



**INVITATION TO BID  
ITB # 2021-03  
ISSUE DATE: June 8, 2021**

**DIRECT ENERGY DEPOSITION ADDITIVE  
MANUFACTURING SYSTEM**

**BID DUE DATE AND TIME  
Monday, June 21, 2021 (1:00 PM, PST)**

**SUBMITTAL LOCATION:**

**Oregon Institute of Technology  
Procurement and Contract Services  
27500 SW Parkway Ave  
Wilsonville, OR 97070**

**[Purchasing@oit.edu](mailto:Purchasing@oit.edu)**

## **1.0 GENERAL**

### 1.01 SCHEDULE OF EVENTS:

Invitation to Bid Issue Date .....	<b>06/08/2021</b>
Deadline for Request for Clarification or Change .....	<b>06/15/2021</b>
Bid Due Date and Time .....	<b>06/15/2021</b>
Deadline for Protest of Award .....	7 calendar days after date on Notice of Award letter
Anticipated Contract Begin Date .....	<b>06/23/2021</b>

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

### 1.02 ISSUING OFFICE:

The Procurement and Contract Services Office (“PACS”) of the Oregon Institute of Technology (“Oregon Tech”) is the issuing office and is the sole point of contact for this Invitation to Bid (“ITB”). All questions regarding this ITB should be directed to the Administrative Contact person identified below:

Name:	Vivian Chen, J.D.
Title:	Director of Procurement, Contracts, and Risk
Telephone:	(503) 821-1266
Email:	<a href="mailto:purchasing@oit.edu">purchasing@oit.edu</a>

### 1.03 DEFINITIONS

As used in this ITB, the terms set forth below are defined as follows:

1. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the ITB.
2. "Exhibits" means those documents which are attached to and incorporated as part of the ITB.
3. "Bid" means an offer, binding on the Bidder and submitted in response to an Invitation to Bid.
4. "Bidder" means an entity that submits a Bid in response to an ITB.
5. "Bid Due Date and Time" means the date and time specified in the ITB as the deadline for submitting Bids.
6. "Invitation to Bid" (ITB) means a Solicitation Document for the solicitation of competitive, Written, signed and sealed Bids in which Specifications, price, and delivery (or project completion) are the predominant award criteria.
7. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in Policy 580-061-0130.
8. "Responsive" means a Bid that has substantially complied in all material respects with the criteria outlined in the ITB.
9. "Written or Writing" means letters, characters, and symbols inscribed on paper by hand, print, type, or other method of impression intended to represent or convey particular ideas or meanings.

## **2.0 INTRODUCTION AND BACKGROUND**

### 2.01 INTRODUCTION:

The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to select a vendor to provide one (1) Direct Energy Deposition Additive Manufacturing System for the department of Manufacturing and Mechanical Engineering and Technology in Klamath Falls, Oregon.

### 2.02 OREGON INSTITUTE OF TECHNOLOGY:

The Oregon Institute of Technology (Oregon Tech) is an institution founded on the principles of excellence through hands-on knowledge. We believe in giving students a rigorous, practical education while applying cutting-edge concepts for real-world solutions.

As the Pacific Northwest’s only public institute of technology, we take pride in our mission to deliver technology education. We continually partner with industry leaders to ensure that our programs and classes are at the top of the board with adapting to new technology and preparing students for workforce demands.

This real-world focus gives our students a competitive edge: **88 percent** are either employed or enrolled in graduate school within six months after graduation. Year after year, our baccalaureate graduates earn excellent starting salaries. New graduates earn an average starting salary of **\$54,000** per year. We also attribute this to our dedicated professors, who provide personalized attention and are genuinely invested in their students’ learning. A total enrollment of about 4,300 allows for an intimate campus environment distinguished by small classes and a student-to-faculty ratio of **20:1**. This personal approach provides many benefits of a prestigious private education at a public price.

Oregon Tech has locations throughout the Pacific Northwest. In Oregon, this includes the traditional, residential campus in Klamath Falls, the urban campus in Wilsonville, as well as sites in La Grande and Salem. In Washington, Oregon Tech offers degrees to employees of The Boeing Company at sites in the Puget Sound area. Oregon Tech Online delivers a variety of programs with convenience and flexibility.

## **3.0 SPECIFICATIONS / STATEMENT OF WORK**

### 3.01 REQUIRED SPECIFICATIONS:

In order to qualify as a Responsive Bidder, the Bid needs to meet the required specifications per Exhibit A.

### 3.02 TERMS AND CONDITIONS:

Oregon Tech’s terms and conditions governing the purchase resulting from this ITB are included at Exhibit B.

