



**Request for Proposal
48" x 48" CNC Router
for the Rockville High School**

**Vernon Public Schools, Connecticut
BID # VPS-FY14-003**

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Proposals Due: Monday, April 21, 2014
2:00 PM, EST

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1. General Provisions

1.1 Introduction

Vernon Public Schools (VPS) is accepting bids for a 48" x 48" CNC Router including all material and electrical installation at Rockville High School, located at 70 Loveland Hill Road in Vernon, Connecticut. The project involves the shipping, installation, and set-up of a 48" x 48" CNC Router to working order by May 27, 2014. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, and desired vendor qualifications. Before submitting a proposal, Vendors shall examine the specifications in order to understand all existing conditions and limitations.

1.2 Project Background

Material, shipping, and complete set-up of a 48" x 48" CNC Router will include the following:

- Shipping and set-up to working order at Rockville High School STEM Lab.
- Include a welded steel frame.
- Touch off plate – automatically sets Z height.
- Dust foot with brushes.
- Controller and router software.
- Computer control system including flat screen, mouse, keyboard, and CPU tower set-up and tested.
- Closed loop brushless AC Servo-Motor system.
- HSD Spindle 2 HP.
- Six inch (6") 4th axis rotary.
- Cool air gun.
- 24-month on-site parts and labor warranty.

1.3 Qualifications of Vendors

VPS is seeking well-qualified and experienced Vendors for this project. As part of the bid proposal, please include the following information:

- a. Please provide three (3) current or former client references with whom your company has completed projects of this scope.
- b. List how many full time/part time employees are currently employed by your company.
- c. Briefly describe your firm's project management process.

1.4 Mandatory Requirements

The proposal must be capable of all the items listed in this section. Failure to respond to any of the mandatory items may eliminate your proposal from further consideration:

a. Onsite Survey

All vendors who are interested in submitting a proposal on this project are required to attend a site survey to be held on Monday, April 14, 2014 at 3:00 PM. The onsite survey will take place at Rockville High School, located at 70 Loveland Hill Road in Vernon, CT. Vendors may ask questions during the site visits about the scope/detail of this project.

b. Warranty

See Section 1.2.

c. Price

The price of your quote should be inclusive. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Vendors may submit, at their discretion, alternate design options with accompanying prices. Alternate designs will give the VPS the opportunity to consider the best solution for our needs and compare those options with budget considerations.

d. Work Hours

All work shall be done at such times, as the VPS shall deem appropriate. Work may begin on May 2, 2014 and must be finished by May 27, 2014. The building will be made available after regular school hours each day, Monday through Friday, for the installation to be completed.

e. Anticipated Timeline

Vendor must provide an implementation plan/timeline as part of the RFP.

2. Response Instructions

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Each proposal must be submitted in a sealed envelope bearing the bid number "**BID #VPS-FY14-003**" and titled "48" x 48" CNC Router". **Five (5)** printed copies of the proposal and one electronic copy on a USB drive must be provided. Each Vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP. All submitted materials become the property of the VPS.

2.1 Delivery of Proposals

RFPs must be submitted in a sealed envelope with "**Bid #VPS-FY14-003**" clearly marked **BID – DO NOT OPEN** on the outside of the envelope, to: Mr. Michael Purcaro, Director of Business and Finance, 30 Park Street, Vernon, Connecticut 06066 by 2:00 PM by Monday, April 21, 2014, at which time proposals shall be opened and read aloud publicly. It is the sole responsibility of the Vendor to see that their RFP is received on time. Any proposal received after the proposal due date and time shall be eliminated from consideration.

2.2 Questions and Communications

Vendors are hereby notified not to contact any member of the Evaluation Committee, or any member of the VPS staff and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposals should be directed to Nicole Fillion, Grant Writer by email at nfillion@vernon-ct.gov no later than Tuesday, April 15, 2014 at 2:00 PM. Answers to all received questions will be posted on the VPS website at <http://www.vernonpublicschools.org/bid-requests> with the Bid # VPS-FY14-003.

2.3 Public Opening of Bids

VPS will hold a Public Bid Opening for all “48” by 48” CNC Router” bids submitted. All bids will be opened and recorded by the VPS Business Office on Monday, April 21, 2014 at 2:30 PM, after which all bids will be available for public inspection. Vendors are welcome to attend the public bid opening.

2.4 Pricing Eligibility Period

All Vendor proposals are required to be offered for a term not less than 180 calendar days in duration. A proposal may not be modified, withdrawn, or cancelled by the Vendor during the 180 day time period following the time and date designated for the receipt of proposals.

2.5 Tax Exemption

The VPS is tax exempt and will provide appropriate documentation if needed.

2.6 Vendor Pricing and Proposals

Pricing submitted with this RFP must encompass all design, implementation, support, licenses and hardware/software acquisitions necessary for development and implementation of the CNC Router. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

In the event that information or pricing submitted by the Vendor is unclear, the VPS may request further explanation and/or pricing breakdowns from the Vendor for the purpose of evaluation and decisions. The Vendor shall answer requests for additional information or clarification in writing, and these responses will become part of the Vendor’s proposal. Vendors failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by the VPS shall be considered unresponsive, and their proposal may be subject to rejection.

