

REQUEST FOR PROPOSAL

RFP 04162020
Coventry High School
Epilog Laser Purchase
78 Ripley Hill Road Coventry, CT. 06238

William Trudelle

COVENTRY PUBLIC SCHOOLS 78 Ripley Hill Road Coventry CT. 06238

REQUEST FOR PROPOSAL

Epilog Mini Laser Purchase

SECTION I: ANNOUNCEMENT OF REQUEST FOR PROPOSALS

DATES

Issue Date: April 17, 2020
Close Date: May 1, 2020

Send All Proposals To:
Coventry Public Schools
78 Ripley Hill Road
Coventry CT. 06238
Attn: Director of Physical Plant and Facilities

Questions may be directed to: William Trudelle, Facilities Director 860-742-4525

Interested parties must submit an original proposal with original signature(s) in ink. It is the sole responsibility of the bidder to have the proposal in this office by 3:00 pm on the Close Date as specified above. LATE PROPOSALS WILL NOT BE ACCEPTED. Proposals may be returned via Fax by the Close Date, but original proposals with original signatures must follow via mail or hand delivery within three (3) business days of Close Date.

INSURANCE AND INDEMNIFICATION

The Contractor agrees to indemnify and save harmless the Coventry Board of Education, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Contractor, its agents, employees, or representatives, or are arising from any Contractor furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the Coventry Board of Education. The Contractor will carry comprehensive general liability insurance, including contractual and product liability coverage, Workman's Compensation, and Auto Liability with minimum limits acceptable to the Coventry Board of Education. The Contractor will, at the request of the Coventry Board of Education, supply certificates evidencing such coverage.

The Coventry Board of Education reserves the right to reject all bids, or to waive any technical defects, and to make an award to the party determined to be the lowest cost, responsive and responsible bidder.

SECTION II: SCOPE OF WORK

The Coventry Board of Education (here in after referred to as the "BOE") is soliciting proposals to purchase a Epilog mini 18x12 30 watt laser. Laser will be delivered to the Coventry High School Woodshop 78 Ripley Hill Road Coventry Ct..

Additional Requests:

From time to time, additional requests may be made by BOE. Most requests of this type will be minor. Any requests for additional services will come from the Facilities Director and will be invoiced separately. The Contractor will provide an estimated cost to perform any major requests to the Facilities Director for approval before work is to be performed.

SECTION III: EXECUTION OF PROPOSAL – *The information in this section must be completed by the contractor.*

By submitting this proposal, the contractor certifies the following:

- This proposal is signed by an authorized representative of the company;
- The contractor has, or can obtain, insurance certificates as required within ten (10) calendar days after notice of intent to award.
- The contractor has, or can obtain, licenses certificates as required within ten (10) calendar days after notice of intent to award.
- All labor costs, both direct and indirect, have been determined and are included in the proposed cost.
- The contractor can and will provide the specified performance bond or alternate performance guarantee (if applicable); and
- The contractor has read and understands the conditions set forth in the Request for Proposals and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within not less than ninety (90) days from the close date, to furnish the subject goods and/or services.

Contractor: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO.: _____

FAX NO.: _____

EMAIL ADDRESS: _____

FEDERAL TAX ID NO.: _____

LICENSE NUMBER(S): (if applicable) _____

*Please complete the form above in its entirety. In the event that your company is selected to provide the goods and/or services proposed, we must have your Federal Tax ID Number in order to prepare Contract Documents.

*Attach copies of your company's insurance, bonding and workers' compensation information.

BY: _____ TITLE: _____
(Signature)

PRINTED NAME: _____ DATE: _____

SECTION V: REFERENCES

Contractor must supply at least three references for firms for which it has done similar or related work during the past three years

SECTION VI: GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. EXCEPTIONS: All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or such other documents as part of contractor's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. CONTRACTOR SPECIFICALLY AGREES TO THE CONDITIONS SET FORTH IN THE ABOVE PARAGRAPH BY SIGNATURE TO THE PROPOSAL.
2. ORAL EXPLANATIONS: The Coventry Board of Education shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information, which is received in response to the RFP, will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
5. COST FOR PROPOSAL PREPARATION: Any costs incurred by contractor in preparing or submitting offers are the contractor's sole responsibility; the Coventry Board of Education will not reimburse any contractor for any costs incurred prior to award.
6. TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer, which may be accepted within a period of not less than ninety (90) days.
7. PRICES IN EFFECT: Proposed prices shall remain in effect for the life of the contract.
8. TITLES: Titles and headings in the RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
9. CONFIDENTIALITY OF PROPOSALS: In submitting its proposal, the contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the Coventry Board of Education until after the award of the contract. Contractors not in compliance with this provision may be disqualified, at the option of the Coventry Board of Education, from contract award. Only discussions authorized by the Coventry Board of Education are exempt from this provision.
10. RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the contractor shall become the property of the Coventry Board of Education when received.

SECTION VII: PROPOSAL SUBMISSION

1. Contractors are urged to submit a proposal for establishing, performing and/or providing the goods and/or services described herein. All proposals must be submitted strictly in accordance with the requirements for the Request for Proposal. Failure to furnish any required information with your proposal is grounds for rejection, at the option of the Coventry Board of Education.
 2. Each contractor shall demonstrate in its proposal that the firm and its management and employees are experienced and competent and that it has the background, training and experience to perform the services required by the Request for Proposal. This can be done by submitting, as an attachment, a copy of training records and/or license upon request.
 3. Submit one original proposal to the address indicated on page 1 of this RFP.
 4. All proposals must be received by the issuing agency not later than 3:00 pm on the date specified on page 1 of this RFP.
 5. At their option, the evaluators may request oral presentations or discussion with any or all contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the contractor.
 6. Proposals will be evaluated according to completeness, content, experience providing similar services, response time, the ability of the contractor and its staff, and cost. Award of a contract to one contractor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was most advantageous to the Coventry Board of Education.
 7. In addition to any other evaluation criteria identified in the solicitation document, the Coventry Board of Education shall, for the purposes of evaluating the proposal, consider the following factors to ensure that any award will be in the best interest of the Coventry Board of Education: total cost; level of quality information as provided by references; availability of pertinent skills; and licensing/registrations as appropriate.
 8. Contractors are cautioned that this is a request for offers, not a request to contract, and the Coventry Board of Education reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the Coventry Board of Education.
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