## **4.0 BIDDER QUALIFICATIONS**

### 4.01 MINIMUM QUALIFICATIONS:

In order to qualify as a Responsive Bidder, the Bidder needs to meet the minimum qualifications below:

1. All equipment must be new. No used or refurbished equipment will be considered

2. Warranty duration information must be provided for each piece of equipment.
3. All equipment must be provided as soon as reasonably possible. It is requested that the vendor ship items as they are available

**All bids must be inclusive of Freight FOB Destination, Oregon Tech, Attn: MMET, 3201 Campus Drive, Klamath Falls, OR 97601-8801.**

## **5.0 REQUIRED SUBMITTALS**

### 5.01 QUANTITY OF BID:

Submit one copy of the Bid by email to the below address. The Bid must contain all of the required information and must have signatures on the required forms.

Submit Bids (including all required documents) to:

**By Email:**

[purchasing@oit.edu](mailto:purchasing@oit.edu)

### 5.02 REQUIRED SUBMITTALS:

It is the Bidder's sole responsibility to submit information in fulfillment of the requirements of this ITB. If pertinent information or required submittals are not included within the Bid, it may cause the Bid to be rejected.

Bidders should submit the following information:

- Description of how the goods or services offered specifically meet the required specifications described in Exhibit A.
- Detailed information about how the Bidder meets the minimum qualifications detailed in section 4.
- Exhibit C, Certifications, fully completed.
- Exhibit D, References, fully completed.
- Exhibit E, Bid Price Form, fully completed.

## **6.0 EVALUATION AND AWARD**

### 6.01 EVALUATION:

Bids will be evaluated to determine the lowest Responsive Responsible Bidder based upon the ITB, Exhibits and Addenda. Oregon Tech may engage in any of the processes identified in the applicable Oregon Tech Procurement Policy to determine Contract award.

### 6.02 INVESTIGATION OF REFERENCES:

Oregon Tech reserves the right to investigate and to consider the references and the past performance of any Bidder with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. Oregon Tech further reserves the right to consider past performance, historical information and facts, whether gained from the Bid, interviews, references, Oregon Tech or any other source. Oregon Tech may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

## **7.0 INSTRUCTIONS TO BIDDERS**

- 7.01 APPLICABLE STATUTES AND RULES:  
This ITB is subject to the applicable provisions and requirements of the Oregon Revised Statutes, and Oregon Tech Procurement Policies.
- 7.02 MANUFACTURER’S NAMES AND APPROVAED EQUIVALENT:  
Unless qualified by the provision "NO SUBSTITUTE" any manufacturers' names, trade name, brand names, information and/or catalogue numbers listed in a specification are for information and not intended to limit competition. Bidders may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). If Bids are based on equivalent products, indicate in the Bid form the manufacturers' name and number. Bidders shall submit with their Bid, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous Bid will not satisfy this provision. Bidders shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids, which do not comply with these requirements, are subject to rejection. Bids lacking any written indication of intent to provide an alternate brand will be received and considered in complete compliance with the specification as listed in the ITB.
- 7.03 REQUEST FOR CLARIFICATION OR CHANGE:  
Requests for clarification or change of the ITB must be in Writing and received by the issuing office no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Bidder’s request. Oregon Tech will consider all timely requests and, if acceptable to Oregon Tech, amend the ITB by issuing an Addendum. An Addendum will be posted at <https://www2.wou.edu/nora/orpu.bid.home>. Envelopes, e-mails or faxes containing requests should be clearly marked as a Request for Clarification or Change and include the ITB Number and Title.
- 7.04 ADDENDA:  
Only documents issued as Written Addenda by PACS serve to change the ITB in any way. No other direction received by the Bidder, written or verbal, serves to change the ITB. PACS will notify potential Bidders through publication of the Addenda on the Oregon Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>). If you have received an ITB you should consult the Oregon Public University Procurement Website, prior to Bid submittal, to assure that you have not missed any Addenda. Bidders are not required to return Addenda with their Bid. However, Bidders are responsible for obtaining and incorporating any changes made by the Addendum into their Bid. Failure to do so may, in effect, make the Bid non-Responsive, which may cause the Bid to be rejected.
- 7.05 PREPARING AND SIGNATURE:  
All Required Submittals must be Written or prepared in ink and signed in ink by an authorized representative with authority to bind the Bidder. Signature certifies that the Bidder has read, fully understands, and agrees to be bound by the ITB and all Exhibits and Addenda to the ITB.
- 7.06 PUBLIC RECORD:  
Upon completion of the ITB process, information in your Bid will become subject records under the Oregon Public Records Law. Only those items considered a “trade secret” under ORS 192.501(2), may be exempt from disclosure. If a Bid contains what the Bidder considers a “trade secret” the Bidder must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

