

Francis Marion University – Quote Request

Quote Name and Number: RFQ-2408- Provide and Deliver Videostroboscopy Equipment for Francis Marion University

Date: [February 2, 2023](#)

Francis Marion University is accepting quotes for: A vendor to provide and deliver Videostroboscopy equipment that is compatible with the current flexible endoscopy equipment system (FEES), from PatCom Medical.

The equipment consists of:

- Software
- Scope, serial number SN20713

Items needed but not limited to:

- Portable LED stroboscope highlight (800 lumens) direct connection to rigid and flexible endoscope.
- FEES flexible endoscope 3.4 diameter, 300mm working length and 130 range of angulation bidirectional.
- Laryngoscope 10.0 mm autoclavable 70; rigid endoscope for usage with high definition endoscopic camera; 70 angled lens optimized for stroboscopy with a working length of 159mm. total length of 270mm cleaning in autoclave.

[See Scope of Work](#)

For an offer to qualify as responsive, offeror should provide all detail as indicated in this solicitation. Missing items may deem your quote as non responsive and therefore could no longer be considered by the University.

The following schedule is required to be completed by the offeror:

Please quote your lowest delivered price for the item below. Francis Marion University reserves the right to reject any or all quotes and to waive any or all technicalities.

Award will be made to ONE offeror.

Notes:

- 1) Exclude Sales Tax in your bid prices.
- 2) Include freight/shipping. FOB Destination included to Florence, SC
- 3) The attached Terms and Conditions apply to all quotes and supersedes Offeror’s Terms and Conditions.

Item #1: Videostroboscopy equipment compatible with current FEES System as described above	Item #2: All-inclusive freight/shipping costs for delivery of Videostroboscopy equipment	Total

****Note: Your offer must include the manufacturer’s latest literature showing complete product specifications. Failure to include descriptive literature may be reason for rejection of your bid.**

Order Delivery Deadline/Date:	<p>The University prefers to receive the Videostroboscopy equipment by March 15, 2023, but must receive the Videostroboscopy equipment NO LATER THAN April 5, 2023. Please provide lead time in days after receipt of order.</p> <p>_____</p>
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Delivery/Performance Location: After award, all deliveries shall be made and all services provided to the following address, during business hours of Monday-Friday, 8am-5pm, unless otherwise specified:

**Francis Marion University, Central Receiving
4822 E. Palmetto Street
Florence, SC 29506**

**Coordinate delivery with:
Dr. Frances Burns, Chair of Speech-Language Pathology
Phone: 843-661-1897
Email: Frances.Burns@fmarion.edu**

Quote may be emailed to Jennifer Hester – Director of Purchasing at jdhester@fmarion.edu

Quote must be received by: Friday, February 10, 2023

This Section Must be Completed by the Vendor:

Company Name:			
Authorized Signature:			
Authorized Signature (printed):			
Date:			
Address:			
City/State/Zip:			
Phone Number:		Fax Number:	
E-Mail:			
Federal ID Number:		SC Minority Cert. # (if applicable):	

Scope of Work

Background Information:

In 2021, the Department of Speech-Language Pathology (SLP) purchased a flexible endoscopy equipment system (FEES), from PatCom Medical (please see Attachment 1), to conduct fiberoptic endoscopic evaluation of swallowing.

The equipment consists of:

- Software
- Scope, serial number SN20713

The FEES system, offered by PatCom Medical USA Inc., includes all features described below that are very important for FEES and videostroboscopy:

Unique features of software:

- Video- and audio recording
- Review via play and pause, slow motion forward and backward, fast forward (with audio) and fast backward, frame by frame review, still image capture from video
- Markers and comments can be added to still images within application
- Comment library for standard image description included
- Integrated Reporting for FEES and Videostrobe included
- Ongoing customization of reporting included
- Free access to online report builder to build reports for FEES, Videostrobe, daily notes, etc.

Unique features of endoscope:

- rounded tip going from 3.4mm to 3.0mm in diameter
- ring light for even distribution of light resulting in better image quality
- wrinkle free angulation tip of endoscope

Unique features of camera:

- Global shutter camera
- Manual exposure time correction to adapt to different light environments of FEES and videostroboscopy
- Fast exposure correction after white out allowing the visualization of epiglottis inversion.

