

NORTHWEST MS COMMUNITY COLLEGE
BIDDERS INFORMATION PACKET

BID # 20-011-06 INDUSTRIAL TROUBLESHOOTING
MACHINE

Proposal for Pre-Qualification



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Douglas Freeze
Assistant Director of Workforce Solutions

UN-priced Technical Proposals Due: Wednesday, November 13, 2019, 9:00 a.m.

Reverse Auction Bid: Friday, November 15, 2019, 11:00 a.m.

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NOTICE TO BIDDERS

Notice is hereby given that the Northwest MS Community College Office of Purchasing will receive bids for the purchase of

BID # 20-011-06 INDUSTRIAL TROUBLESHOOTING MACHINE

Pursuant to MS Code 31-7-13 and House Bill 1109, this commodity will be procured through a multi-step procurement process, including a reverse auction. In Phase one, un-priced technical proposals are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, only those bidders whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. Un-priced bid proposals will be accepted until 9:00 a.m. on Wednesday, November 13, 2019, in sealed envelopes at the Office of Purchasing, 102 Administration Circle, Senatobia, Mississippi, or by electronic bid submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Final, invited, priced bidding will be held by electronic reverse auction on Friday, November 15, 2019, at 11:00 a.m., closing on Friday, November 15, 2019, at 12:00 p.m. Bidders may come to the Office of Purchasing with a paper bid and receive technical assistance in entering their bid in the reverse auction if needed.

Specifications and procedures are available at Office of Purchasing, 2nd floor McCormick Administration Building, 102 Administration Circle, Senatobia, MS during normal business hours at no charge. Bid packages may also be downloaded from Central Bidding for a fee at www.centralbidding.com. All bids must comply with the specifications provided.

The bid will be awarded to the lowest and or best bid from a responsive, responsible bidder. Bid forms and instructions to bidders are on file in the Office of Purchasing and may be obtained upon request. The College Purchasing Committee reserves the right to reject any or all bids and waive informalities in the bidding.

Northwest Mississippi Community College
Ruth Dunlap
Purchasing Agent
662-562-3202

Submitted: The Tate Record
Publication dates: October 29th and November 5th of 2019

Northwest MS Community College
Office of Purchasing - Bid Committee
McCormick Administration Building, 2nd floor
102 Administration Circle
Senatobia, MS 38668

INVITATION TO BID

Bid Name: BID # 20-011-06 INDUSTRIAL TROUBLESHOOTING MACHINE

UN-priced Technical Proposals Due: **Wednesday, November 13, 2019, 9:00 a.m.**

Reverse Auction Online Bid Opening: **Friday, November 15, 2019, 11:00 a.m.**

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents contained herein.

Bidders must comply with all instructions contained within this packet. Contact the Office of Purchasing with any questions or concerns. The College does not intend to prevent any vendor from qualifying for participation in the bid process.

Northwest MS Community College is seeking bids for the purchase of BID # 20-011-06 INDUSTRIAL TROUBLESHOOTING MACHINE for the Department of Workforce Solutions. It is the intent of the College to award the bid to the most responsive and responsible bidder. The College reserves the right to determine the basis for award based on cost effectiveness, savings, and ability to deliver in a timely manner, specifications and other pertinent factors.

Bidders should be advised that no award will automatically result from a reverse auction, and that the College will review the results of the auction and make a determination in a timely manner.

Bidders are required to submit their completed UN-priced Technical Proposal (without pricing) *no later than 9:00 a.m. on Wednesday, November 13, 2019*. This may be submitted in any of the following ways:

- Electronic submission via www.centralbidding.com at no charge.
- Or, written packet submitted in duplicate sealed envelope and clearly labeled as UN-PRICED TECHNICAL PROPOSAL with bidder's name and address, name of bid, bid number and bid due date.

Hand delivered: Office of Purchasing, 102 Administration Circle, Senatobia, MS

OR Mailed to: Northwest MS Community College
Office of Purchasing
4975 Hwy 51 North
Senatobia, MS 38668

Submission Requirements: All written un-priced technical proposals must include one original set of proposal documents along with one paper copy. Documentation submitted will not be returned.

