

**GREENWICH PUBLIC SCHOOLS**  
**Purchasing Department**  
**290 Greenwich Avenue**  
**Greenwich, Connecticut 06830**  
**(203) 625-7411**

**EUGENE H. WATTS**  
**Senior Buyer**

May 20, 2019

Dear Sir/Madam:

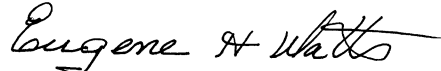
You are invited to submit a bid for a Computer Controlled Router for the Greenwich Public Schools for the 2018/2019 school years. Please note that this Router must be delivered, installed and invoiced no later than June 25, 2019. The enclosed bid specification details the requirements we are looking for.

Bids must be submitted on the schedule form attached hereto. All unit prices and total prices must be filled in. Each bid must be submitted with one (1) original, two (2) copies and one flash drive. Please provide a flash drive unprotected (no pdf) along with a hard copy of your bid. Bidders must indicate the name brand and item number. Also, bids must be submitted in a clear, concise and legible manner so as to permit proper evaluation of responsive bids. Faxed bids will not be accepted. The original bid and copy must be in a sealed envelope plainly marked:

COMPUTER CONTROLLED ROUTER BID  
OPENING DATE: 6/5/19  
OPENING TIME: 10:00 a.m.  
BID NUMBER: 2253-19

Sealed bids for supplying the above will be received by the Purchasing Department at the above address until 10:00 a.m. on June 5, 2019 at which time they will be opened and read publicly. All bidders and other interested people are invited to be present at the opening of these bids.

Very truly yours,



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Eugene H. Watts

## **GENERAL TERMS, CONDITIONS AND INSTRUCTIONS**

Sealed bids for furnishing the HD Series CNC Router System for the Greenwich High School, as specified on the attached bid specification sheets will be received at the time and date stated. All bidders and other interested persons are invited to be present at the opening of these bids, which will take place at the Board of Education.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

The Board of Education reserves the right to waive any informality in the bid or reject any or all bids or to accept any bid which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date specified will not be considered.

Delivery will be made to Greenwich High School, 10 Hillside Road, Greenwich Connecticut.

### **Freight cost must be included in the bid price (F.O.B Destination).**

The specifications indicate the kind of Router the Board of Education will accept bids on, and are not meant to be restricted. All brand names must be equal to or better than specified.

In the absence of alternate brand names, and/or specifications being clearly indicated on bid, it will be assumed that the bidder is bidding on and will provide brands as specified.

The Greenwich Board of Education requires all bidders to adhere to the specified unit of measure for each line item.

The Router must be CNC 4<sup>th</sup> axis ready which will for easy addition of 4<sup>th</sup> axis rotary table.

The bidder's failure to deliver on time and failure to completely fill all orders will place your company in breach of the herein contract and may result in the termination thereof. In such a case, Greenwich Public Schools reserve the right to any legal and/or equitable remedies available.

Each bidder must indicate in the bid how long it will take to deliver the orders after the bids are awarded. Each bid must be a firm bid subject to sixty (60) days acceptance.

A packing slip with the Board of Education purchase order number must be included when each shipment is received.

Each company bidding on the HD Series CNC Router System must have been in business under the same name for at least five years unless purchased by a larger company.

Any misrepresentation of any Company in this bid may be cause for disqualification. The successful bidder shall guarantee that HD Series CNC Router System delivered will conform in every respect with accepted standards of workmanship, material and performance, as well as all provisions of Federal and State Laws and Regulations and these specifications.

The Board of Education shall have the right to take such steps, as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where on investigation the evidence, or information submitted by such bidder, does not satisfy the Board of Education. The bidder must be qualified to carry out properly the terms of the contract.

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut.

Bidders must comply with all Federal, State and Local Laws and Regulations and all applicable safety standards.

**Hazardous Substances:** All hazardous substances delivered to the Greenwich Public Schools must conform to all Federal and State regulations pertaining to labeling of hazardous substances, etc. A fully completed Material Safety Data Sheet (MSDS) OSHA form 20 must be submitted with bid for all products in the latest edition of the Hazardous Materials Handbook of the National Fire Protection Association before an order is considered complete.

All equipment is to meet specifications, if any, set by the Consumer Product Safety Commission under the "Consumer Products Safety Act" (Public Law 92-575) of October 27, 1972, and all amendments thereto.

Bidder agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder. Bidder certifies that all items furnished and all work performed hereunder will comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless Buyer for any loss, damages, fine, penalty, and/or expense whatsoever as a result of Bidder's failure to comply with the Act and any such standards or regulations issued thereunder.

Should the bidder find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at once or no later than ten (10) days before the bid due date.

The Purchasing Department will review questions and, where information sought is not clearly indicated or specified, the Purchasing Department will then instruct all bidders in writing regarding the points in question, by issuing a clarifying addendum, which will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All Addenda issued during the proposed period supersedes previous information and automatically becomes part of the specifications.

If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.