Item #1 – Videostroboscopy equipment compatible with current FEES System

Videostroboscopy equipment needs to be added to the current endoscopy equipment (FEES) to train our students on how to evaluate voice disorders. To add Videostroboscopy equipment, the Videostroboscopy equipment must be compatible with FMU's existing system (FEES). To add Videostroboscopy equipment, FMU will need the following:

- Portable LED stroboscope highlight (800 lumens) direct connection to rigid and flexible endoscope.
- FEES flexible endoscope 3.4 diameter, 300mm working length and 130 range of angulation bidirectional.
- Laryngoscope 10.0 mm autoclavable 70; rigid endoscope for usage with high definition endoscopic camera; 70 angled lens optimized for stroboscopy with a working length of 159mm. total length of 270mm cleaning in autoclave.

GENERAL CONDITIONS

DEFAULT: In case of default by the Contractor, Francis Marion University reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible Contractor until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

Any contract entered into by Francis Marion University resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty (30) days beyond the Request for Quotation deadline.

Unit prices will govern over extended prices unless otherwise stated.

Francis Marion University shall consider payment discounts in the award of this contract when such discounts are for thirty (30) days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1550 (b) of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The contractor assumes sole responsibility and shall hold harmless Francis Marion University, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful Contractor, its directors, officers, employees and agents under this agreement. Francis Marion University agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of Francis Marion University, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful Contractor from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the Contractor agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

Termination: Subject to the provisions below, the contract may be terminated for any reason by the University providing a thirty-day advance notice in writing is given to the contractor.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Contractor.

Francis Marion University requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT– Please Note - Contractors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

INSTRUCTIONS TO OFFERORS – SPECIAL INSTRUCTIONS AWARD CRITERIA

AWARD CRITERIA – BIDS (JAN 2006) Award will be made to the lowest responsible and responsive bidder(s).

AWARD TO ONE OFFEROR (JAN 2006) Award will be made to one Offeror. [06-6040-1]

COMPETITION FROM PUBLIC ENTITIES (JAN 2006) If a South Carolina governmental entity submits an offer, the Procurement Officer will, when determining the lowest offer, add to the price provided in any offers submitted by nongovernmental entities a percentage equivalent to any applicable sales or use tax. S.C. Code Ann. Regs 117-304.1 (Supp. 2004).

UNIT PRICE GOVERNS (JAN 2006) In determining award, unit prices will govern over extended prices unless otherwise stated.

FRANCIS MARION UNIVERSITY STANDARD TERMS AND CONDITIONS (2021) Francis Marion University's standard terms and conditions for purchase orders may be found at <https://www.fmarion.edu/procurement/>. Terms and Conditions found at that website are not all inclusive, and do not supersede standard terms and conditions of the State of South Carolina.

Attachment 1 PatCom Medical FEES system (existing FMU system)

The Endoscope



- Integrated camera processor eliminates the need of heavy control unit
- Camera technology with fine focus provides sharp images no matter the position in the pharynx
- Small diameters of 3.4mm and 2.8mm allow exams of children, adults and especially difficult passages
- Rounded endoscope tip for increased patient comfort and easy guidance
- Adjustable high power LED technology for optimal brightness
- One simple USB connection for ultimate portability and technical simplicity

The PatCom FEES system for Fiberoptic Endoscopic Evaluation of Swallowing (FEES) doesn't require a processor to connect your endoscope to a computer. All it needs is one USB cable. As a result the PatCom FEES system is the most portable and light weight system imaginable. In addition to this, you have to deal with fewer technical issue as the cable connection between an endoscope and a processor in other systems is a common source for technical problems.

The PatCom FEES endoscope comes in small diameters of 3.4mm and 2.8mm which makes it the perfect choice for adults and children of all ages. The highly innovative camera technology allows for the system to be connected to either Windows or Mac computers.



In addition to the integrated camera processor the PatCom FEES system is equipped with light technology that delivers more brightness than most systems. The ability to manually adjust brightness is an additional feature that is crucial when performing FEES.

Ergonomic handling of your endoscope when performing FEES is very important. Holding your endoscope for up to 20 minutes per exam can put significant stress on your own body. Therefore, the Patcom FEES system is designed as a light weight, ergonomic solution. The design allows you to use the endoscope while remaining a natural 90 degree angle of your elbow leaving it close to your body. This is the ideal positioning for you while performing the FEES exam.