

The document below contains guidelines for obtaining a bid. Double click twice on the document to see a full screen version.

## **Obtaining a Bid**

### **Operating Procedures**

MEEC Institutions may contact any qualified firm within their region to request a quote for AV Services as needed. The MEEC Institution should provide a written scope of work including required time frames to the contractor. The contractor will provide a written, not-to-exceed quote using the rates and markups contained in their contract. The quote must confirm the scope of work and time frames as requested, or provide clarifications and exclusions as necessary. There will be no fees imposed or charges of any kind for the creation of a quotation for services, or to conduct an onsite or offsite survey for the purpose of creating a quotation for services.

In some cases, suppliers who received an award for the AV Equipment contract will also receive an award for AV Services. When appropriate, these suppliers may quote both equipment and services at the same time. In these cases, the quotes should be broken out and presented so that the MEEC Institution can easily determine they are getting the contract pricing.

The requesting Institution should return either a contract, P.O. or notice to proceed to indicate their acceptance of the quote.

### **Secondary Competition**

Member institutions are expected to take the steps necessary to comply with their applicable regulations, policies and procedures. It is anticipated that from time to time, participating institutions may have projects or services that would benefit from secondary competition.

Competition is recommended for large contracts and in cases where it will be difficult to determine whether a price is fair and reasonable.

Contracts requiring secondary competition will be developed on the following basis:

- a. The member institution will prepare a written scope (specifications and/or drawings) of work on each project or service, inclusive of time frame/schedule, and conduct a site visit with all qualified contractors from their region as necessary.
- b. Each contractor will provide the requesting institution a not-to-exceed price based on the rates and markups quoted in their bid, and a confirmation of the proposed schedule. In addition, AV contractors will provide a list of proposed subcontractors for the requesting institution's review and approval and the name of the supervisor to be assigned.
- c. The requesting institution will select the contractor whose not-to-exceed price and time frame best serves the requesting institution's interest and meets all the requesting institution's requirements.
- d. In no instance will a project cost more than the not-to-exceed price. If additional scope is added to a project, the not-to-exceed price is to be revised by the contractor and reapproved by the requesting institution. The contractor will be responsible for any costs in excess of the approved NTE price.

### **Lump Sum Bids**

At the discretion of the institution, projects done under this contract may be competitively bid amongst all qualified contractors within the region for a firm fixed price. The successful contractor will furnish a schedule of values if requested.