The Office of Purchasing and the College Bid Committee will review all submissions for compliance to specifications. The College will notify each bidder regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. All bidders will be notified after proposals have been reviewed.

Acceptable bidders will be extended an invitation to participate in the reverse auction along with additional bidders packet information. Bidders submitting non-compliant proposals will receive notification of noncompliance.

Reverse auction participants are required to submit their final priced bid at 11:00 a.m. on Friday, November 15, 2019 by reverse auction in one of the following ways:

- Online reverse auction bidding with Central Bidding.
There is no fee to our bidders to participate in the reverse auction. If you choose to download bid documents from the online bidding site, you may be charged a download fee, or presented the option for a membership. Bid documents are available for free, via email, from the Office of Purchasing.
- Or, if vendors do not have access to a computer, written pricing submissions may be brought to the Office of Purchasing no later than 30 minutes prior to the start time of the reverse auction (Friday, November 15, 2019, 11:00 a.m.). Bidders will be allowed access to computers and technical assistance will be available in order to participate in the required reverse auction. Contact Office of Purchasing for assistance with this option.

Prior registration with Central Bidding is required (even if UN-priced Technical Proposal was submitted in written paper form). The reverse auction will be live for ONE HOUR.

The college will review all bids and award to the lowest, responsible, responsive bidder. Notification will be made to the awarded bidder no later than Monday, November 18, 2019.

BID CALENDAR
Industrial Electrical Training Equipment

Bid Publication	Tuesday, October 29, 2019
Bid Publication	Tuesday, November 5, 2019
UN-Priced Technical Proposals	Wednesday, November 13, 2019
Evaluation of Proposals	Wednesday, November 13, 2019
Notification of Invitation to Bid	Wednesday, November 13, 2019
Reverse Auction Bid Opening	11:00 a.m., Friday, November 15, 2019
Reverse Auction Bid Closing	12:00 p.m., Friday, November 15, 2019
Anticipated Recommendation of award to College Bid Committee	Monday, November 18, 2019

GENERAL TERMS AND CONDITIONS

Authorized Signatures: The bid must be executed personally by the vendor, a duly authorized partner of the partnership, or a duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the bid to become a valid bid.

Public Bid Opening: Bidders should note that prior approval of technical proposals (without the pricing) is required to participate in the reverse auction. Bidders attending the reverse auction are required to present the Authorization of Representation for Reverse Auction Bidding form when participating in the auction using college equipment.

Late Bids: Bids must be received in the Office of Purchasing before the designated time of bid opening. Bids received after the submission deadline shall be rejected as non-responsive and returned unopened to the bidder.

Withdrawal of Bids After Bid Opening: Bidder agrees that its offer may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of bids unless otherwise stated in the bid and/or specifications.

Public Review of Bid Documents: Bidders are encouraged to inspect all bid documents after the Office of Purchasing has completed the bid documents qualification process and prior to the auction.

Bid Amounts: Bids shall show the price for the specified commodity including delivery. Any ambiguity in the bid as a result of omission, error, unintelligible wording shall be interpreted in the favor of the college.

Alternates: The invitation for bid and/or specifications *may* expressly allow bidder to submit an alternate bid in addition to the primary bid. Presence of such an offer shall not be considered an indication of non-responsiveness.

Bid Alterations: Bids cannot be altered or amended after submission deadline.

Tax Exempt Status: Northwest MS Community College is exempt from tax according to the enclosed notice. The bid price shall not include any taxes. The awarded bidder must cover all expenses in the stated bid amount.

Quantities: Quantities indicated are estimated quantities only and are not a commitment to purchase.

Bid Award: Award of contract shall be made to the most responsible, responsive bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. Northwest MS Community College reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the college. Northwest MS Community College reserves the right to

award based upon prior usage, individual line items, sections or total bid. The college reserves the right to waive all technical errors in the bids and to accept or reject any or all bids. In addition, the bidder recognizes the right of the college to reject a proposal if the bidder failed to furnish any required submittals on the date required by the proposal documents, or if any bid is in any way incomplete or irregular. Written specifications, bid package documents, and any addenda will be the basis of the bid award in accordance with Mississippi State Laws. Any significant clarifications will be handled by addenda to all vendors.

