17	Vernier LabQuest Mini Interface	Vernier	LQ-MINI	OFOI		\$0.00				\$0.00
1122H	1	Vernier Logger Pro Software w/1 site license	Vernier	LP	OFOI		\$0.00				\$0.00
1122H	25	Vernier pH sensors	Vernier	PH-BTA	OFOI		\$0.00				\$0.00
1122H	29	Vernier Thermistors	Vernier	STS-BTA	OFOI		\$0.00				\$0.00

For Reference Only

Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Unit Cost	Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Unit Cost	Total Cost
1128	13	Wide Range Temperature Probes	Vernier	WRT-BTA	OFOI		\$0.00				\$0.00
Location	Total Qty	Item Description	Vendor Name	Part #	Designation	Drop Ship Unit Cost	Drop Ship Total Cost	Requested Substitution Vendor Name	Requested Substitution Part #	Drop Ship Unit Cost	Drop Ship Total Cost
1122C	1	Hoshizaki C100BAFAD Ice Maker w/ Drain Pump #HS-5061	Fisher Scientific	11-675-100	OFCI		\$0.00				\$0.00
1122C	1	Refrigerator/Freezer (C6)	VWR	97058-842	OFCI		\$0.00				\$0.00

For Reference Only

**EXHIBIT C**

**CERTIFICATION OF NON-DISCRIMINATION**

**TO BE EXECUTED BY RESPONDENT AND SUBMITTED  
WITH STATEMENT OF PROPOSAL**

Respondent hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, or veteran status, except as provided for in Section 12940 of the California Government Code. Respondent shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

RESPONDENT:

\_\_\_\_\_

(Type or print complete legal name of firm)

BY:

\_\_\_\_\_

(Signature)

NAME:

\_\_\_\_\_

(Type or Print)

TITLE:

\_\_\_\_\_

(Type or Print)

ADDRESS:

\_\_\_\_\_

CITY \_\_\_\_\_, STATE \_\_\_\_\_, ZIP \_\_\_\_\_

**EXHIBIT D**

**NON-COLLUSION AFFIDAVIT**

**STATE OF CALIFORNIA**  
**COUNTY OF \_\_\_\_\_**

I, \_\_\_\_\_, being first duly sworn, deposes and says that I am

(Typed or Printed Name)

the \_\_\_\_\_ of \_\_\_\_\_, the party

(Title)

(Vendor Name)

submitting the foregoing Proposal (“the Vendor”). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in a sham bid, or to refrain from bidding.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other Vendor, or to fix any overhead, profit, or cost element of the bid price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_.  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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

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

**EXHIBIT E**

**REFERENCES**

**List three (3) public agencies (preferably California Community Colleges) that you are currently doing business with.**

**REFERENCE#1**

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE#	
CONTACT	
DATES OF SERVICE	
DURATION OF ENGAGEMENT	

**REFERENCE#2**

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE#	
CONTACT	
DATES OF SERVICE	
DURATION OF ENGAGEMENT	

**REFERENCE#3**

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE#	
CONTACT	
DATES OF SERVICE	
DURATION OF ENGAGEMENT	

**(ATTACH ADDITIONAL SHEETS IF REQUIRED OR DESIRED)**

**EXHIBIT F**

**PROPOSED SUBSTITUTIONS**

Any respondent who is requesting a substitution for baseline product must use the following format for each item requested. Add lines as necessary to thoroughly define product specifications. Items that are not requested in this format will be considered non-responsive. **Provide one (1) form per item.**

Respondent Name: \_\_\_\_\_

Discipline: \_\_\_\_\_

Location: \_\_\_\_\_

Item Description: \_\_\_\_\_

Original Item Make/Model: \_\_\_\_\_

Proposed Substitution Make/Model: \_\_\_\_\_

Will respondent provide original item if substitution is denied?      Yes      No

<b>Original Item Details</b>	<b>Proposed Item Details</b>	<b>Variance</b>

Submitted by: \_\_\_\_\_

## EXHIBIT E

### PROPOSED SUBSTITUTIONS

Any respondent who is requesting a substitution for baseline product must use the following format for each item requested. Items that are not requested in this format will be considered non-responsive. **Provide one (1) form per item.**

Respondent Name: Acme Science Equipment

Discipline: Biology

Location: 1134

Item Description: Incubated Tabletop Orbital Shaker

Original Item Make/Model: Fisher 11-676-232

Proposed Substitution Make/Model: Acme Incubated Tabletop Orbital Shaker

Will respondent provide original item if substitution is denied?  Yes  No

Original Item Details	Proposed Item Details	Variance
Speed Range 25 to 525 rpm	Speed Range 35 to 400 rpm	+10 and -125 rpm
Ambient Temp Range +5 to 80C	Ambient Temp Range +5 to 80C	None
Temp Setting 0.1C	Temp Setting 0.2C	+ 0.1C
Temp Uniformity 21.2	Temp Uniformity 21.4	.02
Orbit 1 in.	Orbit 1 in.	None
Capacity Max 2L Erlenmeyer Fl	Capacity Max 2L Erlenmeyer Fl	None
Amp/Hertz 6.5A, 50/60Hz	Amp 8.5A, 50/60Hz	+2A
Voltage 120V or 230 V	Voltage 230V	Not available in 120V

Submitted by: \_\_\_\_\_

## **EXHIBIT G**

### **PROPOSAL SUBMITTAL CHECKLIST**

This checklist is provided to assist in the preparation of respondent's proposal. It is only intended as a guide.