- 7.07 SUBMISSION:  
Bids must be submitted in a sealed envelope and be delivered to the submittal location listed on the ITB cover sheet or emailed to [purchasing@oit.edu](mailto:purchasing@oit.edu) no later than the Bid Due Date and Time. Bidder must specify on the outside of the envelope the ITB number, the ITB title and the Bid Due Date and Time. **FACSIMILE BIDS WILL NOT BE ACCEPTED.**
- 7.08 MODIFICATION:  
Prior to submittal, Bidders should initial modifications or erasures in ink by the person signing the Bid. After submittal but prior to the Bid Due Date and Time, Bids may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Bid. After the Bid Due Date and Time, Bidders may not modify their Bid.
- 7.09 WITHDRAWALS:  
A Bidder may withdraw their Bid by submitting a Written notice to the Administrative Contact identified in this ITB prior to the Bid Due Date and Time. The Written notice must be on the Bidder's letterhead and signed by an authorized representative of the Bidder. The Bidder, or authorized representative of the Bidder, may also withdraw their Bid in person prior to the Bid Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Bid satisfactory to Oregon Tech.
- 7.10 LATE SUBMITTALS:  
Bids and Written notices of modification or withdrawal must be received no later than the Bid Due Date and Time. Oregon Tech may not accept or consider late Bids, modifications, or withdrawals except as permitted in Policy 580-061-0120.
- 7.11 BID OPENING:  
Bids will be opened immediately following the Bid Due Date and Time at the Submittal Location. Bidder may attend the Bid opening. Only the names of the Bidders submitting Bids and base bid price will be announced. No other information regarding the content of the Bids will be available.
- 7.12 BIDS ARE OFFERS:  
The Bid is the Bidder's offer to enter into a Contract pursuant to the terms and conditions specified in the ITB, its Exhibits, and Addenda. The offer is binding on the Bidder for one hundred twenty (120) days. Oregon Tech's award of the Contract constitutes acceptance of the offer and binds the Bidder. The Bid must be a complete offer and fully Responsive to the ITB.
- 7.13 CONTINGENT BIDS:  
Bidder shall not make its Bid contingent upon Oregon Tech's acceptance of specifications or contract terms that conflict with or are in addition to those in the ITB, its Exhibits, or Addenda.
- 7.14 RIGHT TO REJECT:  
Oregon Tech may reject, in whole or in part, any Bid not in compliance with the ITB, Exhibits, or Addenda, if upon Oregon Tech's Written finding that it is in the public interest to do so. Oregon Tech may reject all Bids for good cause, if upon Oregon Tech's Written finding that it is in the public interest to do so. Notification of rejection of all Bids, along with the good cause justification and finding of public interest, will be sent to all who submitted a Bid.
- 7.15 AWARDS:

Oregon Tech reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. Oregon Tech reserves the right to delete any item from the award when deemed to be in the best interest of Oregon Tech.

7.16 LEGAL SUFFICIENCY REVIEW:

Prior to execution of any Contract resulting from this ITB, the Contract may be reviewed for legal sufficiency by a qualified attorney for Oregon Tech pursuant to the applicable Oregon Revised Statutes and Oregon Tech Policy. Legal sufficiency review may result in changes to the terms and conditions specified in the ITB, Exhibits, and Addenda.

7.17 BID RESULTS:

A notice of intent to award containing the Bid results will be issued to all Bidders. The Bid file will be available for Bidder's review during the protest period at the PACS Department. Bidders must make an appointment with the Administrative Contact to view the Bid file. After the protest period, the file will be available by making a Public Records Request to Oregon Tech.

7.18 BID PREPARATION COST:

Oregon Tech is not liable for costs incurred by the Bidder during the ITB process.

7.19 BID CANCELLATION:

If an ITB is cancelled prior to the Bid Due Date and Time, all Bids that may have already been received will be returned to the Bidders. If an ITB is cancelled after the Bid Due Date and Time or all Bids are rejected, the Bids received will be retained and become part of Oregon Tech's permanent Bid file.

7.20 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD:

Any Bidder who feels adversely affected or aggrieved may submit a protest within three (3) calendar days after Oregon Tech issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the ITB number and title. The rules governing protests are at Policy 580-061-0145.

<b>EXHIBIT A</b> <b>REQUIRED SPECIFICATIONS</b>
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The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to select a vendor to provide one (1) Direct Energy Deposition Additive Manufacturing System for the department of Manufacturing and Mechanical Engineering and Technology in Klamath Falls, Oregon.