Responsible Standing of Bidder: To be considered for award, bidder must at least, have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Proprietary Data: Bidder may, by written request, indicate as confidential any portion(s) of a bid that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The college will protect from public disclosure such portions of a bid, unless directed otherwise by legal authority, including existing Open Records Acts.

Delivery Charges: All delivery and freight charges, F.O.B. destination shown on the Northwest MS Community College purchase order, as necessary are to be included in the bid price. Delivery is to be made within 60 calendar days of purchase order issuance. Commodities shall be on pallets for dock delivery Marshall County Training Center. NWCC will provide forklift and operator.

Samples, Demonstrations and Testing: At the college's request and direction, bidder shall provide product samples and/or testing of items bid to ensure compliance with specifications. Sample, demonstrations and/or testing may be requested at any point prior to or following bid award. Samples, demonstrations and/or testing may be requested upon delivery and/or any point during the term of resulting contract. All samples (including return thereof), demonstrations, and/or resting shall be at the expense of the bidder/vendor.

Purchase Orders: A purchase order(s) shall be generated by the Northwest MS Community College Office of Purchasing to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The college will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the college for which a valid invoice has been received or that are in compliance with purchase laws of the State of Mississippi. No payment will be made until an order is complete.

Invoices: All invoices shall reference the purchase order number. Invoices shall reference the bid item number or a detailed description for each item invoiced. Payment will be made under terms of the laws of the State of Mississippi.

Contract Definition: The General Conditions of Bidding, Specifications, including any addenda thereto, and any other documents made a part of this bid shall constitute the complete bid. This bid, when duly accepted by the college, shall constitute a contract equally binding between the successful bidder and Northwest MS Community College.

Change Order: No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the college and in accordance with the laws of the State of Mississippi.

Termination of Default: The college reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be the best interest of the college in the event of breach or default of this contract. The college reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the college to award to another vendor.

Sale, Assignment, or Transfer of Contract: The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the college.

Signature on all bid documents certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The bidder has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer.
- The bidder hereby certifies that the individual signing the bid is an authorized agent for the bidder and has the authority to bind the bidder to the contract.

INSTRUCTIONS TO BIDDERS

In 2017 Mississippi passed legislation requiring government bidding to be conducted by reverse auction and to allow any bid to be submitted by electronic means. Northwest MS Community College is required to follow these laws. Vendors are welcome to continue to submit “paper” bids in sealed envelopes, but are encouraged to participate in the reverse auction process.

ELECTRONIC SUBMITTALS DEFINITION: Secure electronic system for submittal of bids. Electronic submission provides a way for bidders to submit their un-priced proposals without the need for printing, mailing or hand delivery of bid packets to the college. All documents are uploaded to www.centralbidding.com and transmitted to the college. The college accepts no responsibility for any expenses incurred by any bidder in the participation of this process.

REVERSE AUCTION DEFINITION: Process allowing several vendors to compete for the right to sell goods or services to a buyer. Competing vendors can see the price of (unidentified) competitors and lower their price to compete for the sale.

The process is two-fold.

1. Bidders will submit their un-priced “technical” proposal by the deadline given with a quote for the scope of the project. This proposal will be used to determine auction bidders. The Office of Purchasing and the College Bid Committee will review all submissions for compliance to specifications. By pre-qualifying the technical submissions, all bidders will have the assurance that they are competing with other qualified submissions. The College will notify each bidder regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. All bidders will be notified after proposals have been reviewed.
2. Acceptable bidders will be extended an invitation to participate in the reverse auction along with additional bidders packet information. Bidders submitting non-compliant proposals will receive notification of noncompliance. Bidders who submit their proposals in a written delivery method may still participate in the reverse auction bid by attending the auction and submitting their pricing during the auction period. Contact the Office of Purchasing for assistance.

