



**REQUEST  
FOR  
PROPOSAL**

**RELEASE DATE**  
ECC Respiratory Lab Renovations at Union and  
Columbia

**Project 2024-2025: RTP1**

**Due 2:00 PM CST/CDT  
Thursday, February 27, 2025**

Company Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Printed Name & Title

\_\_\_\_\_  
Address, City, State

\_\_\_\_\_  
Phone Number

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
PROJECT NAME**

**TO:** EAST CENTRAL COLLEGE  
1964 Prairie Dell Road, Union MO 63084  
Email: [melissa.popp@eastcentral.edu](mailto:melissa.popp@eastcentral.edu)  
PH: (636) 584-6703

**PROPOSAL:** ECC Respiratory Lab Renovations at Union and  
Columbia  
  
**DUE:** Thursday, February 27, 2025, at 2:00 PM

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**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. Samples may be sent, upon request, to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE THE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED.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 proposals to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for any proposal lost during submission or received after the time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

Proposals shall be submitted using the online portal known as ESM Solutions – Sourcing Tool. The College will not accept responses to solicitations posted on the website that are submitted by means other than this online portal.

All product description, features, characteristics and pricing associated with this service must be detailed in the proposal. East Central College reserves the right to reject any or all proposal, wave minor irregularities, consider minor variations to specifications that are clearly detailed, and accept the lowest proposal which appears to be in the best interest of the college.

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 the closing date of request for proposal.

It is required that the vendor read and follow all instructions on this form. Failure to do so is sufficient cause for rejection.

**EAST CENTRAL COLLEGE  
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**Anti-Discrimination Against Israel Act Requirement (Effective 08.28.2020)**

The contractor hereby certifies in writing as follows (for purposes of this certification, Contractor shall be referred to as Company):

1. That Company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
2. As used in this certification, the following terms and phrases shall be defined as follows:
  - (a) "Boycott Israel" and "boycott of the State of Israel", engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company's statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion; and
  - (b) "Company", any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
PROJECT NAME  
PROJECT TIMELINE**

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February 3, 2025	Request for Proposals released to public
Feb 3 – 27, 2025	Invitation to Issue Request for Proposals advertise
February 11, 2025 @ 2pm	Walk-through for Union location.
February 20, 2025 @ 11am	Walk-through for Columbia location.
February 21, 2025	Questions and inquiries concerning this Request for Proposal must be submitted not later than 4:00 PM to the ESM Sourcing Tool.
February 27, 2025	Proposals due by electronic submission into ESM Sourcing Tool no later than 2:00 PM, CST/CDT
February 28, 2025	Supplemental Bid information due by electronic submission into ESM Sourcing Tool no later than 2:00 PM, CST/CDT
February 28, 2025	Contractor interviews if needed (time TBD)
February 28, 2025	Recommendation to college president
March 3, 2025	Board of Trustees Approval
March 4, 2025	Contract issued to awarded contractor
March 7, 2025	Issue Notice To Proceed

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 submitted via the online sourcing web portal, as stated on <http://www.eastcentral.edu/purchasing/invitations-to-bid/>.

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