

## Invitation for Sealed Bid 0051776

For

Keysight Equipment

July 18, 2017

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**INVITATION FOR SEALED BID # 0051776**

**Keysight Equipment**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)**

**PROCUREMENT DEPARTMENT (MC 0333)**

**NORTH END CENTER, SUITE 2100, 300 TURNER STREET NW**

**BLACKSBURG, VIRGINIA 24061**

|  |  |  |
| --- | --- | --- |
| DATEJuly 18, 2017 | BID RETURN DATE AND HOUR      | BID OPENING DATE AND HOURAugust 2, 2017 3PM |

BIDDERS ADDRESS

|  |  |  |
| --- | --- | --- |
|                      |  | ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:**Roger Gupta, VCO, CUPO, CPPB**Senior BuyerE-MAIL ADDRESS: ragupta@vt.eduTELEPHONE NUMBER (540) 231-4177FAX NUMBER (540) 231-9628AFTER HOUR MESSAGES (540) 231-6221 |

**SPECIAL INSTRUCTIONS**

1. **Sealed Bids** must be mailed, express mailed or hand delivered directly to the Procurement Department.

Sealed Bids cannot be faxed or emailed directly to the Procurement Department, see “Facsimile Bids” of the attached General Terms and Conditions.

1. Responses must be submitted on this form and the attachment (s) provided.
2. Responses shall be signed below.
3. Responses will be received in the Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333), North End Center, Suite 2100, 300 Turner Street, NW, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor’s responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration

1. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
2. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
3. Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
4. **Bidders must be aware of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at http://www.eva.state.va.us/ and submit prices accordingly.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT [http://www.procurement.vt.edu/content/dam/procurement\_vt\_edu/docs/terms/GTC\_BID\_01012016.pdf](http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012016.pdf%20)

THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

|  |  |  |
| --- | --- | --- |
| FULL LEGAL NAME (PRINT)(Company name as it appears with your Federal Taxpayer Number) | FEDERAL TAXPAYER NUMBER (ID#) | DELIVERY DATE |
| BUSINESS NAME/DBA NAME/TA NAME(If different than the Full Legal Name) | FEDERAL TAXPAYER NUMBER(If different than ID# above) |
| BILLING NAME(Company name as it appears on your invoice) | FEDERAL TAXPAYER NUMBER(If different than ID# above) |
| PURCHASE ORDER ADDRESS | PAYMENT ADDRESS |
| CONTACT NAME/TITLE (PRINT) | SIGNATURE (IN INK) | DATE |
| E-MAIL ADDRESS | TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER |
| \*BUSINESS CLASSIFICATION | [ ]  LARGE | [ ]  SMALL | [ ]  MINORITY-OWNED | [ ]  WOMEN-OWNED |
| \*Business Classification definitions can be viewed at <http://www.procurement.vt.edu/vendor/class.html> |
| \*Is your Classification certified by the Virginia Department of Small Business and Supplier Diversity (SBSD)? [ ]  Yes [ ]  No  | If yes, provide Certification Number: |
| \*For assistance with certification questions, please visit: <http://sbsd.virginia.gov/>  |

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia? YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS IS NOT AN ORDER**

Revised 7/01/2017

 I. PURPOSE:

The intent and purpose of this Invitation for Sealed Bid is to purchase Keysight Equipment for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

 II. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

 III. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech’s affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract as requested. Participating entitiesshall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech*.* Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

 IV. :

1. Overview:

 1. The Contractor shall furnish and deliver Keysight equipment as described in Attachment B.

 2. All Keysight equipment provided shall be in new condition with full manufacturer’s warranty.

 3. All products offered shall fully adhere to the descriptions as shown in Attachment B.

1. Contractor Qualifications:

The Contractor shall be the manufacturer or an authorized distributor for the manufacturer’s equipment provided.

