LINN-BENTON COMMUNITY COLLEGE

INVITATION TO BID

PBX EXPANSION

BID NO. 9603050200

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BID OPENING: 2:00 pm, March 5, 1996

LOCATION: College Center, CC135

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Legal Advertisement

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INVITATION FOR SEALED BIDS

Sealed bids for PURCHASE OF PBX expansion for Linn-Benton Community College will be accepted by Dr. Virginia Moskus, Director/Fiscal Affairs, or her designate, Room CC-133, 6500 SW Pacific Blvd., Albany, Oregon 97321, until, but not after the hour of 2:00pm, March 5, 1996, at which time all bids will be opened and publicly read aloud in Room CC135.

Bid documents may be obtained from the Purchasing Department, Room CC-133, (above location) or by calling (503) 917-4330 prior to the bid opening noted above. Office hours: M-F, 7:30 a.m. - 4 p.m. Both bid security and performance bonds will be required.

All bids submitted shall contain a statement as to whether the bidder is a resident or non-resident bidder, as defined in ORS 279.029.

Each bidder shall comply with the Equal Opportunity requirements and provide Worker’s Compensation Insurance for its employees as per ORS 656.029.

No bid may be withdrawn after the time and date set for the bid opening.

The Board of Education, Linn-Benton Community College, may waive any or all informalities and irregularities, may reject any bid not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all bids upon a finding of the College that it is in the public interest to do so.

Linn-Benton Community College is an Equal Opportunity Employer.

Dated this 19th day of February, 1996

Jon Carnahan, President

ISSUED/POSTED: Linn-Benton Community College
PUBLISHED: Albany Democrat Herald

Corvallis Gazette Times
INSTRUCTIONS TO BIDDERS

BID SUBMISSION:

1. Bids shall be submitted on the BID FORM provided. For alternate or multiple bids--vendors may photocopy the bid form and submit more than one bid.

2. All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify your offer.

3. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

4. Corrections and/or modifications received after the closing time specified will not be accepted. No telegraphic, facsimile, EDI (electronic data interchange) or telephone bids will be accepted.

5. Prices will be considered as net if no cash discount is shown. Payment schedules will not be altered to accommodate special discounts. Discounts should be based on payment on 15 day intervals following delivery and invoice, if applicable.

6. All bids shall be signed in longhand by an authorized officer or employee of the bidder. Bids by partnerships must be signed with the partnership name by one of the partners followed by the signature and designation of the partner signing. Bids by corporations must be signed with the legal name of the corporation followed by the name and the date of incorporation and the signature of the president, secretary, or other legal person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

7. By submission of the BID FORM, bidders represent that they have read and understand the bid documents and that their bid is made in accordance therewith.

8. Each BID FORM submitted shall be in a sealed envelope. The mailing label supplied with these bid documents shall be used for the purpose of addressing the bid to the Purchasing Department. The mailing label identifies the bid with the notation “BID ENCLOSED” and provides space for the project name and bid number. When properly filled in the mailing label meets the specification for bid identification.

9. Bids shall be received prior to the time and date for receipt of bids indicated in the invitation. Bids received after the time and date specified shall be returned unopened.

All official correspondence shall be directed to the College, Attention: Purchasing Department. The Clerk or Deputy Clerk shall be Agents and signators for the Linn-Benton Community College District.
10. Bids, once submitted, may be modified in writing prior to the time and date set for sealed bid opening. Any modifications shall be prepared on the bidder's letterhead, signed by an authorized representative of the bidder, stating that the new document supersedes or modifies the prior bid and be submitted in a sealed envelope, appropriately marked as follows:

   Bid Modification
   Project Identification
   Bid Number

11. Bids may be withdrawn by written notification on the bidder’s letterhead, signed by an authorized representative of the bidder, and received prior to the time and date set for sealed bid opening. Bids may be withdrawn in person, prior to the scheduled bid, upon presentation of appropriate identification. Requests to withdraw mailed bids shall be marked as follows:

   Bid Withdrawal
   Project Identification
   Bid Number

CONSIDERATION OF BIDS:

1. Bids shall be opened publicly at the stated time and place. The bid information submitted becomes public record upon the opening of the bid(s).

