

# **REQUEST FOR QUOTE**

## **Pierpont Community and Technical College**

### **TABLE OF CONTENTS**

**Section 1: General Information and Instructions**

**Section 2: Instructions to Vendors Submitting**

**Section 3: Project Specifications**

**Section 4: Vendor Quote**

# REQUEST FOR QUOTE

## Pierpont Community and Technical College

### SECTION 1: GENERAL INFORMATION AND INSTRUCTIONS

1. Purpose: Pierpont Community and Technical College (hereinafter referred to as the “PCTC”) is soliciting quotes for Two each Lincoln VRTEX 360+ Dual User Virtual Reality Welding Training Simulators with Oxyfuel cutting upgrade and applicable training.
2. By signing and submitting its quote, the successful Vendor agrees to be bound by all the terms contained in this Request for Quote (“RFQ”). An RFQ is a business document that announces a project, describes it, and solicits quotes from qualified contractors to complete it.
3. Schedule of Events:

Required Advertising .....	May 13 – 24, 2024
Vendor’s Written Questions Submission Deadline.....	May 16, 2024
All Written Questions Shall be Answered.....	May 20, 2022
Quote Opening Date.....	June 5, 2022

### SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING QUOTES

Interested vendors should submit their quote **no later than 3:00PM on May 28th, 2024.** Quotes can be hand delivered, mailed, or e-mailed:

Pierpont Community and Technical College  
ATTN: David Williams  
500 Galliher Drive  
Fairmont, WV 26554  
Dwilliams29@pierpont.edu

All quotes should be clearly marked “Lincoln VRTEX 360+”.

Should a prospective vendor fail to submit a quote on or before the appointed time at the address shown above, PCTC will not consider the quote regardless of the reason for the late submission. PCTC will keep copies of the quotes in accordance with their record retention policies.

Specifications and any questions should only be directed in writing to David Williams by email at [dwilliams29@pierpont.edu](mailto:dwilliams29@pierpont.edu). The quoter’s question and PCTC’s response will become public record. PCTC reserves the right to waive any irregularities and reject any or all quotes and to determine the lowest and best quote.

\*\*\*ANY unauthorized contact will disqualify the vendor from further consideration of this RFQ.\*\*\*

Any vendor wishing to receive updates regarding questions asked may do so by forwarding their email address to [dwilliams29@pierpont.edu](mailto:dwilliams29@pierpont.edu)

# REQUEST FOR QUOTE

## Pierpont Community and Technical College

### SECTION 3: PROJECT SPECIFICATIONS

#### 1) Locations:

500 Galliher Drive  
Fairmont, WV 26554

- 2) **Background and Current Operating Environment:** PCTC is a public 2-year higher education institution. The College provides traditional classroom learning for degree seeking students, technical training in a variety of trades, and resources for workforce development meeting the needs of the local business and industry.

This RFQ will address the College's need to obtain new updated equipment, setting, and scenario that complies with all regulations, and is cost-friendly to the College. Equipment specifications attached as Exhibit A.

### SECTION 4: VENDOR QUOTE

- 1) **Preparation:** Quotes should be prepared simply and economically providing a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFQ. Emphasis should be placed on completeness and clarity of the content.
- 2) **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFQ, including but not limited to preparation, delivery, or travel.
- 3) **Quote Format:** Vendors should provide responses in the format listed below:
1. **Title Page:** State the RFQ subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.
  2. **Table of Contents:** Clearly identify the material by section and page number.
- 4) **Quote Submission:** Quotes will be reviewed in two distinct parts: technical and cost.
1. All quotes will be evaluated based on lowest cost and best comparison to specs provided in Exhibit A.
  2. All quotes must be submitted **prior** to the date and time stipulated in the RFQ as the opening date. All quotes will be dated and time stamped to verify official time and date of receipt. All submissions must be in accordance with the provisions listed below and in Section 2: Instructions to Suppliers Submitting Quotes above.
- 5) **Quote Opening:** The Evaluation Committee shall open and announce cost quotes on **June 3rd, 2024**. All qualifying quotes will be opened. A quote may be deemed non-qualifying for a number of reasons including, but not limited to, the quote's technical quote failing to meet the minimum acceptable score and the quote's technical quote failing to meet a mandatory requirement of the specification. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.

# REQUEST FOR QUOTE

## Pierpont Community and Technical College

By signing below, I certify that I have reviewed this Request for QUOTE in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this quote for review and consideration; that I am authorized by the supplier to execute this quote or any documents related thereto on supplier's behalf; that I am authorized to bind the supplier in a contractual relationship; and that, to the best of my knowledge, the supplier has properly registered with any State agency that may require registration.

\_\_\_\_\_  
(Company)

Pierpont Community and Technical College

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Contact Phone/Fax Number)

\_\_\_\_\_  
(Date)

# **REQUEST FOR QUOTE**

## **Pierpont Community and Technical College**

### **Exhibit A**

2 EA - VRTEX 360+ Dual User Virtual Reality Welding Training Simulator on Pallet - P/N K4602-1

2 EA – VRTEX Oxyfuel Cutting upgrade - P/N 4485-1

1 EA – Applicable installation and training