



**MANCHESTER PUBLIC SCHOOLS
OFFICE OF FINANCE & MANAGEMENT**

REQUEST FOR PROPOSAL FOR

**MANCHESTER PUBLIC SCHOOLS
MACHINERY FOR MANCHESTER HIGH SCHOOL**

RFP #024-012

**PROPOSAL DUE:
FRIDAY, MAY 17, 2024
12:00 PM**

**VIRTUAL OPENING
FRIDAY, MAY 17, 2024
12:15 PM**

**Office of Finance & Management
45 North School Street
Manchester CT 06042
(860) 647-3445
Fax: (860) 647-8210**

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Proposal Proposer's Initials_____

Bid/RFP Procedure

Manchester Public Schools Bid/RFP opening procedures.

1. Bid/RFP responses must be received by the date/time indicated in the documents. Vendors have the option of mailing documents so that they are received prior to the opening date and time or vendors may contract the Office of Finance & Management to make an appointment to drop off their documents.
2. Bid/RFP openings will be held virtually through Google Meet. Instructions will be provided for access to the virtual opening. Bidders must contact the Office of Finance & Management for login information.
3. The virtual opening will be held 15 minutes after the proposals are due to give vendors time to login.
4. The virtual opening will be exactly the same as a regular opening - a representative of the Office of Finance & Management will open the packages and will publicly read the results. Results are not final until reviewed. Awardees will be notified. Tabulations will be completed and available upon request.

If you have any questions, please contact the Office of Finance & Management at (860) 647-3444, (860) 647-3445 or email RFPs-Bids@mpspride.org.

Karen L. Clancy
Assistant Superintendent of Finance & Management
Manchester Public Schools
(860) 647-3444

Proposal Proposer's Initials_____

**LEGAL NOTICE
REQUEST FOR PROPOSALS
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

**Machinery for Manchester High School
RFP #024-012**

Manchester Public Schools (MPS) is requesting proposals for 2 clausung lathes and 2 TRAK mills. Specifications and forms are available on the MPS website using the following link: <https://www.mpspride.org/departments/business-office/rfps-bids>. Sealed proposals are to be submitted to the Assistant Superintendent of Finance & Management, 45 North School Street, Manchester, CT 06042, by the date and time listed below:

Proposals will be accepted until Friday, May 17, 2024 at 12:00 PM

Please direct any questions about the RFP to the Office of Finance & Management, 45 North School Street, Manchester, CT. MPS reserves the right to reject any and all proposals. MPS is an equal opportunity employer and requires affirmative action policy for all its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Date of Notice: May, 9, 2024
Karen L. Clancy
Assistant Superintendent of Finance & Management
Manchester Public Schools

Dates Posted: May 9, 2024
May 10, 2024
May 11, 2024

Proposal Proposer's Initials_____

Inquiries

All questions pertaining to this Request for Proposal shall be emailed to Office of Finance & Management at RFPs-Bids@mpspride.org or faxed to (860) 647-8210 no later than five (5) business days prior to the date the proposals are due. All information given to Manchester Public Schools except by written addendum shall be informal and not binding on Manchester Public Schools nor shall it furnish a basis for legal action by any proposer or prospective proposer against Manchester Public Schools.

Proposal Proposer's Initials_____

Timeframe and Directions for Submission

The contents of the proposals are outlined in the Content and Organization of Proposals sections. Proposals are to be submitted no later than Friday, May 17, 2024 at 12:00PM and may be sent by mail or hand delivered to:

Manchester Public Schools
Karen L. Clancy
Assistant Superintendent of Finance & Management
45 North School Street
Manchester, CT 06042

Content and Organization of Proposals

The Request for Proposals (RFP) is intended to provide interested vendors with information concerning the conditions and requirements for submitting proposals. Vendors must examine all information and materials contained in this RFP. **Failure to do so will be at the vendor's risk.** In response to the RFP, vendors shall adhere to the established format. By doing so, comparable, objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The proposal shall contain the following sections, in order and format described below.

A. **Submittal Letter**

A submittal cover letter on company letterhead addressed to **Karen L. Clancy, Assistant Superintendent of Finance & Management**, which includes the following:

- a statement by the Vendor accepting all terms, conditions and requirements contained in the RFP;
- a brief discussion of the Vendor's background, including the number of years in business in Connecticut, experience and ability to perform this contract in accordance with specifications; and
- any other information as requested for this RFP.

B. **Standard Vendor Documents**

Vendors shall sign and include all documents and forms provided with the RFP. These documents are in a PDF fillable format except for the signature and date sections. Also, to be included is a listing of three (3) municipal or private sector references for whom recent (3 years or less) similar services were provided.