2. Bidders, and other interested parties, are invited to be present at the bid opening.

3. It is the intent of the College to award the contract to the lowest, responsive and responsible bidder as defined in the State of Oregon, Attorney General’s Model Public Contract Rules: 137-30-90 and provided the bid has been submitted in accordance with the specifications and requirements of these documents and provided that adequate resources are available.

4. In determining the lowest, responsive and responsible bidder, the College shall, for purpose of awarding the contract, add a percent increase onto the bid of a nonresident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides per ORS 279.029.

5. The successful bidder shall be notified of intent to award by the College within thirty (30) days of the bid opening. Award is accomplished by issue of a purchase order embodying these and other applicable contract documents following approval by the College Board of Education.
GENERAL CONDITIONS

EVIDENCE OF QUALIFICATION:

Each bidder shall submit satisfactory evidence of financial resources, experienced staff, and the organization and equipment available for the performance of the contract. Such evidence to be submitted as an appendix to the bid in a format that is simple and easily interpretable.

IDENTIFICATION OF PARTIES:

For the purpose of this bid Linn-Benton Community College shall be referred to as "College" or "LBCC". Vendors submitting responses to this invitation for sealed bids will be referred to as "Bidder" or "Bidders". The successful bidder awarded this contract is referred to as the "Contractor".

DEFAULT BY BIDDER:

In case of default by the bidder, the College may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the College. Prices paid by the College shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Clerk or Deputy Clerk of Linn-Benton Community College.

BONDS:

A bid security and performance bond are required for this contract; however, the College reserves the right to waive the performance bond.

Bid Security: Each bid shall be accompanied by a bid security in an amount of 10% of the Base Bid, pledging that the bidder will enter into a contract with the College on terms stated in their bid. Should the bidder refuse to enter into such contract or fail to furnish such Bonds of Insurance Certificates, the amount of the bid security shall be forfeited to the College as liquidated damages, not as a penalty.

The bid security shall be in the form of a surety bond, cashier’s check, certified check or savings and loan secured check made payable to Linn-Benton Community College. The surety bond shall be written by a bonding company deemed acceptable by the College and authorized to do business in the State of Oregon. The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney. Letters of Credit or other instruments will not be accepted as bid security.
Return of Bid Security:

The bid security of all unsuccessful bidders shall be returned or released after a contract has been executed and a performance bond provided or after all bids have been rejected. The College will have the right to retain the bid security of the lowest responsive and responsible bidder until either (a) the contract has been executed and bonds have been furnished, or (b) the specified time has elapsed so that bids may be withdrawn, or (c) all bids have been rejected.

Performance Bond: The successful bidder must furnish the required performance bond in the amount of the contract within ten (10) calendar days of the award of the contract. The performance bond shall be on a standard form written by an insurance company licensed to do business in the State of Oregon. An acceptable alternative to a performance bond is a cashier’s check in the amount of the bid made payable to the College. The amount of the check plus interest earned at current interest rates will be returned with the payment for acceptable service. Prompt submittal is required to insure timely project initiation. Failure to furnish the bond prior to the deadline may result in rejection of the bid, forfeiture of the bid security, and award to the next lowest, responsive and responsible bidder. Letters of Credit or other instruments will not be accepted as Performance Security.

The bidder shall require the Attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the Power of Attorney.

REQUEST FOR CHANGE OR PROTEST OF BID SPECIFICATIONS OR CONTRACT PROVISIONS:

Requests for change or protests of bid specifications or contract provisions shall be presented to the College’s Purchasing Department in writing no less than ten (10) calendar days prior to bid closing (sealed bid opening). Such request for change or protest shall include the reasons for the request or protest, and any proposed changes to specifications or provisions. No request for change or protest of the content of bid specifications or contract provisions shall be considered after the deadline established for submitting such request or protest.

The closing date of the bid may be extended if the College determines an extension is necessary to allow consideration of the request or protest and issuance of any addenda to the bid documents.

No protest against award because of the content of bid specifications shall be considered after the deadline established for submitting such complaint.

