

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 VIII – Business Procedures 8.51 – Purchasing Policy Over \$10,000

This completed form should be submitted to the Executive Director of Finance.

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. Forms will be approved within 3 business days.

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.

Awarded Bid – Please check the method used for vendor selection.

Selected Vendor:

Bids are only good for the Fiscal Year in which they are approved.

☐ 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.

- Please provide an explanation of how the awarded bid was selected:
- 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.

- Please provide an explanation of how the awarded bid was selected:
- 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:

- Reason the purchase is considered to be “sole source”:
- Description of the selection process:
- 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 was not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- ☐ Price comparison: 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 agreement.
- ☐ Other: Please provide an explanation.

If using a credit card, this form will suffice for a Visa Purchase approval form once all signatures are completed.

This purchase will be completed with?

☐ **Credit Card**

☐ **Purchase Order**

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

Requestor's Printed/Typed Name and Title

Date



Requestor's Signature

Dean or VP Signature

Date



RECEIVED
10/7
11:05 AM

Proposal

October 7th, 2025

Attn: Dr. Gilgour
Mineral Area College

Re: Second Floor Library Electric

We propose to provide labor, tools, and equipment for the above referenced project based on drawings, installation information provided and scope below. This job will be done as a tax-exempt job.

Price:

Total: \$ 15,200.00

Fifteen Thousand Two Hundred Dollars

SCOPE:

- Installation of single mode fiber installed, terminated, labeled and tested from 1st Floor Mechanical Room to Commencement Closet on 2nd Floor as per plans
- Installation of Cat 6 to labs as listed in RFP and plans
- Testing, Labeling, and Terminations for Cat 6 drops to the labs as requested on RFP
- Installation of new receptacles in labs as per plans

Qualifications:

- New switch for fiber in Commencement Closet provided and installed by others
- This proposal is based on normal working hours, 7:00AM to 3:30PM Monday through Friday (Federal Holidays excluded).
- This proposal does not include Bonding
- This bid is based on prevailing wages
- Background checks for workers are included

Clarifications

1. Please be advised this proposal does not account for impacts that could arise from the disruption of material supply, shipping/logistics, and labor availability issues resulting from the Coronavirus (COVID-19), or any other virus that may arise. At this point, the potential impacts to our price and/or schedule are unknown and outside our control, thus not quantifiable. Should these potential impacts become real, we will revise our proposal to include any price and/or schedule adjustments that may be necessary. We apologize for any inconvenience this may cause.
2. ArchKey/Sachs Electric work practices and procedures are compliant with OSHA requirements for limiting exposure of workers to respirable crystalline silica for the specific task being performed. These procedures are based on, and only effective, when utilized on a site with an overall respirable crystalline silica compliance plan maintaining ambient workplace levels below acceptable OSHA level. ArchKey/Sachs Electric will provide the appropriate Personal Protective Equipment for the tasks within our contractual scope of work. This proposal does not include mitigating the effects of or providing specific Personal Protective Equipment to accommodate elevated levels of respirable crystalline silica in the workspace due to actions of others not under our direct control.
3. Notwithstanding any provision herein to the contrary, in the event that, during the performance of this agreement, the price of (conduit, fittings, "rough-in", boxes, wire, cable, miscellaneous electrical material, equipment and accessories) and/or any other necessary commodities significantly increases, through no fault of ArchKey/Sachs Electric Company, the price of any materials, components, or goods to be furnished under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increases in price exceeding (10%) percent (10%) experienced by ArchKey/Sachs Electric Company from the date of the execution of this agreement. Such price increases shall be documented through commercial quotes, invoices, commodity indexes, receipts or other such documentation. Where the delivery of materials, components, or goods required under this agreement is delayed, through no fault of ArchKey/Sachs Electric Company, because of the shortage or unavailability of commodities, raw materials, components and/or products, ArchKey/Sachs Electric Company shall not be liable for any additional costs or damages associated with such delay(s).
4. Our proposal is valid for thirty (30) days

5. This proposal does not include costs related to any future tariffs, duties, or trade-related fees that may be implemented after the date of this proposal. If such costs arise, we may need to adjust the proposal or contract value. Any adjustments will be communicated promptly and agreed upon before proceeding.

If you have any questions, please feel free to give me a call.

Regards,

Reilly Resinger
Associate Project Manager
573-330-9164