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Santa Ana College • Santiago Canyon College

January 7, 2022

RE: Request for Quotes #2122-003 – Air Purifiers

To Whom it May Concern:

The Rancho Santiago Community College District (“District”) is seeking quotes from your company (“Vendor”) for **Air Purifiers for the Rancho Santiago Community College District**.

Project Description

The Rancho Santiago Community College District has completed an assessment of various locations throughout the District where air purifiers are necessary due to the current pandemic and how it continues to affect educational institutions. The square footage of each area assessed is noted on the attached form, as are the quantities and additional information as needed.

Scope of Work and Deliverables:

The Vendor is expected to provide all required information on the attached form and may provide additional information related to the supplies requested. While the total quantity listed on the attached form is for an initial purchase for district-wide use, each college and center may then, working directly with the Vendor selected through this RFQ process, contact Vendor for additional inventory as needed.

Schedule – Please note, dates below may be subject to change, vendors will be notified

Event / Occurrence	Deadline
District Issues RFQ	January 7, 2022
Deadline for Vendor to submit questions regarding this RFQ	January 13, 2022 by 3:00 p.m.
Deadline for Vendor to submit Quotes	January 18, 2022 by 3:00 p.m.
District to evaluate quotes	January 19-26, 2022
District to award to successful Vendor	January 27, 2022

Questions

All questions must be submitted in writing to Melendez_linda@rscdd.edu. The question deadline is indicated in the Schedule above. After this deadline, the District will not answer, address, and/or review any questions interested Vendors may submit. Responses to all questions received prior to the deadline will be provided to all Vendors via emailed addendum.

BOARD OF TRUSTEES:

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence “Larry” R. Labrado • Sal Tinajero • Phillip C. Yarbrough

CHANCELLOR:

Marvin Martinez

Quote Submission

Please submit an electronic version of your quote and any supporting documentation on the air purifiers (in one (1) combined PDF file) via email to Melendez_linda@rscgd.edu, by no later than 3:00 p.m. on January 18, 2022. Your response must include:

- The attached Excel spreadsheet, fully completed with all information, each column is required.
- Current availability of products;
- Any supporting documentation Vendor deems necessary.
- If Vendor is not currently registered with Rancho Santiago Community College District, a vendor registration form is required. The form is available at:
<https://rscgd.edu/Departments/Purchasing/Pages/default.aspx>

Failure of Vendor to provide any required documentation or information requested in this RFQ may result in the rejection of their quote.

Any quote submitted to District may be withdrawn, either personally or by written request signed by the Vendor at any time prior to the scheduled closing date/time for receipt of quotes. No Vendor may withdraw any proposal for a period of Sixty (60) calendar days after the deadline date of **3:00 p.m. on January 18, 2022.**

Sincerely,



Linda Melendez
Director, Purchasing Services

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