

REQUEST FOR BID

Pierpont Community and Technical College

TABLE OF CONTENTS

Section 1: General Information and Instructions

Section 2: Instructions to Vendors Submitting Bids

Section 3: Project Specifications

Section 4: Vendor Proposal

REQUEST FOR BID

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 bids for Simulation Manikin 3G Plus and accessories for the LPN Program.
2. By signing and submitting its bid, the successful Vendor agrees to be bound by all the terms contained in this Request for Bid (“RFB”). An RFB is a business document that announces a project, describes it, and solicits bids from qualified contractors to complete it.
3. Schedule of Events:
 - Required Advertising.....August 8 – 18, 2022
 - Vendor’s Written Questions Submission Deadline.....August 15, 2022
 - All Written Questions Shall be Answered.....August 16, 2022
 - Bid Opening Date.....August 10, 2022

SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING BIDS

Interested vendors should submit their proposal **no later than 3:00PM on August 22nd, 2022.** Bids 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 bids should be clearly marked “**Simulation Manikins**”.

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

Specifications and any questions can be directed in writing to David Williams by email at dwilliams29@pierpont.edu. The bidder’s question and PCTC’s response will become public record. PCTC reserves the right to waive any irregularities and reject any or all bids and to determine the lowest and best bid. Any unauthorized contact will disqualify the vendor from further consideration of this RFB.

Any vendor wishing to receive updates regarding questions asked may do so by forwarding their email address to dwilliams29@pierpont.edu

REQUEST FOR BID

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 RFP will address the College's need to obtain a high fidelity simulation Manikin representing realism through the selection of simulation 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 BID

- 1) **Preparation:** Bids should be prepared simply and economically providing a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFB. 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 RFB, including but not limited to preparation, delivery, or travel.
- 3) **Proposal Format:** Vendors should provide responses in the format listed below:
1. **Title Page:** State the RFB 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) **Proposal Submission:** Bids will be reviewed in two distinct parts: technical and cost.
1. All proposals will be evaluated based on lowest cost and best comparison to specs provided in Exhibit A.
 2. All bids must be submitted **prior** to the date and time stipulated in the RFB as the opening date. All bids 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 Bidders Submitting Bids above.
- 5) **Bid Opening:** The Evaluation Committee shall open and announce cost bids on **August 23rd, 2022**. All qualifying bids will be opened. A bid may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder's technical proposal failing to meet the minimum acceptable score and the bidder's technical bid 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 BID

Pierpont Community and Technical College

By signing below, I certify that I have reviewed this Request for BID in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder 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 BID

Pierpont Community and Technical College

Exhibit A

- SimMan 3G Manikin and accessories (LLEAP License, USB headset/microphone, consumables, soft sided care case, 1 year warranty)
- Tablet (for use as an instructor computer with LLEAP software)
- All in One Panel PC (for use as an instructor computer with LLEAP software)
- Mobile Router
- ASL5000, Lung and plugin
- Education Bundle: 2 day educational session at Pierpont for up to 8 participants
- Installation, extended warranty, loaner coverage and preventative maintenance at Pierpont Community Technical College
- ASL 5000 Lung Solution install