The system (including machine and accessories such as Deionized Water container, chiller, ventilation unit etc.) will be installed in a room with (dimensions in feet)  $L \times W \times H = 30'' \times 20'' \times 12''$  (approx; duct work is being done at the moment). The machine and all the accessories should pass through the door with the width of 8 feet and the height of 8 feet The building is equipped with following electricity, if machine cannot operate using the supplied power, a transformer or phase changer as necessary must be included in the quote:

- 480/277 Volt, 3PH 60Hz (30 amps max)
- 240/120 Volt, 1PH 60Hz (15 amps max)
- 208/120 Volt, 3PH 60Hz (70 amps max)

**Minimum Qualifications:**

1. All equipment must be new. No used or refurbished equipment will be considered.
2. Warranty duration information must be provided for each piece of equipment.
3. All equipment must be provided as soon as reasonably possible. It is requested that the vendor ship items as they are available.
4. All bids must be inclusive of Freight FOB Destination, Klamath Falls, OR

**Required Specifications:**

- **Minimum build volume approximately:** Minimum of  $250\text{ mm} \times 250\text{ mm} \times 250\text{ mm}$  ( $x, y, z$ )
- **Minimum laser power:** 400 W
- **Minimum wall thickness:** 300 microns
- **Minimum positional accuracy:**  $\pm 0.02\text{ mm}$
- **Maximum oxygen/moisture level:** less than 50ppm
- Scan speed between 8 mm/s and 100 mm/s
- Minimum deposition rate: 0.1-0.2 kg/hour of steel or titanium powder
- Layer thickness between 0.3 mm and 1 mm
- It must include shielding gas nozzle
- Ability to print a variety of metallic alloys including steels (1018, H13, 309, 316), titanium (Commercially pure Ti, Ti-6Al-4V, Ti-6242), aluminum (Commercially pure Al, 2xxx, 7xxx, 6xxx, Scalmalloy), nickel (IN600, 625, 690, 718), and Co/Ni super alloys etc.
- Ability to adjust parameters for printing for use in research application associated with powder alloy development.
- Machine must come with safety plan including Safety Data Sheets (SDS) for all supplied chemicals and gasses, OSHA requirement, and Job Safety Analysis (JSA) detailing suggested Personal Protective Equipment (PPE) and common hazards during various machine operations.
- Quote must provide information regarding all other items required for machine function including gas and chiller. Quote must include powder restoring recycling system.
- Quote must include materials including minimum of 50 kg of steel, titanium, nickel alloys (H13, Inconel 618, maraging, Ti-6Al-4V, SS316. Quote must include training and three-year



maintenance. Quote must include shipping and installation. Machine must have a 6 month or less build life cycle.

**Optional Specifications:**

- CNC controller
- Tool path software

**Quotes must be inclusive of all freight and delivery FOB Destination, Klamath Falls, OR.**

**EXHIBIT B**  
**TERMS AND CONDITIONS FOR GOODS**  
**PURCHASE ORDER TERMS AND CONDITIONS**

Please reference: <https://www.oit.edu/purchasing-contracting/procurement>

**EXHIBIT C  
CERTIFICATIONS**

By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Bidder and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Bidder and that Bidder is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**SECTION II. AFFIRMATIVE ACTION**

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

**SECTION III. COMPLIANCE WITH SOLICITATION**

The undersigned agrees and certifies that they:

1. Have read, fully understands and agrees to be bound by the Invitation to Bid and all Exhibits and Addenda to the Invitation to Bid; and
2. Are an authorized representative of the Bidder, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Bid or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Invitation to Bid and the Contract; and

**SECTION IV. PERMISSIVE COOPERATIVE PROCUREMENTS**

If Bidder is awarded a contract from this Invitation to Bid, Bidder hereby (check one):

Agrees       Disagrees

to offer the resulting contractual terms and prices to other public institutions.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_ Telephone:(\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Company: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Construction Contractors Board (CCB) License Number (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation    Partnership    LLC    Sole Proprietorship    Non-Profit  
 Minority Owned    Women Owned    Emerging Small Business

Oregon MWESB Certification Number: \_\_\_\_\_

Self-Identified Minority, Women or Emerging Small Business:  Yes    No

**EXHIBIT D  
REFERENCES**

**REFERENCE 1**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Goods or Services Provided: \_\_\_\_\_

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**REFERENCE 2**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Goods or Services Provided: \_\_\_\_\_

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**REFERENCE 3**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Goods or Services Provided: \_\_\_\_\_

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**EXHIBIT E**  
**BID PRICE FORM**

Bid pricing response must be FOB: Klamath Falls, OR and include all taxes, tariffs, and delivery costs

BID: 2021-03 Direct Energy Deposition Additive Manufacturing System

Date:

FOR THE LUMP SUM TOTAL: \$

Delivery Time after Receipt of Purchase Order:

Company: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Contact Name: Telephone: \_\_\_\_\_

Contact Title: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Authorized Signature)