



EAST CENTRAL COLLEGE

REQUEST FOR PROPOSALS

November 9, 2016

Welding Gas Supply

Project 2016-2017

**Due 10:30 AM CST/CDT
Tuesday, November 29, 2016**

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: melissa.popp@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Welding Gas Supply
DUE: 10:30 AM, November 29, 2016

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM November 21, 2016.

Proposals must be received November 29, 2016, No later than 10:30 AM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Description	Total Cost
1	Argon/CO2 Gas 75/25 for Cradle Tanks	
2	Argon Gas	

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: _____

Name of Firm

Signature & Title

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: November 29, 2016

BID: Welding Gas Supply

Proposals must be received no later than 10:30 AM CST/CDT.

Please send one (1) digital and one (1) original of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

- November 9, 2016 Request for Proposals released to public
- November 12-13
& 16, 2016 Invitation to Issue Request for Proposals advertise
- November 21, 2016 Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM:
Fax: 636-584-8602
Email: melissa.popp@eastcentral.edu
- November 29, 2016 Proposals due by 10:30 AM, CST/CDT to:
Melissa Popp, Purchasing Manager
1964 Prairie Dell Road
Union, MO 63084
Attn: Welding Gas Supply
Mail one (1) digital copy and an original of the bid.
- November 29, 2016 RFP's publicly opened and read aloud, 10:40 AM, Buescher Hall, 2nd Floor, Room 262

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: November 29, 2016

BID: Welding Gas Supply

Overview

East Central College is accepting bids for welding gas supply for Argon/CO2 Gas 75/25 for Cradle Tanks and Argon Cylinders for welding training programs beginning January 1, 2017 – December 31, 2017.

Provide Unit Costs As Follows:

Unit Cost #1: Argon / CO2 Gas 75/25 for Cradle Tanks (\$_____ per CCF)

Unit Cost #2: Argon / CO2 Gas 75/25 for Loose Tanks (\$_____ per CCF)

Unit Cost #3: Argon Gas for Loose Tanks (\$_____ per CCF)

Provide Lease Rates As Follows:

Lease Rate #1: Monthly Rental of 12 Pack Cradle & Cylinders (\$_____ per CCF)

Lease Rate #2: Monthly Rental of Loose Argon Cylinders (\$_____ per CCF)

Lease Rate #3: Monthly Rental of Loose Argon / CO2 Cylinders (\$_____ per CCF)

Expected Gas Usage

Argon / CO2 Expected Usage Range 15,000 – 25,000 SCF

Argon Expected Usage Range 8,000 – 12,000 SCF

Include all fees associate with providing gas service, including but not limited to: delivery fees, storage fees, etc.

Freight and Delivery

Deliver FOB Union, MO to:
East Central College
Business & Industry Center
42 Prairie Dell Plaza Drive
Union, MO 63084