C. **Price Proposal**

Vendors shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

D. **Exceptions**

Vendors wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

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All Vendors shall submit the original and four (4) complete copies of the proposal. The proposals shall be submitted in a sealed envelope with the **proposal number, proposal name, and opening date and time** plainly marked in the **lower left-hand corner** of the envelope.

Proposal Proposer's Initials_____

General Terms and Conditions

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at <https://www.mpspride.org/departments/business-office/rfps-bids>. It shall be the responsibility of the vendor to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to vendors. Failure of any vendor to receive any such addendum or interpretation shall not relieve such vendor from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the vendor with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
4. All proposals shall be opened publicly and read aloud. Vendors may be present at the opening of proposals. All proposals shall be tabulated and copies of said tabulation shall be made available to vendors upon their request.
5. MPS will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of MPS and will not be returned. Respondents to the RFP are hereby notified that all proposals submitted and information contained therein and attached thereto be subject to disclosure under the Freedom of Information Act after evaluation and award decision have been made.
6. All deliveries and commodities or services hereunder shall comply in every respect with all applicable laws of the federal government and/or State of Connecticut. Purchases made by MPS are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in the proposal prices.
7. MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
8. MPS may make such investigation as deemed necessary to determine the ability of the vendor to discharge a contract. The vendor shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the proposer fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional proposals will not be accepted.
9. Specifications cannot be modified by anyone other than the assigned agent for MPS.

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10. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
11. The vendor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without the consent of MPS.
12. MPS reserves the right to hold off or cancel any purchases if budget is not approved or funding is discontinued for the project.
13. The vendor shall be required to submit the Affirmative Action Statement with their completed proposal package. The successful vendor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
14. The vendor shall be required to submit the Non-Collusive Proposal Statement with their completed proposal package.
15. This proposal is subject to the provisions of the Town of Manchester Living Wage Ordinance. A summary description of the ordinance and the certification form is attached. Vendors are asked to indicate on the attached Living Wage Certification form if their firm would be considered a covered employer. The certification form is to be returned with the proposal.
16. **Hold Harmless:** The vendor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the vendor/insured, any sub vendor, anyone directly or indirectly employed by any of them or anyone for whose acts of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
17. The use of subcontractors is prohibited unless authorized in writing by the MPS Assistant Superintendent of Finance & Management, or Superintendent of Schools, or their duly authorized signatory authority.
18. MPS reserves the right to award to multiple vendors.
19. The contract will be managed by Beth Hayes, Director of Teaching and Learning, Career and Technical Education

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Specification for Proposal

The following machinery is needed for Manchester High School:

2 New Clausing Lathe Machines

Clausing/Colchester Model 8026J 13" x 25" Geared Head Lathe

Capacity	Height of center	6.5"
	Swing over bed	13"
	Swing in gap	18.8"
	Width in front of faceplate	4.5"
	Swing over cross slide	8.26"
	Bedway width	8"
Headstock	Spindle bore	1.5"
	Spindle nose (camlock)	D1-4
	Spindle nose taper	3MT
	Number of spindle speeds	12
	Spindle Speed Range (rpm)	40-2500
Cross/Top Slide	Travel of cross slide	7.5"
	Width of cross slide	5.5"
	Travel of top slide	3.63"
	Width of top slide	3.25"
Tailstock	Quill travel	4.38"
	Quill diameter	1.63"
	Quill taper	3MT
Feeds & Threading	Longitudinal feed range (16)	0.001"-.080" in/rev
	Cross feed range (8)	0.0005"-0.040" in/rev
	Number of inch pitches	35
	Range of inch pitches	2-56 TPI
	Number of metric pitches	39
	Range of metric pitches	0.2-14mm
	Number of diametral pitches	18
	Range of diametral pitches	8-56 DP
	Number of module pitches	18
	Range of module pitches	0.3-3.5 MOD
Motor	Spindle motor	3 hp
Dimensions	8026J and 8026J1	13' x 25" G/H Gap
	Length x Height x Width	67' x 58" x 37"
	Weight	1,680 lbs.
Shipping Costs	Shipped to CT via flatbed Rigging 2 machine into place	

Proposal Proposer's Initials _____

Accessories (installation & delivery included)

- 2 ea. Acu-Rite 2 axis 200 Digital readout systems "installed" wired into machine
- 2 ea. 6" Setrite Scrol Chuck (Centering Type)
- 2 ea. Aloris BXA Tool Post w/Holders
- 2 ea. #3-517 Micrometer Stop
- 2 ea. Jacobs Drill Chucks w/3 MT Mount (1/2" Cap)
- 2 ea. Live Centers 3 MT
- 2 ea. Electrical Cord "Hard Wired" 15' to 20' of buss drop 10/3**
**Electrically ready for our electrical to hook up to power.