1. Delivery:
2. Please indicate your earliest firm delivery date by which all items can be delivered: \_\_\_\_\_\_
3. Equipment shall be delivered to:

 Alan Michaels

 Virginia Tech

 Hume Center

 Suite 2019

 1991 Kraft Dr.

 Blacksburg, VA 24061

3. Contractor shall coordinate the delivery of all equipment with Alan Michaels no later than 24 hours in advance. Alan can be reached by phone: 540-231- 7059 or email: ajm@vt.edu

D. Price:

 The Grand Total price shown in Attachment B shall include all of the contractor’s costs associated with furnishing and delivering the Keysight Equipment described herein.

E. Substitutions:

 No substitutions will be accepted in lieu of the equipment described in Attachment B.

 V. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

Bidder shall complete Attachment B Price Schedule.

 VI. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after satisfactory delivery of the Keysight Equipment described herein and receipt of the contractor’s invoice.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech’s Purchasing website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the person in Procurement Department identified in the IFB.

 VII. INVOICES:

Invoices for goods or services provided under any purchase order resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Accounts Payable

North End Center, Suite 3300

300 Turner Street NW

Blacksburg, Virginia 24061

VIII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

 IX. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Bidder shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Bidder may be cause for rejection of the bid; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid.

 X. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

 XI. **ATTACHMENTS:**

Attachment A – Terms and Conditions

Attachment B – Price Schedule

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**BID GENERAL TERMS AND CONDITIONS**

See <http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012016.pdf>

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**D. IDENTIFICATION OF BID/PROPOSAL ENVELOPE**: The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: \_\_\_\_

 Name of Bidder or Offeror Due Date Time Due

 \_\_\_\_

 Street or Box No. Solicitation Number

 \_\_\_\_

 City, State, Zip Code Solicitation Title

Name of Procurement Officer: \_\_\_\_\_\_\_\_\_\_

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

**E. Notices**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On IFB Cover Page

Attention: Name Of Person Signing IFB

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Roger Gupta

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Alan Michaels

 Hume Center

 Suite 2019

 1991 Kraft Dr.

 Blacksburg, VA 24061

**F.** **SEVERAL LIABILITY**: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

1. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: <http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf>

**SPECIAL TERMS AND CONDITIONS**

A. **AWARD OF CONTRACT:** Virginia Tech will make the award on a grand total basis to the lowest responsive and responsible bidder. The Virginia Tech Procurement Department also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of Virginia Tech to be in its best interest.

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| **Attachment B****PRICE SCHEDULE** |
|  |
| **Item No.** | **Description** | **Quantity** | **Unit** | **Unit Price** | **Total** |
|  |  |  |  |  |  |
| 1.2. | Keysight Oscilloscope, mixed signal, 4+16-channel, 1 GHz Bundle Package, MSOX4104A-BB. Bundle Package includes:MSOX4104A, DSOX4APPBNDL & QTY 2 N2795A probesKeysight InfiniiVision 1100 X-Series DSO with WaveGen, DSOX1102G with fitted options: DSOX1AUTO - Automotive Serial Triggering and Analysis(CAN, LIN) for DSOX1000 series & DSOX1B7T102 - Bandwidth upgrade, 70 MHz to 100 MHz, 2 channel, fixed perpetual license | 11 | EAEA | $\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Keysight Automotive Serial Triggering and Analysis (CAN, LI), DSOX1AUTO | 1 | EA | $\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Keysight 1MHz-13.6GHz, Handheld Spectrum Analyzer, N9343C with fitted options: N9343C-BAT - Spare battery pack & N9343C-BCG - External battery charger | 3 | EA | $\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5.6.7.8.9. | Keysight CXA Signal Analyzer, Multi-touch, 9 kHz to 26.5 GHz, N9000B with fitted options: N9000B-513 - Frequency range, 9 kHz to 13.6 GHz & N9000B-PFR - Precision frequency referenceKeysight 14 GHz FieldFox Microwave Vector Network Analyzer Bundle Package, N9926A. With fitted option: N9926A-211 Full 2-port S-parameters. Bundle Package includes: 85518A Cal kit.Keysight 120MHz, 2CH,Waveform Generator, 33622AKeysight 80W Triple Output Power Supply, E36312AKeysight DC power supply, single-output, 60 V, 0.6A, 36 W, E36105A | 21222 | EAEAEAEAEA | $\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_**Grand Total:** | $\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_ |