2.7 Proposal Format

All proposals shall be prepared in strict compliance with the Proposal Format outlined below. Failure to comply with all provisions of this RFP may result in the proposal being disqualified.

- All proposals must be securely bound
- Title page: The title page should include the subject of the proposal, the proposing company's name and address, the name, address, and telephone number of a contact person, and the date of the proposal.
- Table of contents
- Executive summary: This summary, limited to five (5) single-spaced typewritten pages, should provide a high-level description of the Vendor's ability to meet the requirements of the RFP and a statement describing why the Vendor believes itself to be the best qualified to provide the specified services. The summary must also include the names, titles and background of the officers and operating personnel who will work with VPS.
- Please provide three (3) current or former client references with whom your company has completed projects of this scope.
- Warranty: Vendors shall include with the RFP response a detailed overview of all applicable warranties, including exclusions. Vendors must detail the responsibilities the VPS will assume and describe any Vendor services provided during the warranty period. Complete warranties applying to any system purchased must be clearly specified. The location or agent responsible for servicing this account must be clearly stated. The Vendor's policy on software upgrades, enhancements, and on-going software support shall also be addressed. Warranty and maintenance terms and costs will be taken into consideration during the evaluation of proposals.

3. Terms and Conditions

3.1 Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the Vendor makes a request in writing to Mr. Purcaro, Business Manager prior to the time set for the opening of proposals.

3.2 Collusion Among Vendors

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection by the Business Manager.

Reasonable grounds for believing that a Vendor is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the Vendor is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Vendors. Participants in such collusion may not be considered in future solicitations for the same work. Each Vendor, by submitting a bid, certifies that it is not a party to any collusive action.

3.3 Irregular Proposals

Proposals may be rejected if they show omissions or irregularities of any kind. Proposals taking or noting exception to any element requested may be rejected in their entirety.

3.4 Laws and Regulations

It shall be understood and agreed that any and all articles and/or equipment furnished or contract awarded on this proposal shall comply fully with all Local, State, and Federal laws and regulations.

3.5 Non-Conflict of Interest Statement

It is unlawful for any officer, employee, or agent of VPS to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, employee, or agent. The successful bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference, the successful bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of VPS.

3.6 Non-Discrimination of Employment

VPS actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation. The offeror shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

3.7 Confidentiality

Vendor shall treat as confidential all information, reports, and documents, hereafter, "Data", regardless of form, that the Vendor receives or is provided access by VPS. The Vendor shall take all precautions necessary to prevent disclosure of such Data to others except upon the express written approval of VPS. Any third party to whom the Vendor is authorized to provide Data shall be required, as a condition of receiving such Data, to execute a confidentiality agreement satisfactory to the VPS. The Vendor shall not use Data for any purpose other than the performance of work stipulated under the contract. Upon VPS's request, Vendor will return to VPS all copies of Data. The Vendor shall safeguard against disclosure to all others Data in the Vendor's possession for a period of seven years after completion of the work and only if permitted by law.

3.8 Proprietary Information

VPS recognizes that in responding to this RFP, Vendors may submit proprietary information. To the extent required by law, VPS will keep confidential such proprietary information provided that the conditions as described in the following paragraph are met.

Proprietary information is submitted separately and must be clearly identified as containing proprietary information. Reference to the proprietary information must be clearly made in the detailed response, and conversely the section in the proprietary information packet shall be clearly labeled as to the location in the detailed response it references. Labeling a complete proposal proprietary, that is general in nature, may be cause for rejection of the proposal.

3.9 Contingent upon Availability of Funds

VPS's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of VPS for any payment may arise until funds are made available and approved by the Vernon Board of Education for this contract and until the Vendor receives a Purchase Order as a notice of such availability.

3.10 Award

The project will be awarded based on a best value solution approach. We will be evaluating both quality of the solution and its cost.

3.11 Reserved Rights

The VPS further reserves the right to:

- Reject any or all of the Proposals.
- Issue subsequent RFPs.
- Cancel the entire RFP.
- Remedy technical errors in the RFP process.
- Appoint evaluation committees to review Proposals.
- Seek the assistance of outside technical experts in Proposal evaluation.
- Require modifications to initial Proposals.
- Excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the VPS.
- Investigate the qualifications of any Vendor under consideration.
- Require confirmation of information furnished by a Vendor.
- Require additional evidence of qualifications to perform the Services described in this RFP.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Vendors.
- Solicit best and final offers from all or some of the Vendors.
- Award a contract to one or more Vendors.
- Accept other than the lowest priced bid.
- Waive informalities and irregularities in Proposals.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations, reference

checks, and any other information or factors deemed relevant by VPS shall be utilized in the final award.