

Washtenaw Community College  
Purchasing Department  
Bid #6720 Soldering Equipment  
Bid Issued On: 03/31/2025

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Email: [pur@wccnet.edu](mailto:pur@wccnet.edu)

**Bid Due Date – April 04, 2025 at 2:00 p.m. EST**

This is an invitation to participate in Washtenaw Community College (“WCC” or “College”) Request for Sealed Bid (RFB) 6720 Soldering Equipment. If you are interested in participating, please review all RFB documents thoroughly before responding. If you choose not to respond, please complete the **STATEMENT OF NO BID** form and return by email.

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

Questions are to be emailed to Lydia Scheets at [pur@wccnet.edu](mailto:pur@wccnet.edu) 04/02/2025 by 2:00 p.m. EST. All emails must reference the bid number and title shown above in the subject line of the email. Answers to questions received by the deadline will be posted to the WCC Purchasing website (<https://www.wccnet.edu/about/purchasing/bids-rfp.php>) 04/03/2025 by 2:00 p.m. EST.

These questions and answers, as well as any additional information, will only be posted on the WCC Purchasing website. It is the vendor’s responsibility to check the website for all questions, answers, addendums and additional information.

Bid responses are to be emailed to the College Purchasing office at [pur@wccnet.edu](mailto:pur@wccnet.edu) before 2:00 p.m. EST on 04/04/2025. Refer to the **Instructions and Conditions for Sealed Bids** section for detailed information regarding how to submit a response to this RFB.

Vendor shall submit one completed and signed electronic .pdf copy of Bid 6720 Attachment A - Pricing Worksheet, and one electronic copy of the Vendor Acknowledgement signature page, completed and signed by an authorized representative.

**Specifications:**

Bid 6720 is for contract pricing for the period of April 4<sup>th</sup>, 2025, through June 31<sup>st</sup>, 2026. The College intends to place one initial order of all materials specified with the awarded vendor(s) and reserves the right, at College’s sole discretion, to place additional or partial orders and add additional related equipment not otherwise listed, with the lowest-priced awarded vendor throughout the stated term.

Pricing **MUST** be completed on Bid 6720 Attachment A - Pricing Worksheet. Substitutions and alternates will not be considered or accepted. Used, reconditioned or refurbished items will not be considered or accepted.

Pricing will NOT be adjusted if you list \$/each instead of a specified \$/larger (or smaller) Unit of Measurement. Pricing for items unable to be quoted shall be left blank. Prices must include all shipping, handling, and delivery charges, Pre-Paid FOB: Washtenaw Community College.

It is the College’s expectation that there will be no minimum order requirements. Any minimum order quantities, which the Vendor requires must be clearly stated in the quotation. If not stated in the quotation, it will be assumed that there is no minimum order quantity for any items.

The awarded vendor’s Bid submissions shall be subject to, and governed by the College’s Terms and Conditions for Product Purchase and Installation 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 in the RFB documents and those included in a Supplier’s Bid response, the Terms & Conditions of the RFB documents shall govern.

Response to this RFB confirms an understanding that this is *not* a contract or offer of business by the College. This Request for Bid 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.

Washtenaw Community College  
Purchasing Department  
Bid #6720 Soldering Equipment  
Bid Issued On: 03/31/2025

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Email: pur@wccnet.edu

**Bid Due Date – April 04, 2025 at 2:00 p.m. EST**

## **INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS**

Bids will be received via email by the Purchasing Department of Washtenaw Community College until **2:00 p.m. EST, April 04, 2025**. The public opening will be held electronically via the link below:

### **Public Opening – 6720 Bid Soldering Equipment**

April 04, 2025 at 2:30 PM - 3:00 PM (EDT)

Invite Link:

<https://wccnet-edu.zoom.us/j/86920327214?pwd=rkTM7QWD75O2KQrm9D0lmpD1C2WMIP.1>

**Meeting ID:** 869 2032 7214

**Passcode:** 182443

All bids must be received by the Purchasing Department before the Bid Due Date as specified. Late bids will not be considered. Telephone bids will not be accepted. **Faxed or delivered bids will NOT be accepted.** If you have any questions concerning this bid, please email them to [pur@wccnet.edu](mailto:pur@wccnet.edu).

The Purchasing Department normal hours of operation are Monday through Friday from 8 a.m. until 5 p.m. EST except for national holidays. Non-holiday school closings are posted on the College website [www.wccnet.edu](http://www.wccnet.edu).