Protests shall be delivered to the Purchasing Department-CC133, Linn-Benton Community College, 6500 SW Pacific Blvd., Albany, Oregon 97321 in sealed envelopes and marked as follows:

*Bid Specification (or Contract Provision) Request for Change (or Protest)*

*Bid Identification: PBX Expansion Bid No. 9603050200*

ADDENDA:

Changes to bid documents shall be accomplished by addenda. Bidder shall acknowledge receipt of any addenda issued to this bid by signing the appropriate space provided on the BID FORM.

Addenda shall be sent to all prospective bidders who have attended the [voluntary or mandatory] pre-bid conference. In the event that a pre-bid conference is not held, all bidders who have received the Invitation to Bid documents will be furnished with addenda.

Addenda shall be issued within a reasonable time to allow prospective bidders to consider the addenda in preparing their bids, but in no case less than 72 hours before the sealed bid opening time. If necessary, the College may notify prospective bidders of addenda by telegram, facsimile or telephone. If telephone is used, the College shall confirm the oral notice with a written addendum. At its discretion, the College may extend the bid opening date and time to allow prospective bidders to analyze and adjust
to changes made by addenda. The College shall notify prospective bidders of the new sealed bid opening date and time in the addendum.

**NO ASSIGNMENT OR TRANSFER OF CONTRACT RIGHTS**

A contractor shall not assign, sell, or transfer rights, nor delegate responsibilities, under a public contract, either in whole or in part, without first obtaining the College’s prior written consent. Such written consent shall not relieve a contractor of any obligations under a public contract, and any transferee shall be considered the agent of the contractor and bound to abide by all provisions of the public contract. Except in the event of novation, if the College consents in writing to an assignment, sale, or transfer of the contractor’s rights and responsibilities, the contractor shall remain ultimately liable to the agency for complete performance of the public contract as if no such assignment, sale, or transfer had occurred.

**EVALUATION COMMITTEE:**

Bids will be evaluated by a group of College staff including the Director of Computer & Communication Services and, if applicable, consultant with expertise related to the area of the requested bid and purchasing procedures.

**EVALUATION CRITERIA:**

Bids shall be evaluated on the following: Cost; product quality, reliability and warranty; relevant experience related to project; service; performance history on other private and public contracts; experience and availability of key personnel; organization and equipment available for performance of contract; adequacy of equipment used on project; financial resources; sources of supply; references and past record of prompt performance; ability to meet specified service response time; ability to meet all specifications of the bid; bidder’s longevity in business and potential for continuance in business as evidence of qualifications (See: EVIDENCE OF QUALIFICATIONS); suitability of the merchandise for the designated task as determined by the Capital Project Director and Projected Life Cycle cost including initial cost and cost of maintenance and repair. Bidder shall be bound by the bidder’s responses to the bid documents and associated submittals.

**EVALUATION PROCESS:**

The Evaluation Committee will evaluate each bid using the criteria outlined above, starting with the bidder submitting the lowest bid. The Evaluation Committee will then assess that bidder’s ability to provide the specified services. If the lowest bid does not meet the specified criteria, as determined solely by the Evaluation Committee, the next lower bid will be evaluated against the same criteria. If the lowest responsive bid is deemed to be able to meet all specified requirements, that bidder will be declared the "Lowest Responsive and Responsible Bidder".

**BID AWARD:**

Award of the contract resulting from this solicitation shall be made to the lowest, responsive and responsible bidder, as defined in the State of Oregon, Attorney General’s Model Public Contract Rules: 137-30-90.

The Board of Education, Linn-Benton Community College, may waive any or all informalities and irregularities, may reject any bid not in compliance with the bid documents and all prescribed public procurement procedures and requirements, and may reject for good cause any or all bids upon a finding of the College that it is in the public interest to do so.

**AWARD METHOD:**

Award shall be accomplished by the issuance of a standard College purchase order encompassing these specifications, the selected bidder’s submittals and other contract documents as may be agreed upon by the College and contractor.

**PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD:**
Any actual bidder who is adversely affected or aggrieved by the College’s award of the contract to another bidder shall have seven (7) calendar days after issuance of the award documents to submit to the College a written protest of the award. The written protest shall specify the grounds upon which the protest is based. In order to be an adversely affected or aggrieved bidder with a right to submit a written protest, a bidder must itself claim to be eligible for award of the contract as the lowest responsive and responsible bidder and must be next in line for award. The protester must claim that all lower bidders are ineligible for award: (a) because their bids were nonresponsive or (b) as a result of the College committing a material violation of a solicitation provision or of an applicable procurement statute or administrative rule, the protester would have, but for such material violation, been the lowest responsive and responsible bidder. The College shall not entertain a protest submitted after the time period established above.

The Clerk or Deputy Clerk of the College or their designee shall have the authority to settle or resolve a written protest. If the protest is not settled or resolved by mutual agreement, the Clerk or Deputy Clerk or their designee, shall promptly issue a written decision on the protest. Judicial review of this decision will be available where provided for in statute.

CERTIFICATES OF INSURANCE:

The contractor shall hold the College harmless from liability of any nature or kind because of the use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at their own expense, any and all actions brought against the College because of the unauthorized use of such articles.

The contractor shall hold the College harmless from any agreement or liability asserted against it by reason of the negligence of the contractor, its agents, service persons and employees in the performance of the contract.

The contractor shall obtain, at contractor’s expense, and keep in effect during the term of this contract, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form (1986 ISO or equivalent). This coverage shall include Contractual Liability Insurance for the indemnity provided under this contract. The following limits of insurance will be carried:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Dollar Limits</th>
</tr>
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<tbody>
<tr>
<td>General Aggregate</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Products-Completed Operations Aggregate</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Persons &amp; Advertising Injury</td>
<td>1,000,000</td>
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<tr>
<td>Each Occurrence</td>
<td>1,000,000</td>
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<tr>
<td>Fire Damage (Any one Fire)</td>
<td>50,000</td>
</tr>
<tr>
<td>Medical Expense (Any one Person)</td>
<td>5,000</td>
</tr>
<tr>
<td>Employers Liability</td>
<td>100,000</td>
</tr>
</tbody>
</table>

Coverage shall be provided by contractor for all employees coming under the scope of State Worker’s Compensation laws. See: Worker’s Compensation Insurance.

There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the Purchasing Department, Linn-Benton Community College. Any failure to comply with this provision will not affect the insurance coverage provided to the College. The 30 days written notice of cancellation provision shall be physically endorsed on the policy.

As evidence of the insurance coverage required by this contract, the contractor shall furnish a Certificate of Insurance to the Purchasing Department, Linn-Benton Community College. No contract shall be effected until the required certificates have been received and approved by the College. The certificate will specify and document all provisions within this contract. A renewal certificate will be sent to the above address 10 days prior to the coverage expiration.
CONTRACT TERMINATION:

The College may, in its sole discretion, by a written order or upon written request from the contractor, terminate the contract or a portion thereof if any of the following occur:

(a) The contractor is prevented from completing the work for reasons beyond the control of the College; or (b) the contractor is prevented from completing the work for reasons beyond the control of the contractor, or © for any reason considered by the College to be in the public interest (other than a labor dispute or any third party judicial proceeding related to the work filed in regards to a labor dispute). These reasons may include, but are not necessarily limited to, nonavailability of materials, phenomena of nature of catastrophic proportions or intensity, executive orders of the President of the United States related to national defense, congressional or state acts related to funding; or (d) any third party judicial proceeding related to the work other than a suit or action filed in regards to a labor dispute; and (e) If the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the public works.

Payment when the contract is terminated, or any portion thereof, is terminated before completion of all items of work in the contract, payment will be made, based on the contract price, for the actual items of work completed under the contract, or by mutual agreement, for items of work partially completed. No claim for loss of anticipated profits will be allowed.

Termination of the contract or a portion thereof shall not relieve the contractor of responsibility for the work completed, nor shall it relieve the surety of its obligations for any just claims arising from the work performed.