The following documents are required for submittal. Respondents are encouraged to use the following checklist when preparing their proposal:

- EXHIBIT A – Bid Signature Form** signed by authorized representative
- EXHIBIT B.1 – Equipment Worksheet** including printed version and Excel workbook completed by Vendor reflecting all requested information, including any expenses that may be incurred by the District
- EXHIBIT B.2 – Equipment Worksheet** including printed version and Excel workbook completed by Vendor reflecting all requested information, including any expenses that may be incurred by the Participating Agency
- EXHIBIT C – Certification of Non-Discrimination** completed and signed by authorized representative
- EXHIBIT D – Non-Collusion Affidavit**
- EXHIBIT E – References**
- EXHIBIT H – Sample Agreement** clearly noting any requested modifications to the FCCC contract for Participating Agencies, if applicable
- Any Bid Amendments Issued** if applicable

## EXHIBIT H



FOUNDATION for CALIFORNIA  
COMMUNITY COLLEGES  
*www.foundationccc.org*

### **SAMPLE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES ADMINISTRATIVE SERVICES AGREEMENT**

This ADMINISTRATION SERVICES AGREEMENT (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2016, between the Foundation for California Community Colleges (“Foundation”) and \_\_\_\_\_ (“Supplier”).

#### **RECITALS**

The Foundation desires to have \_\_\_\_\_ (“Supplier”) provide (Services/Products) as described in RFP #17-001, which in its entirety shall serve as Exhibit B.

This Administration Agreement provides that any or all public agencies, public and private school districts, public and private colleges or universities Nationwide, California Community Colleges or Foundation (collectively, "Participating Public or Private Agencies") may purchase Products at prices stated in the RFP #16-005;

THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, the Foundation and Supplier hereby agree as follows:

#### **TERMS AND CONDITIONS**

1. The Supplier shall perform all of its duties, responsibilities, and obligations in the time and manner as required to be performed by the Supplier as set forth in the Agreement.
2. The Foundation shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Agreement as set forth herein, and the Supplier hereby agrees that the Foundation shall act in the capacity of administrator of purchases under the Agreement.
3. With respect to any purchases by Participating Public or Private Agencies pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating Public or Private Agencies; (ii) shall not be obligated, liable or responsible for any order made by Participating Public or Private Agencies or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable, or responsible for any failure by any Participating Public or Private

Agencies to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Public or Private Agencies or any employee thereof under the Agreement. Additionally, Foundation shall have the right to and full use of customer information and sales data from all purchases under this Agreement.

4. Insurance. Within ten (10) days of the issuance of a Purchase Order or other similar instrument for the procurement of Scientific Equipment under this Agreement, the Supplier shall deliver to the agency issuing the Purchase Order or other similar instrument Certificate(s) of Insurance evidencing the insurance coverage in the minimum coverage amounts noted below. The foregoing notwithstanding, a Participating Agency may require additional or different insurance coverage or minimum coverage amounts in connection with any specific procurement of Scientific Equipment. In such event, such additional or different insurance requirements shall be noted in the Purchase Order or other instrument evidencing the procurement of Scientific Equipment shall comply with the same.
- a. Workers' Compensation Insurance. The Supplier and all Subcontractors shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
  - b. Commercial General Liability Insurance. The Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons; damage to property; completed operations; and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
  - c. Modifications; Cancellation; Additional Insured. Each Participating Agency procuring Scientific Equipment hereunder shall be additional named insured to the Commercial General Liability insurance policies of the Supplier for each specific procurement of Scientific Equipment. The Workers' Compensation insurance policy and the General Liability insurance policies of the Supplier for each specific procurement of Scientific Equipment shall include provisions that the policy terms will not be materially modified and that the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Agency, as applicable.

#### **SPECIFIC PROVISIONS**

5. Term. The Term of this Agreement will be for three (3) years, commencing on the date set forth in the Agreement and terminating three (3) years thereafter. The Foundation and Supplier, upon mutual consent, shall have the option to extend the Term for two (2) additional one (1) year Terms ("the Extended Terms") by written notice not less than one (1) month prior to expiration of the Term or the Extended Term, as applicable. If the option for the Extended Terms are exercised, all terms and conditions set forth herein shall be applicable to the Extended Terms, except as expressly modified by written modifications duly executed on behalf of the Foundation and the Supplier. In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the Foundation to initiate a new RFP and subsequent Agreement, the Supplier agrees to continue to provide goods and/or services to the Participating Agencies on a month to month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently at the Agreement expiration date.

