

VENDOR SELECTION FORM

For purchases over \$10,000

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Mineral Area College has a competitive bidding policy for purchases over \$10,000 according to Board Policy: Article VII – Business Procedures 7.51 – Purchasing Policy on Items of \$10,000 or More.

This completed form should be submitted to the Vice President of Finance and Administration then it will be presented to the Board of Trustees at the next Board Meeting.

Purchasers should follow Board Policy: Article VII – Business Procedures 7.51 – Purchasing Policy on Items of \$10,000 or More.

Competitive Bids – In the table below, please provide quote information relating to the requested service / product. Please attach copies of these quotes with the completed form.

Vendor Name & Contact Person	Quote #	Date of Quote	Total \$ Amount

The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

If bid effects the following departments, were they notified?

- ☐ VP of Information Technology
- ☐ Director of General Services
- ☐ Dean of Students/Director of Athletics
- ☐ **If bid is over \$75,000 has Vendor followed Prevailing Wage as stated in HB 1729**

Selected Vendor:

Bids are only good for the Fiscal Year in which they are approved unless otherwise noted and approved by the Board of Trustees

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Awarded Bid – Please check the method used for vendor selection

- ☐ Lowest bid awarded. This is applicable when the competitive bidding process was utilized, and selection was based on the lowest price.
- ☐ Bid awarded on other criteria. This is applicable when the competitive bidding process was utilized, and selection was based on criteria other than lowest price. Examples for selection include, but are not limited to: feasibility; availability, or quality.
- o Please provide an explanation of how the awarded bid was selected:
 - o Please provide a price justification in Section III of this form.
- ☐ Selected Source awarded. A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive bids based upon: technical requirements of the requested product; past performance by other vendors, or a current or historical relationship between the selected vendor and the College.
- o Please provide an explanation of how the awarded bid was selected:
 - o Please provide a price justification in Section III of this form.
- ☐ Single Source awarded: A sole source selection is applicable when no other vendor is capable of providing the requested service or product.
- Please provide an explanation of:
- o Reason the purchase is considered to be “sole source”:
 - o Reason why the vendor was selected:
 - o Description of the selection process:
 - o Explanation of how the price was determined to be “reasonable”:

Determination of Reasonable Price

Please select the statement below that best reflects how the price of the awarded bid was considered "reasonable".

- ☐ Competitive bidding - Lowest price was selected.
- ☐ Competitive bidding – Lowest price not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- ☐ Reasonable price as compared with like or similar items purchased previously through the college. Please reference the previous PO number.
- ☐ Reasonable price as compared with like or similar items available in a catalog, website, or advertisement. Please provide a copy of the source.
- ☐ Rate / cost negotiated with an approved vendor per an existing contract or agreement.
- ☐ Please reference the date of the agreement.
- ☐ Other: Please provide an explanation.

Please email this form and electronic/scanned Bids to rkarasek@mineralarea.edu

Requestor's Printed /Typed Name and Title

Date



Requestor's Signature

Dean or VP Signature

Date

VP Finance and Administration Signature

Date

Board Approval Meeting

Date

Model	Description	Box qty	List Price	Order Qty	Total List EXT	Net Ext
M4860BL2-EC2	Module, Blower, SCB Variable Speed ECM, 120/208/230V (w/ifi Board)	1 ea.	\$3,209	6	\$19,254.00	\$10,589.70
M4860CL1-B001	Module, Refrigerant Coil (3 Row)* (AC/HP), A2L Compliant, TXV sold separately	1 ea.	\$4,289	5	\$21,445.00	\$11,794.75
M4860CL1-C	Module, Chilled Water Coil	1 ea.	\$3,961	1	\$3,961.00	\$2,178.55
CX65	Chiltrix Outdoor Unit, CX65 Air-To-Water Heat Pump 3.7 Tons Cooling / 5	1 ea.	\$16,203	1	\$16,203.00	\$8,911.65
V18B	Chiltrix Variable Backup Heater	1 ea.	\$792	1	\$792.00	\$435.60
VCT37C	Chiltrix 304 SS Multi-Purpose Water Tank - 37 Gallons	1 ea.	\$3,411	1	\$3,411.00	\$1,876.05
WFPU17Y603D	Friedrich WFPU17Y603D 5 Ton Breeze Inverter Heat Pump, 208/230v, R454B	1 ea	\$7,500	5	\$37,500.00	\$20,625.00
TXV-5T-454	TX Valve Kit, Chatleff, R454, 4860	1 ea.	\$214	5	\$1,070.00	\$588.50
M4860CL1-H	Module, Heating (with Hot Water Coil)	1 ea.	\$1,956	2	\$3,912.00	\$2,151.60
WON2002-C	Furnace, Electric, 20 kW, 1P/240V (matches 3036, 3642, 4860)**	1 ea.	\$2,391	4	\$9,564.00	\$5,260.20
UPC-24D	Secondary Drain Pan (3 Module 4860)	1 ea.	\$538	6	\$3,228.00	\$1,775.40
M4860R1	Module, Horizontal Multiple Return Air (Includes 14"x38" Filter)	1 ea.	\$576	6	\$3,456.00	\$1,900.80
UPC-101	Supply Outlet Kit, Slotted, Plastic, White (for plenum duct)	1 ea.	\$82	200	\$16,400.00	\$9,020.00
A01729-004	Black Flangeless Outlet	1 ea.	\$7	40	\$280.00	\$154.00
UPC-28TF-6	TFS, Take-off, for flat metal plenum Includes gasket (6 pcs)	6 ea.	\$184	7	\$1,288.00	\$708.40
UPC-26TC-1	Sound Attenuator Tubing, 2" ID x 12'L, R-3.3 (12 ft. per box)	1 ea.	\$174	3	\$522.00	\$287.10
A02743-002	10 Inch Pipe (9 feet section)	1ea.	\$155.00	54	\$8,370.00	\$4,603.50
A02744-002	10 Inch Couplings	1ea.	\$10.00	54	\$540.00	\$297.00
A02745-002	10 Inch 90 degree Elbow	1ea.	\$153.00	6	\$918.00	\$504.90
A02746-002	10 Inch Cap	1ea.	\$47.00	6	\$282.00	\$155.10
A02747-002	10 x 10 x 10" Tee	1ea.	\$113.00	2	\$226.00	\$124.30
A00255-022	1.5" fiberglass wrap	1ea.	\$ 150.00	10	\$1,500.00	\$825.00
Total					\$154,122.00	\$ 84,767.10