



**SCRIPPS COLLEGE
INVITATION TO BID
(Single Transaction for Capital Equipment)**

Date: _____

Requisition No.: _____

To: _____
(Company Name)

(Attention)

(Address)

(City, State, Zip)

You are hereby invited to submit a competitive bid for the equipment as specified, in accordance with the terms and conditions incorporated herein.

1.0 Equipment Specification

1.1 _____

2.0 Quantity Requirement

2.1 Qty. required: _____ Unit/Measure: _____

3.0 Bid Price Offering

3.1 Bid Price for basic unit, FOB destination \$ _____

3.2 Bid price for specified accessories or peripheral equipment
(when specified) \$ _____

3.3 Cost of installation (if applicable) \$ _____

3.4 Less trade-in allowance (if applicable) \$ _____

3.5 Is there an educational or academic discount Available? Yes No

If so, please list the nature of the discount available. Attach all necessary documentation.

3.6 Net bid offering \$ _____

4.0 Shipping Terms

- 4.1 All shipments shall be F.O.B. Scripps College, Claremont, CA.
- 4.2 Title to and risk of loss in transit shall remain with the seller until delivered to Scripps in acceptable condition.

5.0 Delivery Date

- 5.1 Required delivery date: _____
- 5.2 If a date is not specified above, please quote normal delivery days after receipt of order (ARO): _____

6.0 Manufacturer's Warranties

- 6.1 The successful bidder warrants that it holds good title to the equipment, free of any liens and encumbrances.
- 6.2 The successful bidder further warrants that the equipment is free of defects in material and workmanship, is of "merchantable" quality, and generally fit for the purpose designed.
- 6.3 The successful bidder agrees to "cure" any defect or non-conformance with specifications within a reasonable time and at no cost to Scripps College during the warranty period which shall run for a period of _____ months after delivery/installation.
- 6.4 If an extended service warranty is offered, please identify the term and indicate the proposed cost for such service.

7.0 Installation Responsibilities

- 7.1 If installation is provided by the successful bidder, charges for this service must be noted in section 3.0.
- 7.2 The successful bidder, acting as the installer, shall provide a certificate of insurance evidencing coverage for general liability (personal injury + property damage), workers compensation, and other broad form coverage deemed acceptable to Scripps College.
- 7.3 Scripps College shall provide utility services such as: electrical, water, vacuum, drainage, etc.
- 7.4 The successful bidder shall provide engineering drawings/prints indicating dimensions, weight, capacity, electrical and/or other utility specifications, and rough-in drawings indicating pre-installation requirements, when necessary.
- 7.5 The successful bidder will also provide two (2) copies of the operating and/or maintenance manuals.
- 7.6 In the event that the capital equipment item has significant computerized characteristics and/or operates under "Internet of Things" design, the Scripps College Director of Technology and/or his designee must sign-off prior to procurement approval. In addition, the successful bidder shall be available to answer any and all questions about the subject capital equipment with respect to technology aspects.

8.0 Payment Terms

- 8.1 Normal payment terms at Scripps College are Net 30 days.
- 8.2 Prompt payment terms of _____ are offered.
- 8.3 Progress payments (if applicable) will be considered only if tied to performance milestones.
- 8.4 If “acceptance testing” is negotiated pas part of a final contract, a minimum of 10% may be withheld pending final acceptance.

9.0 Submission Instructions/Award Considerations

- 9.1 All bids must be submitted (in duplicate), signed by an authorized corporate official, and received not later than 5:00 pm on _____ at the _____ (Date) _____ office located at: _____ (Department) _____ (Street address)
- 9.2 All bids must be submitted “firm” for a period of sixty (60) days from the stipulated due date.
- 9.3 The College reserves the right to reject any and all bids
- 9.4 The award will be made to the bidder presenting the best overall value as measured by level of compliance with specifications, terms, conditions, and price offering.

For the College:

Submitted by:

(Signature)

Procurement Manager

(Department)

(Date)

(Signature)

Budget Manager¹

(Department)

(Date)

(Signature)

(Title)

(Department)

(Date)

¹The Assistant Vice President for Business Affairs/Assistant Treasurer and Vice President for Business Affairs and Treasurer are alternate signatories when the Budget Manager is off campus.

APPENDIX A

Supplier Code of Conduct

Scripps College is committed to conducting its business affairs in a socially responsible, sustainable and ethical manner consistent with the College's mission and strategic plan. Therefore, the College has adopted the following Supplier Code of Conduct to ensure that goods and services provided to the College are produced in a manner consistent with these principles.

This Supplier Code of Conduct is a statement of the College's expectations and requirements with respect to suppliers. The Code is guidance for socially responsible business practices and describes the College's expectations for Supplier policies and actions regarding labor standards, human rights, sustainability, ethics, health, safety, and diversity.

A. LABOR AND HUMAN RIGHTS

1. The Supplier shall not discriminate unjustly in its employment practices, including hiring, work assignment, wages, benefits, promotion, discipline, termination or retirement, in accordance with applicable federal, state, and local law. In particular, the Supplier shall not discriminate on the basis of gender, race, religion, age, disability, sexual orientation, nationality, or social or ethnic origin.
2. The Supplier shall not use coerced or forced labor, nor subject employees to inhumane or abusive treatment.
3. The Supplier shall not use labor provided by individuals younger than the age of compulsory education or 15 (fifteen) years of age, whichever is higher.
4. The Supplier shall pay at least the legal minimum wage in all locations in which the Supplier operates.
5. All overtime hours will be worked in accordance with all applicable laws, regulations, labor agreements and administrative actions.
6. The Supplier shall make reasonable accommodations for employees with family responsibilities to ensure that they are not excluded from the workforce or otherwise discriminated against.
7. The Supplier shall recognize and respect employees' rights of Freedom of Association and Collective Bargaining consistent with applicable federal, state, and local law..

APPENDIX A (cont.)
Supplier Screening Questionnaire
(Attach additional pages, if needed)

1. To the best of your knowledge, is prison labor used in any part of the production process?

2. What type of labor is typically used?

3. Describe the production process,

a. Which part of the supply chain presents the greatest risk of labor rights violations?

4. Please list all businesses that are involved in your supply chain.

Print Name

Signature

Date