Unit prices must be quoted for the unit specified. Quote one price only for each unit specified. The Purchasing Department will not convert your incorrect unit price to the specified unit. Items priced in this manner will not be considered. Bidders will not substitute their own format. All unit prices must be extended to the total price. Any item contingent on buying any other item will be rejected. The Greenwich Board of Education reserves the right to award like items by group at the discretion of the GPS.

Failure to comply with all the above stipulations shall be considered sufficient reason for rejection of delivery.

Payments will be made only upon completion of delivery of items listed on the Purchase Order. No payments will be made on incomplete Purchase Orders.

Questions concerning this bid will be received by e-mail only directed to: Bid Department, at [bid\\_department@greenwich.k12.ct.us](mailto:bid_department@greenwich.k12.ct.us) In the "Subject" line you must put Bid #2253 -19 . All question Router must be received no later than noon on May 24, 2019. All answers will be posted as an addendum to our website, [www.greenwickschools.org](http://www.greenwickschools.org) no later than noon May 29, 2019. Failure to comply with these conditions will result in the bidder waiving his/her right to dispute the bid specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Greenwich Board of Education reserves the right to accept the bid or bids of the lowest qualified bidder, kind, quality and material being equal, to select a single item from the bidder, or to accept the bid as a whole; to reject any and all bids, and to waive any omission or informalities in any bid.

## SPECS

PART NUMBER	QTY	DESCRIPTION
HGHT1SM48096030B	1	<p>Techno Titan Series 4896 X-Axis Travel= 48.0' Y-Axis Travel= 96.0'' Z-Axis Travel= 11-1/2'' Gantry Clearance= 7-1/2'' Foot print: W=84",L=128",H=71''</p> <p>Specifications:</p> <ul style="list-style-type: none"><li>-Control System: Micro stepper (servo optional) controller with brushless motors and easy to use hand held control pendant.</li><li>-Drive system: Precision Helical rack-n-pinion on X / Y, Ball screw on Z-axis.</li><li>-Repeatability: +/- .003 inches</li><li>-Max. rapid traverse speed: 800 in/min</li><li>-Approx. weight= 3500lbs</li></ul> <p>-Spindle:</p> <p>12HP HSD Automatic Tool Changer (220V, 3-phase) Fully programmable speeds from 12,000 to 24,000 RPM Includes: (5) ISO 30 tool holders, (5) ER32 collets, dust hood, programmable spindle speed control electronics, Tool calibration touch pad. Noise Level= 65db</p> <ul style="list-style-type: none"><li>-Vacuum plenum: 1.0 "Phenolic vacuum/t-slot table Include main gate valve for table shut down.</li><li>-Vacuum pump: Not included</li><li>-Material stops: Includes (3) pneumatically operated pop-up pins for easy sheet alignment.</li></ul> <p>System Power requirements:</p> <ul style="list-style-type: none"><li>-Machine controls and spindle require 208-230V, 3-ph 40 amp circuit</li></ul>

PRICE \$ \_\_\_\_\_

## **COLLUSION AMONG BIDDERS**

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered for future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

## **EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED**

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer. Employment discrimination by contractor prohibited.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation, shall be deemed sufficient for the purpose of meeting the requirements of this section.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS  
290 GREENWICH AVE  
GREENWICH, CONNECTICUT

State of \_\_\_\_\_:

County of \_\_\_\_\_:S.S.

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/proposer or potential bidder/proposer.
- (2) Neither the price(s) nor the amount of this bid/rfp, and neither the approximate price(s) nor approximate amount of this bid/rfp, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/rfp opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/proposal higher than this bid/rfp, or to submit any intentionally high or noncompetitive bid/rfp or other form of complementary bid/rfp.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/proposer is interested in more than one bid/rfp for the work contemplated may cause rejection of all bids/rfps in which the bidder/proposer is interested. Any or all bidders/proposers will be rejected if there is any reason for believing that collusion exists among the bidders/proposers. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/proposer by submitting a bid/proposal certifies that it is not a part to any collusive action.
- (5) The bid/rfp of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.
- (6) \_\_\_\_\_ its affiliates, subsidiaries, officers,  
(NAME OF MY FIRM)  
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving

conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that  
(NAME OF MY FIRM)

the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/proposal for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/proposals for this contract.

- (7) I agree to furnish and deliver all items on the date and time agreed on by \_\_\_\_\_ and the Greenwich Board of Education at  
(NAME OF MY FIRM)

The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/proposer submits a bid/proposal on any item he/she will be responsible for delivering that item at the bid/proposal cost, in accordance with the attached above specifications, which were submitted with this bid/proposal and upon which the bid/proposal was made.

- (8) In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.
- (11) The Greenwich Code of Ethics can be found at [www.greenwichct.org](http://www.greenwichct.org) Code of Ethics stated as follows:

(2) DEFINITION. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of



other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.

(3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.

(4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

**VENDOR INFORMATION.** (Please print the following)

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
WEB SITE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

(12) By signing this bid/proposal the bidder/proposer understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Proposers Employment Discrimination by the Contractor Prohibited.

\_\_\_\_\_  
SIGNATURE

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_