

**Salt Lake Community College**



4600 S. Redwood Rd  
Salt Lake City, UT



**Notice to Bidders:**

The Letton-Hall Group, in partnership with the Southern Gas Association and 16 natural gas operating companies, is developing a measurement technician training program covering all aspects of measurement. Part of this extensive program includes hands-on activities. In order to facilitate the hands on training, Letton-Hall has partnered with Barton Community College, the Kansas Department of Commerce, and Salt Lake Community College to develop two mobile and one fixed measurement training facilities. The facilities are funded through U.S. Department of Labor Energy Sector Grants administered by the States of Kansas and Utah. The Letton-Hall Group is providing design, construction and commissioning for the facilities.

The attached request for quotation reflects material needed for the project. The Letton-Hall Group will receive and tabulate the quotations with regards to compliance to the request, delivery and price and make recommendations for purchase to the respective colleges.

After appropriate approvals, the colleges will purchase the equipment using grant funds. The equipment is to be delivered to a Letton-Hall designated facility. In some instances, due to grant protocol, the approval process could take up to 60 days depending on the items value, thus we must require 75 day bid validity. We request bids or a no bid notice within two weeks of receipt of the request.

The budget for these facilities is limited. A donation request letter from each college is also enclosed. Your donation would provide more equipment for training purposes. Further, some vendors may be of the opinion that having up to 300 measurement personnel a year trained on their equipment could be beneficial in terms of product awareness and knowledge.

More information may be found at the Letton-Hall web-site where RFQ's and other information are posted. [www.letton-hall.com](http://www.letton-hall.com)

Questions regarding the request for quotation should be addressed in writing to:

[day@letton-hall.com](mailto:day@letton-hall.com) or [kelner@letton-hall.com](mailto:kelner@letton-hall.com)