LAKE SUPERIOR STATE UNIVERSITY

**LAKE SUPERIOR STATE UNIVERSITY**
650 W EASTERDAY AVE
SAULT STE. MARIE MI 49783-1626

PURCHASING DEPARTMENT
DONALD WILEY, PURCHASING MANAGER
(906) 635-2761

# REQUEST FOR QUOTATION

**RFQ NO. 27-0002**
**COVER PAGE**

This quotation is due by
**Nov. 6, 2026, 2:00 p.m. ET**

Quotation Valid: 120 days

| Delivery Required<br>Vendor to state lead time | Purchasing Manager<br>Donald Wiley<br>dwiley2@lssu.edu<br>(906) 635-2761 | Date Bid Mailed<br><br>10/23/2026 | Purchasing Department<br>Lake Superior State University<br>Sault Ste. Marie, MI 49783 |
|---|---|---|---|

| Item | Quantity | Unit | Description | Unit Price | Total Amount |
|---|---|---|---|---|---|
| | | | LAKE SUPERIOR STATE UNIVERSITY is seeking quotations from qualified vendors to furnish, deliver, and install one (1) exterior dock house with integrated hydraulic dock leveler and trailer dock shelter, as described in the attached Specifications and Conditions (page 2). Equivalent products from any manufacturer will be considered. Quote each item below. | | |
| 1 | 1 | EA | Exterior dock house with integrated hydraulic dock leveler, support frame, enclosure, and trailer dock shelter, per Specification A. Include any steel or material surcharges. | | |
| 2 | 1 | LS | Installation, including offloading, anchoring, and removal of packaging and debris, per Specification B. | | |
| 3 | 1 | LS | Freight, F.O.B. destination, per Specification C. | | |
| | | | **TOTAL (Items 1–3)**<br>LSSU is tax exempt. Do not include sales tax. | | |

INSTRUCTIONS TO RESPONDENTS:

**RFQ NO. 27-0002**

All quotations must be emailed to dwiley2@lssu.edu and purchasing@lssu.edu. Attach product data and warranty information.

READ BEFORE SIGNING:

The undersigned certifies that he/she offers to furnish materials in strict accordance with the Requirements of the bid including any terms or conditions set forth on the reverse side; that prices quoted are correct and she/he agrees that this bid may not be withdrawn for a period of thirty (30) days from the due date noted above. He/She further agrees to comply with applicable federal and state laws governing equal opportunity employment and not to discriminate against any employee or applicant because of race, color, national origin or ancestry, sex, sexual preference, age, disability, religion, height, weight, marital status or veteran status.

_____
SIGNATURE (IN INK)

_____
PRINT NAME & TITLE

_____
CONTACT PHONE NUMBER FAX

# SPECIFICATIONS AND CONDITIONS

**RFQ No. 27-0002**

## A. Equipment: Exterior Dock House with Hydraulic Dock Leveler (or approved equal)

1. Self-supporting exterior dock house that attaches to the outside of the existing dock door opening. No new pit or interior floor construction.
2. Hydraulic, push-button dock leveler, nominal 8 ft long by 7 ft wide, with a service range of at least 12 in. above and 12 in. below dock height.
3. Minimum 16,000 lb roll-over capacity, based on light use (0–5 trucks per day).
4. Adjustable exterior support frame with trailer impact bracing.
5. Enclosed steel building extension with weatherseal wrap (vinyl or equivalent).
6. Trailer dock shelter, approximately 138 in. wide, with integrated rain diverter.
7. Operates on 115V single-phase power.
8. Leveler shall comply with ANSI MH30.1 and applicable OSHA requirements.
9. Provide product data sheets with the quotation. Approval drawings shall be submitted to the University for approval before fabrication.

## Existing Site Conditions (for quoting)

1. Dock height: 48 in.
2. Door opening: 8 ft wide by 8 ft high.
3. Concrete approach.
4. 115V single-phase power available.
5. Location: Physical Plant Building, Lake Superior State University, 1100 Meridian Avenue, Sault Ste. Marie, MI 49783
6. Removal of the existing dock leveler, backfilling of the existing pit, curb angle installation, and the final electrical connection will be performed by others. Vendors may quote any of this work as a separate optional item.
7. Vendors are encouraged to visit the site before quoting. To schedule a site visit, contact Jerry Killips, Physical Plant, at (906) 259-3676. All other questions go to the Purchasing Manager.

## B. Installation

1. Vendor shall provide complete installation, including offloading, setting, anchoring, adjustment, and testing of all equipment.
2. Remove all pallets, packaging, and debris from campus upon completion.
3. Installation shall be coordinated with the University and performed during normal business hours unless otherwise agreed.
4. Vendor shall follow all campus safety rules and provide a certificate of insurance acceptable to the University before work begins.
5. Provide operator training and operation and maintenance manuals at completion.

## C. Freight

1. Freight shall be F.O.B. destination, to the University location above, and quoted as a firm price. Estimated freight that is subject to change will not be accepted.

## D. Quotation Requirements

1. State the lead time from receipt of purchase order and approved drawings.
2. Describe the warranty for the structure, leveler, hydraulics, and installation labor.
3. All quoted prices, including freight and material surcharges, shall remain firm for the validity period stated on the cover page.
4. The University’s standard payment terms are Net 30 after delivery, installation, and acceptance. Any request for a down payment or progress payments must be stated in the quotation and is subject to University approval.
5. The University’s purchase order terms and conditions will govern. Vendor standard terms that conflict with this RFQ will not apply unless accepted in writing by the University.
6. Lake Superior State University is exempt from sales tax. A tax-exempt certificate will be provided on request.
7. Questions must be directed to Donald Wiley, Purchasing Manager, at dwiley2@lssu.edu or (906) 635-2761.