DECLARATION OF DEFAULT:

The College may, after giving the contractor and its surety seven (7) days written notice and an opportunity to cure deficient performance, terminate the contractor's performance for any reasonable cause, including but not limited to those set forth below: Upon such termination, the agency may immediately take possession of the premises and of all materials, tools and appliances thereon as well as all other materials, whether on the premises or not, on which the contractor has received partial payment. The College may finish the work by whatever method it may deem expedient: (a) If the contractor should repeatedly refuse or fail to supply an adequate number of skilled workers or proper materials to carry on the work as required by the contract documents, or otherwise fail to pursue the work in a timely manner; or (b) if the contractor should repeatedly fail to make prompt payment to subcontractors or for material or labor, or should disregard laws, ordinances or the instructions of the College or its representative; or © if the contractor should voluntarily or involuntarily seek protection under the United States Bankruptcy Code and its Debtor in Possession or Trustee for the estate fails to assume the contract within a reasonable time; or (d) if the contractor should make a general assignment for the benefit of the contractor's creditors; or (e) if a receiver should be appointed on account of the contractor's insolvency; or (f) if the contractor is otherwise in material breach of any part of the contract.
WORKER’S COMPENSATION INSURANCE:

If this contract is performed with the help of others, it is understood that the contractor is responsible to obtain and maintain in full force Workers’ Compensation Insurance for involved parties per Oregon Revised Statutes, Chapter 656. A certificate of Workers’ Compensation Insurance must be filed at the time a contract is signed.

PAYMENTS:

Payments will be made on Linn-Benton Community College regular pay dates after all materials and/or services have been received in good order. Payments will be no later than 30 days following delivery or invoice whichever is later.
Linn-Benton Community College installed a Tadiran Coral III PBX in May 1996. The College now wishes to expand the capacity of the switch as well as position itself for a new building which may be constructed in the future. We wish to install either a Coral II Remote Fiber Shelf or a Coral III 30 Slot Fiber Expansion. Each option is listed below and should be bid separately. Prices should be guaranteed until June 30, 1996. Whichever option is chosen by the College, work should be planned to commence between May 1 and June 30, 1996.

**OPTION 1 - Coral II Remote Fiber Shelf**

1. Coral Remote Fiber Kit
2. Coral II Remote
3. Coral II MPS-1 Main Power Supply
4. Coral PPS Peripheral Power Supply
5. Coral Duplicate Common Control
6. 1280 Port Software Authorization Unit
7. Database Memory Expansions
8. Coral Ringer Power Supply
9. Battery Backup
10. Day Tadiran Engineer Labor on site to install duplicate configuration

All necessary cable, jacks, blocks, fiber connectors and labor to install, program and test, plus warranty on all parts and labor for one full year.

**OPTION 2 - Coral III 30 Slot Fiber Expansion**

1. Coral Remote 3k Fiber Kit
2. Coral III 30 Slot Remote
3. Coral PPS Peripheral Power Supply
4. Coral III MPS-3 Main Power Supply
5. Coral Duplicate Common Control
6. 1280 Port Software Authorization Unit
7. Database Memory Expansions
8. Coral Ringer Power Supply
9. Battery Backup
10. Day Tadiran Engineer Labor on site required to install the duplicate configuration

All necessary cable, jacks, blocks, fiber connectors and labor to install, program and test, plus warranty on all parts and labor for one full year.
BID FORM

PROJECT: PBX EXPANSION

BID OPENING: 2:00 pm, March 5, 1996, CC135

LOCATION FOR BIDS LOCATED: Linn-Benton Community College
TO BE SUBMITTED: Purchasing Department
College Center Bldg., Room CC-133
6500 SW Pacific Blvd.
Albany, OR 97321-3779

BID: The undersigned hereby submits the following bid to furnish parts and labor for the PBX Expansion as specified and agrees to be bound by the following documents:

1. Invitation to Bid
2. Instructions to Bidders
3. Specifications
4. Bid Form
5. Questionnaire
6. Supplementary References
7. Attachments
8. Appendix [If applicable]

NOTE: Minor exceptions to specific bid specifications may be accepted but must clearly be called out for the College to evaluate the product offered. **Any exception to any of the specifications shall be noted in writing and attached to the bid when submitted.** By taking exceptions and clearly stating them in writing on a separate sheet of paper headed “EXCEPTIONS”, the bidder may still compete in the bidding. Acceptability of any exceptions shall reside solely with the College.

