

Washtenaw Community College  
Purchasing Department – Room SC 326  
Quote # 6634 Horton Grand Revolver Repair  
Quote Issued On: April 24, 2024  
**Quote Due Date: May 1, 2024 at 2:00 p.m. EDT**

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Phone (734) 677-5231  
Fax (734) 973-3486

Washtenaw Community College (WCC or College) is seeking pricing to repair the College's Horton Grand Revolver door.

Response to this RFQ confirms an understanding that this is *not* a contract or offer of business by the College. This Request for Quote in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be offered, until confirmed by the issue of a purchase order, and may be terminated by the College without penalty or obligation at any time prior to the issue of a purchase order.

WCC is a public college, please include any educational discounts or rebates available. We are also a member of E & I, US Communities, Sourcewell / NJPA, MI Deal, REMC, National IPA, NIGP and NAEP. If someone else in your company coordinates pricing for one of these groups, please forward this RFQ to them to complete.

### **Specifications:**

- Replace motor brake and magnetic lock

Quotes must include all services and costs necessary to meet the business and technical requirements of this project including any assumptions made by the supplier. Exclude all Federal, State and Municipal Sales and Excise taxes. Exemption certificates will be furnished upon request. If revision to this scope of work is required at the time of repair, the College shall receive a quote for additional parts and labor, and reserves the right to contract with the awarded vendor for additional repairs as needed.

### **Submission:**

Interested vendors are to submit responses using their standard quote form and include an electronic .pdf of the Vendor Acknowledgement signature page, completed and signed by an authorized representative.

Responses are to be emailed to the College Purchasing office at [pur@wccnet.edu](mailto:pur@wccnet.edu) and must be received before the due date specified above. Include the RFQ number and title in the subject line of the email and as reference on the quote form. Responses received after the due date specified will not be considered or accepted.

The awarded Supplier's proposal response shall be subject to, and governed by the College's Terms and Conditions for products located at <https://www.wccnet.edu/business/purchasing-terms-products.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced here and those referenced or included in a Supplier's quote, WCC Terms & Conditions shall govern.

**Award:** The WCC Purchasing Department reserves the right to award by item, group of items or total quote; to reject any and all quotes in whole or in part; and to waive any informality or technical defects if, in the judgment of the Purchasing Agent, the best interest of the College will be so served. In determination of award, the qualifications of the vendor, the conformity with the specifications of articles or services to be supplied, and the delivery time will be considered. Payment terms are NET 30.

Procurement of goods and services for Washtenaw Community College shall be accomplished in such a manner as to provide fair opportunity for all businesses, including minority businesses, to participate in the procurement process. This shall be accomplished without sacrifice of quality, in the best interest of the College, and within the authority vested in the Purchasing Agent to make the final decision on award of the contracts or purchase orders. A minority business is defined as that which at least fifty-one percent (51%) is owned by persons of a racial or national origin minority group, such as Spanish American, American Indian, Eskimos/Aleuts, Black American or Oriental American.

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**Inspection:** All articles are subject to inspection and testing. In the event any articles are found defective in material, workmanship or otherwise fail to meet the requirements of the quote within a period of thirty (30) days, the College shall have the right to reject such articles and request immediate replacement. Rejected articles will be held for pick-up by the vendor or will be returned at vendor's expense for handling, packing, and transportation.

**Default:** Default is defined as the failure of the vendor to fulfill the obligations of the quote, including but not limited to failure to deliver as specified or the unauthorized substitution of articles quoted and specified on the purchase order. In the event of default, the College may cancel the contract or purchase order and procure the articles or services from other sources, and place the vendor defaulting on the disapproved list for a period of not less than six months.

**Non-Discrimination Clause:** Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, height, weight, marital status, or veteran status in provision of its educational opportunities or employment opportunities and benefits. WCC does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. This policy extends to both employment by and admission to the College and the procurement policies of the College. Inquiries concerning Title IX and Section 504 should be directed to the Office of the Dean of Enrollment and Student Services; Room 221B, Student Center Building, Washtenaw Community College, Ann Arbor, MI 48106, Phone: 734-973-3536. Charges of violation of the above policy also should be directed to the College Affirmative Action Officer in Human Resource Management, Room 120, Business Education Building.

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**VENDOR ACKNOWLEDGEMENTS**

By virtue of submittal of a Quote, the Vendor acknowledges:

- That all of the requirements of this Quote have been read and understood.
- That compliance with the Specifications will be assumed by the College if not otherwise noted in submittal.
- That Vendor is not delinquent on the repayment of any Federal debt.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, not voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to the College are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Vendor, through the signature below of its agent, hereby offers to provide the requested products/services at the prices identified under the terms and conditions stated and incorporated into this RFQ.

This offer remains open for sixty (60) days.

_____	_____
Printed Name	Title
_____	_____
Company Name	Signature
_____	_____
Address	Email
_____	_____
City, State, Zip	Phone

Indicate if your company is: (Include documentation to verify status if available)

Minority-owned: YES \_\_\_ NO \_\_\_

Woman-owned: YES \_\_\_ NO \_\_\_

Veteran-owned: YES \_\_\_ NO \_\_\_

The Supplier agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.