

November 20, 2003

04-070

ACCEPT BIDS/AWARD CONTRACTS FOR  
LABORATORY SUPPLIES AND EQUIPMENT

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FINANCIAL  
RESPONSIBILITY: Steve Sivage, Director, Physical Plant and  
Miscellaneous Departments

APPROVED BY: Randy McEwen, Vice President, Administrative Services  
Gerard "Jerry" Berger, President

REPORT: Rock Creek Campus is currently going through a major addition to the Science and Technology Building, part of the 2000 Bond Program. Integral to this building addition, the Science and Technology Department has a need to purchase a variety of Biology and Chemistry Laboratory Supplies and Equipment. Staff anticipates that the building addition will be ready to occupy by early spring of fiscal year 2004. The Department needs to purchase a total of one hundred and ninety-eight (198) different biological and chemistry laboratory supplies and equipment, such as microscopes, human body parts models, animal body parts models, and physics supplies.

An Invitation to Bid (ITB) was released on September 15, 2003. It was advertised in the Daily Journal of Commerce, on the State of Oregon VIP System, and on the PCC Procurement website. The ITB was developed to make these initial purchases and also to establish three (3) year requirements contracts with the selected vendors for future acquisitions as well. A total of ten (10) suppliers received copies of the ITB document, none of which were certified MWESB firms. By the due date of October 9, 2003, the College received a total of seven (7) bids. One of the bids was received late and had to be returned un-opened. The criteria for awarding the contracts was to the lowest, most responsive, and responsible bidder(s) on an item-by-item basis.

None of these bidders were able to provide prices on all of the one hundred and ninety-eight (198) different biological and chemistry laboratory supplies and equipment. This was because some of the bidders do not carry the same items as specified in the ITB, or are not authorized suppliers for certain products. Staff compared prices item-by-item on each of the bids. Bids were received from:

<u>Supplier's Name</u>	<u>Bid Amount</u>
<b>Bartell's &amp; Stout</b>	<b>\$ 47,042.00</b>
Carolina Biological	\$ 36,585.37
<b>Fischer Scientific</b>	<b>\$189,658.94</b>
<b>Pasco</b>	<b>\$ 66,702.00</b>
Sargent-Welch	\$ 35,326.26
Wards Natural Science	\$ 44,587.21

The award recommendation is to accept low bids from: 1) Bartells & Stout, for the microscope equipment only; 2) Fischer Scientific, for most of the required biological and chemistry lab supplies (they submitted prices on 156 items out of 198 and their prices were much lower than the other bidders); 3) Pasco Scientific, for physics bundles, sensors, timers, and generators. The other bidders submitted only partial bids and their prices were higher than Fischer Scientific for the lab supplies.

**RECOMMENDATION:**

That the Board of Directors accept bids from, and award contracts to, the following suppliers: (1) Bartells & Stout, for a total of \$47,042; (2) Fischer Scientific, for a total of \$160,000; and (3) Pasco Scientific, for a total of \$66,702. The initial contract will be valid for one (1) year, with an option to renew for two additional years. These contracts may also be used by other College departments on as needed basis. In addition to these contract awards totaling \$273,744, expenditure authority is also requested for another \$100,000 per contract year (an additional \$300,000 total) for ongoing purchases over the maximum three (3) year total requirements contract period. The expenditures will be from both Bond and General funds.

Resolutions 04-056 through 04-072 were moved for approval by Director Germond and it passed unanimously.