Are there exceptions to this bid? YES __ NO

Are you a “Resident Bidder” as defined in ORS 279.029? YES __ NO

“Resident Bidder” means a bidder that has paid unemployment taxes or income taxes in this state during the twelve (12) calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a “resident bidder”.

FILL IN ALL BLANKS:

Bidders shall submit pricing on all items or areas designated on BID FORM. Bidders shall be ruled non-responsive for omitting items or groups of items from pricing.
Response to this bid shall include the following submittals:

- Bid Form (signed with all blanks filled in)
- Noted exceptions taken to bid specifications
- Bid Security
- Performance Bond upon bid award
- Questionnaire
- References
- Warranty information
- Any product information that bidder wishes to have considered.

All submittals shall be clearly marked with the bid number and the bidders name.
# BID FORM/CONTRACT PRICE(S)

## PBX EXPANSION

### OPTION 1 - Coral II Remote Fiber Shelf

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td>Coral Remote Fiber Kit</td>
<td>1</td>
<td>$____________________</td>
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<tr>
<td>Coral II Remote</td>
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<td>Coral II MPS-1 Main Power Supply</td>
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<td>Coral Duplicate Common Control</td>
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<td>$____________________</td>
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<tr>
<td>1280 Port Software Authorization Unit</td>
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<td>$____________________</td>
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<td>Database Memory Expansions</td>
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<td>$____________________</td>
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<tr>
<td>Coral Ringer Power Supply</td>
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<td>Battery Backup</td>
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<tr>
<td>Day Tadiran Engineer Labor on site to install duplicate configuration</td>
<td>1</td>
<td>$____________________</td>
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</tbody>
</table>

All necessary cable, jacks, blocks, fiber connectors and labor to install, program and test, plus warranty on all parts and labor for one full year.  

**Total PBX Expansion - Option 1 Cost:** $
**PBX EXPANSION**  
**OPTION 2 - Coral III 30 Slot Fiber Expansion**

<table>
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<td>Battery Backup</td>
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<tr>
<td>Day Tadiran Engineer Labor on site to install duplicate configuration</td>
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</tbody>
</table>

All necessary cable, jacks, blocks, fiber connectors and labor to install, program and test, plus warranty on all parts and labor for one full year. $____________________

**Total PBX Expansion - Option 2 Cost: $**
ACKNOWLEDGMENT OF ADDENDA TO BID DOCUMENTS:

Bidder acknowledges receipt of Addenda and agrees to be bound by their contents.

- Circle each addendum received: 1, 2, 3, 4, 5, 6, 7, 8
- No addenda were received. (Please initial)

The undersigned certifies that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid that would in any way interfere with fair competition except as otherwise stipulated by Oregon Statute.

SIGNATURE:

Company Name: 
State of Residency: 
Address:  
Street/PO Box  City  State  Zip Code  
Telephone No.:  Fax No.: 
Name of Person Signing Bid:  Title  
(Please print or type)  
Signature:  Date:  
QUESTIONNAIRE

Contain your responses to the following questions in space provided.

1. List the name, previous names or additional assumed business names your company has used for business purposes during the past ten (10) years. List most current business name first. Also, identify the locations and length of time (in years; example: 5/66 - present) at each business location:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>YEARS</th>
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2. Provide the name, address, phone number, including area code, of the firm’s principal or corporate office.

   Name:
   Address:

   Phone No. (      )
   Fax No. (       )

3. Submit satisfactory evidence of financial resources, experienced staff, and the organization and equipment available for the performance of the contract. Such evidence to be submitted as an appendix to the bid in a format that is simple and easily interpretable as per instructions outlined in GENERAL CONDITIONS, EVIDENCE OF QUALIFICATION, PAGE 4 OF Invitation to Bid. Insert in this section.
**SUPPLEMENTARY REFERENCES**

Provide the names and addresses of three organizations (in Oregon) currently contracting with your company for services similar to those solicited herein. References should be for projects which included installation of workstations on a Novell network.

The College may request on-site tours and perform reference checks to evaluate existing service.

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