2 New Trak-K3KMX Knee Mills

TRAK K3 Knee Mill, 32"x16", 3HP, w/PTKMX CNC

Accessories

<u>Part Number</u>	<u>Part Description</u>
440V-K3KMX	Change voltage from 220V to 440V - K3
Auto Lube	Automatic Lubrication
AUX-KMX	Auxiliary functions, PROTOTRAK KMX3 (3 Axis only)
CBB-KMX	Cable Breakout Box - KMX
CERT-ELEC-K3-220	Electrical Certification for K3 220V
CLPMP-K3KMX	Coolant Pump for K3KMX, separate switch
CPAN-K3	Chip Pan
EHW-KMX	TRAKing/Electronic Handwheels, TRAK K Mill KMX
GSO-K3KMX	Glass Scale Option - K3KMX and K3KMX-3, X and Y Axes
LAMP-K3KMX	Work Lamp, K3KMX and K3KMX-3
LSO-K3	Limit Switch Option - K3KMX
PDB-R8	Option-Power Drawbar-R8-Torque Rite
P-TRAK RSG	Remote Stop/Go Switch (2 needed)
PTKMXOL	Offline Programming for KMX
OL-CONV	Converter Package, Parasolid, DXF and Verify for Offline
OL-CONV-ADD	KMX Converter Package, Parasolid, DXF, and Verify for Offline
- Add'l Offline Seat	
RISER-4	Riser Block, Knee Mill, 4"
RISER-6	Riser Block, Knee Mill, 6"
RISER-8	Riser Block, Knee Mill, 8"
SPRAY COOL	Fog Buster Spray Coolant System
TBLGRD-22	Tableguard/Interlock for K3 with KMX
USB MEM	TRAK USB DRIVE - 4.6 GB
WISE-6	"Vise,6", Kurt DX6, Includes Mounting Hardware (2 needed)
Z-P/F-K3	Knee Power Feed, K3
EXT-WAR-YR2-K3KMX	Extended Warranty - Year 2 K3KMX
TRAIN-SHOP-4	In-Shop Training, 4 Hours (1 Visit, Includes 4 Travel Units) (2 needed)

Shipping Costs

Proposal Proposer's Initials_____

Evaluation Criteria and Selection

Proposals will be reviewed and evaluated based upon the following factors, each of which has equal weight:

- A. Competitiveness of price proposal
- B. Completeness of proposal package

Manchester Public Schools (MPS) shall select the vendor whose proposal is determined by MPS to be best suited and most advantageous, and provides the greatest overall benefit to MPS on the basis of the criteria and/or factors of evaluation listed. All vendors will be notified by letter as to the results of the evaluation. The tabulation of these results will be available to any vendor upon request. MPS has the right to reject any and all proposals.

Manchester Public Schools retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

Proposal Proposer's Initials _____

**Manchester Public Schools
45 North School Street
Manchester CT 06402**

Vendor Information

Legal name of vendor: _____
(Print Business, Partnership or Corporate Name)

Address: _____

Signature: _____ Date: _____
(Authorized Signature)

Name: _____ Title: _____
(Please Print)

Telephone: _____ Fax: _____

Federal Tax Identification Number (FEIN): _____

Contract Contact Person: _____

Title: _____

Email: _____ Telephone: _____

The vendor is ☐ individual ☐ partnership

☐ corporation, incorporated in _____, please affix seal.

Names and titles of other officers or partners are:

Proposal Proposer's Initials _____

**Manchester Public Schools
45 North School Street
Manchester CT 06042**

Affirmative Action Statement

TO: All Vendors

FROM: Karen L. Clancy, Assistant Superintendent of Finance & Management

SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy
Assistant Superintendent of Finance & Management

Statement of Policy

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age or physical handicap in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Signature

Date

Name

Title

Telephone

Street Address

Fax

City/State/Zip Code

Proposal Proposer's Initials _____

**Manchester Public Schools
45 North School Street
Manchester, CT 06042**

Non-Collusive Statement

TO: All Vendors
FROM: Karen L. Clancy, Assistant Superintendent of Finance & Management
SUBJECT: Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The proposal has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition, and;
2. The contents of the proposal have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signer

Signature

Date

Telephone

Fax

Email Address

Proposal Proposer's Initials _____

**Manchester Public Schools
45 North School Street
Manchester, CT 06042**

Price Proposal

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum #_____ dated _____ Addendum #_____ dated _____ Addendum #_____ dated _____

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal.

I/WE further agree to and are willing to adhere to the General Terms and Conditions as identified in the proposal documents.

Signature_____ Date_____

Vendor_____

Item	Price
Clausing Lathe	
Clausing Lathe Accessories	
Freight	
Installation	
Trak Machine	
Trak Machines Accessories	
ProtoTrak CNCs	
Freight	
Installation	

Please attach a separate spreadsheet for full listing of machines, accessories, freight & installation.

Proposal Proposer's Initials_____