**Specifications:** Specifications referring to brand names are given. Alternate or substitute product will not be considered or accepted. Samples of items, when required, must be furnished free of expense. If not destroyed by tests, upon request, samples will be returned at no expense to the College. Samples must be received on or before bid opening time and date.

**Prices and Notations:** Prices must be returned on the bid forms supplied (Attachment A – Pricing Worksheet). Failure to do so will void your bid. All prices and notations must be typed or written in ink. Prices shall be for new items only. Used, reconditioned, or refurbished items will not be considered or accepted. No erasures are permitted. Mistakes may be crossed out, corrections entered and initialed in ink by the person signing the bid. All prices submitted shall remain firm through June 31, 2026. Exclude all Federal, State and Municipal Sales and Excise taxes. Exemption certificates will be furnished upon request. Bids must be signed by an authorized official or employee of the firm. Obligations assumed by such signature are binding upon the firm.

**Delivery:** Bids shall be quoted F.O.B. Destination with all transportation charges prepaid. F.O.B. Destination means delivered to the College Receiving Department and will include all charges for packing, draying, etc.

**Compliance:** Bidders must comply with all state and federal laws and regulations applicable to any goods and services provided to the College.

**Award:** The WCC Purchasing Department reserves the right to award by item, group of items or total bid; to reject any and all bids 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 bidder, the conformity with the specifications of articles or services to be supplied, and the delivery time will be considered. Care will be exercised in making split awards so as not to penalize vendors by awarding less than minimum shipping weights. 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 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.

**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 bid within a period of thirty (30) days,

Washtenaw Community College  
Purchasing Department  
Bid #6720 Soldering Equipment  
Bid Issued On: 03/31/2025

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Email: pur@wccnet.edu

**Bid Due Date – April 04, 2025 at 2:00 p.m. EST**

the College shall have the right to reject such articles and request immediate replacement. Rejected articles will be held for pick-up by the bidder or will be returned at bidders' expense for handling, packing, and transportation.

**Default:** Default is defined as the failure of the bidder to fulfill the obligations of the bid, including but not limited to failure to deliver as specified or the unauthorized substitution of articles bid 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 bidder 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 48105. 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.

Washtenaw Community College  
Purchasing Department  
Bid #6720 Soldering Equipment  
Bid Issued On: 03/31/2025

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Email: pur@wccnet.edu

**Bid Due Date – April 04, 2025 at 2:00 p.m. EST**

**VENDOR ACKNOWLEDGEMENTS**

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

- That all of the requirements of this Bid have been read and understood.
- That the College’s INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS have been read and understood.
- That compliance with the Specifications/Qualifications and Instructions and Conditions 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 RFB.

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

By signing above, the Firm agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.

Submission includes Pricing Worksheet: YES \_\_\_ NO \_\_\_

All items on Pricing Worksheet quoted: YES \_\_\_ NO \_\_\_

Can you meet the requested delivery date of May 1, 2025: YES \_\_\_ NO \_\_\_

If answering no to the above, what is the estimated delivery date: \_\_\_\_\_

Washtenaw Community College  
Purchasing Department  
Bid #6720 Soldering Equipment  
Bid Issued On: 03/31/2025

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Email: pur@wccnet.edu

**Bid Due Date – April 04, 2025 at 2:00 p.m. EST**

**STATEMENT OF NO BID**

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form to [pur@wccnet.edu](mailto:pur@wccnet.edu) . Your response will assist us in evaluating all responses for this project and help us to improve our solicitation process.

The Purchasing Department of Washtenaw Community College wishes to keep its bidders list up-to-date. If, for any reason you cannot supply the commodity and/or service noted in this bid solicitation, but would like to remain on the particular bid list for future projects of this type, this form must be completed and returned.

If you do not respond to this inquiry before the bid deadline, we will assume that you can no longer supply this commodity and/or service, and your name will be removed from this bid list.

Please check all that apply:

- \_\_\_\_\_ Specifications too “tight”, i.e. geared toward one brand or manufacturer only (explain below).
- \_\_\_\_\_ Specifications are unclear (explain below).
- \_\_\_\_\_ We are unable to meet specifications.
- \_\_\_\_\_ Insufficient time to respond to the Request for Quote or Bid.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ We do not offer this product or service.
- \_\_\_\_\_ Remove us from your bidders list for this commodity or service.
- \_\_\_\_\_ Other (explain below).

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

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

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_