

REQUEST FOR PROPOSALS
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
RFB #22245 GEAR UP TEXAS INSTRUMENTS EQUIPMENT

ADDENDUM #1 – MAY 13, 2022

1. **Question:** I noticed that the document on the bid website mentioned a 30-day return policy. However, the items on the list are either non-returnable or there is a 1-day return period. Would we still be eligible to bid?

Answer: This clause will be deleted from the RFB. **See attached replacement page.**

2. **Question:** We cannot guarantee the June 15 delivery date. We would have to check stock when the order is placed and then provide a lead time. Can this be changed?

Answer: The delivery language on pages 1 and 4 has been changed to reflect a required delivery date of September 1, 2022. **See attached replacement pages.**

3. **Question:** Could you please confirm that these are the correct part numbers? The numbers listed in the bid document are different.
- a. MFR#: NSCX2/TPK/2L1
 - b. MFR#: NAVN3/CRK30/2L1
 - c. MFR#: NAVN3/CRK10/2L1
 - d. MFR#: STEMRV/PWB/9L1
 - e. MFR#: STEM/PWB/2L1

Answer: See below the item numbers listed in the RFB with the complete corresponding MFR#:

- a. Item: TI-NSCXIITP - MFR#: NSCX2/TPK/2L1
 - b. Item: NAV-NSCX-CRK30 - MFR# NAVN3/CRK30/2L1/C
 - c. Item: NAV-NSCX-CRK10 - MFR# NAVN3/CRK10/2L1/C
 - d. Item # TI-STEMROVER - MFR# STEMRV/PWB/9L1/C
 - e. Item # TI-STEM - MFR# STEM/PWB/2L1/F
4. **Question:** In today's environment we cannot commit to a June 15, 2022, delivery and that could prevent us from participating in the bid. Is this required?

Answer: See the Answer to Question 2 above.

REQUEST FOR BIDS (RFB) #22245
WV HIGHER EDUCATION POLICY COMMISSION
TEXAS INSTRUMENTS EQUIPMENT FOR GEAR UP PROGRAM

PURPOSE AND SCOPE:

The WV Higher Education Policy Commission is seeking authorized dealer to provide Texas Instruments Equipment for use in support of the GEAR UP Program.

The required delivery date for the items is: **Equipment delivery required as soon as possible but no later than September 1, 2022.**

BID INFORMATION:

Bids are to be received by the Commission no later than 3:00pm EST on Wednesday May 18, 2022. Bids will be publicly opened at the date and time identified above. The bids will be opened at the address shown below.

Bidder's Point of Contact: The sole point of contact for questions, clarification and inquiries concerning this Request for Bid (RFB) is:

Kelley Smith
Asst. Director of Procurement
1018 Kanawha Blvd., E, Suite 700
Charleston, WV 25301
ATTN: RFB #22245

Kelley Smith is the sole point of contact for this RFB. No other communication with Commission staff is permitted. Any unauthorized communication may be reason for vendor disqualification.

Posting of Information: This RFB and any addenda, including answers to questions, will be posted at <https://www.wvhpec.edu/resources/purchasing-and-finance/>.

Questions and Answers: Questions concerning this RFB will be received in writing (via e-mail is acceptable) by the point of contact until the 5:00pm EST, Tuesday May 10, 2022. When submitting questions by e-mail, please reference RFB #22245 in the subject line. Questions, if any, will be answered by addendum and posted to the webpage identified above on or before Friday May 13, 2022.

Proposal Submission: Proposals may be emailed to: bid.receipt@wvhpec.edu OR mailed/delivered to the address above on or before the date required.

For email submissions, please see **Exhibit B** for guidelines.

Ultrasonic Ranger for measuring distance to obstacles
RGB LED to display programmable feedback to user
Marker holder for drawing paths on paper
Gyroscope to measure heading
Easy access to TI-Innovator speaker, light brightness sensor, and input and output ports

Packaging includes:

TI-Innovator Rover
Breadboard Ribbon Cable
I²C Cable

Item # TI-STEMROVER

5. **TI INNOVATOR HUB**

Quantity: 894 Hubs

TI-Innovator Hub -plug-n-play device with TI LaunchPad™ Board

Item # TI-STEM

DELIVERY AND RETURN:

Shipment and Delivery: Vendor shall ship the Contract Items **as soon as possible** after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor must deliver the Contract Items **no later than September 1, 2022**. Contract Items must be delivered to the following location: WV Higher Education Policy Commission, Division of Student Affairs 1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301.

Late Delivery: The Commission placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to the Commission will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the location indicated above.

Return of Unacceptable Items: If the Commission deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified those items are unacceptable or permit the Commission to arrange for the return and reimburse Commission for delivery expenses. If the original packaging cannot be utilized for the return,

Vendor will supply the Commission with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Commission's location. The returned product shall either be replaced, or the Commission shall receive a full credit or refund for the purchase price, at the Commission's discretion.

~~**Return Due to Commission Error: Items ordered in error by the Commission will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.**~~

CONTRACT AWARD:

1. The vendor must clearly identify all costs for the items requested above. A Pricing Sheet has been provided for completion in **Exhibit A**
2. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Sheet. If a vendor proposes terms and conditions in its' bid response, the Commission will require the vendor to sign a WV96 Agreement Addendum at the time of award. If the vendor is unable to sign this Addendum, negotiations between the Attorney General's Office and the vendor can be held to come to a point of agreement. If the vendor and Attorney General's cannot come to agreement, the Commission reserves the right to award to the next lowest vendor who will agree to our terms. The Addendum is shown in Exhibit C for example only and does not need to be completed and included with the bid response.
3. At the time of contract award, the vendor must complete a Purchasing Affidavit. The Affidavit is shown in **Exhibit C** for example only and does not need to be completed and included with the bid response.
4. At the time of contract award, the vendor must be registered and pay the fee to the WV Purchasing Division.

PAYMENT FOR SERVICES:

The Commission's preferred method of payment is P-card. Preference may be given to a vendor who accepts the P-card.

VENDOR DEFAULT AND REMEDIES

The vendor will be considered in default if they fail to provide the Contract Items in accordance with the requirements contained in this RFB. Upon default, the vendor will be given 30 days to remedy any defaults and provide the contract items as required. If the vendor fails to remedy any default within the 30 days, the Commission reserves the right to immediately cancel the contract without notice.