6. Right to Terminate. Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination at least thirty (30) days in advance.

## **QUARTERLY FEES & REPORTING**

7. Accounting and Right to Audit. Supplier shall, at its expense, maintain accounting of all purchases made by Participating Public and Private Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation.
8. Quarterly Fees and Reports. Supplier shall pay the Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes for all purchases by Participating Public or Private Agencies under the awarded RFP, and shall provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears in Exhibit 1 of this Agreement. Quarterly fees and reports shall be made with respect to all purchases shipped and billed pursuant to the Agreement for the applicable quarter. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.
9. Material Breach. Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified in item 8 shall be regarded as a material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement at the Foundation's sole discretion. All administrative fees not paid within thirty (30) days of the end of each quarter shall bear interest at the rate of 1 1/2% per month until paid.
10. Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 7 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).
11. Right to Compare Records. The Foundation or its designee may, at the Foundation's sole discretion, compare Participating Public or Private Records with quarterly reports submitted by Supplier. If there is a discrepancy, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier's quarterly reports. The

Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the record and report reviews; the audit; Foundation staff time; and expenses, counsel, and collection.

## GENERAL PROVISIONS

12. Supplier shall perform its duties hereunder as an independent contractor and not as an employee. Neither Supplier nor any agent or employee of Supplier shall be or shall be deemed to be an agent or an employee of the Participating Agency. Supplier shall pay when due all required employment taxes and income tax withholding including all federal and state income tax and local head tax on any monies paid pursuant to this Agreement. Supplier acknowledges that Supplier and its employees shall have no claim against Foundation hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment benefits, or employee benefits of any kind.
13. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.
14. Any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from the Foundation.
15. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which the prevailing party may be entitled.
16. This Agreement and the Foundation's rights and obligations hereunder may be assigned, at the Foundation's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform the Foundation's obligations hereunder. This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the Foundation. For the purpose of this paragraph, Foundation will not unreasonably prohibit Contractor from freely assigning its right to payment, provided that Contractor remains responsible for its obligations hereunder.
17. All reports, notices, and other written or electronic communications given hereunder shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

A. Foundation  
Foundation for California Community Colleges  
1102 Q Street, Suite 4800

Sacramento, CA 95811  
Attn: Jorge J.C. Sales, Director of Collaborative Services  
Email: [jsales@foundationccc.org](mailto:jsales@foundationccc.org)

B. Supplier

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

\_\_\_\_\_  
Attn: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

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

- 18. Severability.** If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatever.
- 19.** This Agreement may not be effectively amended, changed, modified, altered, or terminated without the prior written consent of the parties hereto.
- 20. General Indemnity.** Supplier agrees to indemnify, defend and hold Foundation, and its directors, officers, agents and employees harmless from any and all losses, liabilities, third-party claims, demands, costs, expenses and damages, including reasonable attorneys' fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Supplier, Supplier's employees, Supplier's subcontractors, or any person or entity for whom Supplier is responsible; and/or (b) any breach by Supplier of this Agreement.
- 21.** This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, by a California court of appropriate jurisdiction, as a contract executed and delivered within the State of California.
- 22.** This Agreement shall inure to the benefit of and shall be binding upon the Foundation, the Supplier, and any successor and assign thereto subject, however, to the limitations contained herein.

IN WITNESS WHEREOF, the Foundation for California Community Colleges has caused this Agreement to be executed in its name, and the Supplier has caused this Agreement to be executed in its name, all as of the date first above written.

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

\_\_\_\_\_  
By \_\_\_\_\_  
                  [typed name]  
Title \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
                  [typed name]  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**SUPPLIER:** \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
                  [typed name]  
Title \_\_\_\_\_  
Date \_\_\_\_\_

SAMPLE

## Sample Form of Supplier Quarterly Reporting to Foundation for California Community Colleges

NOTE: Reports to be submitted in Microsoft Excel

Agency Association	Supplier Client Agency Account Number (Constant for each Account)	Agency name	Contact Person Name	Contact Person Title
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CCC or CA K-12, etc.	123456	Contra Costa Community College Participating Agency or Diablo Valley College	John Doe	Purchasing Director
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Contact Person Email	Contact Person Phone	Contact Person Fax	Contact Person Mailing Address 1	Contact Person Mailing Address 2	Contact Person City	Contact Person State	Contact Person Zip Code
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<u>XXXX@4</u> <u>cd.net</u>	555-555-5555	555-555-5555	CCCCD	500 John Doe Street	Martinez	CA	55555
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Year of Sale	Quarter of Sale	Supplier Invoice Date	Supplier Invoice Number	Invoice Amount *	Additional Discounting from Typical Contracts	Savings
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2003	3	4/20/2015	AB555-55	3,500.00	4,000.00	500.00
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\*Excluding taxes, additional services, and transportation