The reverse auction is conducted online through www.centralbidding.com. This company trains all vendors on how to use their website to submit their pricing upon registration of the bid and prior to the start of the auction process. This bidding technique offers bidders the opportunity to understand their bidding position in real time and allows them the ability to adjust their pricing accordingly. Adjustments can continue to be made until the end of the auction period. The college reserves the right to utilize anti-sniping procedures for reverse auctions. Anti-sniping is a tool that automatically extends the bid time for a reverse auction by five (5) minutes if a vendor places a bid in the final five (5) minutes of

the reverse auction. The anti-sniping effect will automatically extend the reverse auction bid time any time a bid is placed in the last five (5) minutes of the reverse auction and can automatically extend the reverse auction multiple times until the bidding on the reverse auction ends.

Vendors are encouraged to read all information contained in this bid packet. All bidders are required to complete and return the provided bid documents. **Do not leave any request unanswered.** Failure to comply with instructions contained herein may be cause for the college to reject your bid. Only the format and documents included with this bid packet will be accepted as compliant for the submitted bid. Failure to complete all required attachments may result in disqualification. Each bidder, by submitting a bid, represents that he/she has read and understand the bid documents and specifications.

Bidders are encouraged to make the Office of Purchasing aware of any concerns regarding the specification requirements. Bidders are encouraged to investigate this bid and ask questions within the first week of receiving the bid. Any bidder finding discrepancies in or omissions from this bid packet, or in doubt as to the true meaning of a particular requirement, shall request clarification or correction in writing.

Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to 9:00 a.m. on Monday, November 11, 2019 unless unavoidable to avoid changing the bid response date according to MS State Code 31-3. Only questions which change the scope of the bid documents will be considered for addendum. Addenda will be sent to all bidders, if or when necessary until two working days prior to the bid openings. Any addenda necessary within two working days of the bid opening will require the bid date to be set back to a date not less than five (5) working days after the date of the last addendum, according to Mississippi Code 31-7-13. All addenda are to be acknowledged with the bid response.

For that reason, bidders are encouraged to investigate this bid and ask questions within the first week of receiving the bid.

Refer all questions regarding specifications in writing to:
Douglas Freeze, Assistant Director of Workforce Solutions
Ph: 662-562-3402
Fax: 662-562-3951
Email: dfreeze@northwestms.edu

BID SPECIFICATIONS FOR INDUSTRIAL TROUBLESHOOTING MACHINE

One (1) Industrial Troubleshooting Machine.

Overview of Industrial Troubleshooting Machine:

One (1) Industrial Troubleshooting Machine

The industrial troubleshooting machine will consist of two (2) five-foot conveyors connected at a ninety-degree angle with each other and an industrial panel enclosure all mounted on heavy-duty metal industrial grade adjustable frames with lockable casters. The machine will also include a separate pedestal-mounted control panel. The machine will use a square piece of material as a production part. The material is introduced on one conveyor and runs to the end where it is picked up with a vacuum system and transferred to the other conveyor. The transfer will use an updated rotary table and not a rack and pinion design.

The conveyors will employ a PLC, sensors, AC drives, vacuum and pneumatics that can be used for training. It will also have a functional E-Stop system consisting of E-Stop controller, safety relay, light curtain, safety scanner, E-Stop switch and pull rope E-Stop. The PLC in this trainer will be an Allen-Bradley CompactLogix PLC and the AC Drive will be an Allen-Bradley Powerflex drive.

SPECIFICATIONS

Power requirements: Wired for 208V-3 phase

Wiring must meet National Electrical Code and industry-accepted rules about wire color

Bid shall include freight, rigging, assembly, installation, set up, leveling, connecting transformer (when applicable), and toll-free technical support. The Industrial Troubleshooting Machine shall include a minimum of one-year parts and workmanship warranty.

THE SPECIFICATIONS LISTED FOR One (1) Industrial Troubleshooting Machine ARE MINIMUM REQUIREMENTS NEEDED. ITEMS THAT ARE BID MUST MEET OR EXCEED THESE SPECIFICATIONS.

Northwest MS Community College
Office of Purchasing - Bid Committee
McCormick Administration Building, 2nd floor
102 Administration Circle
Senatobia, MS 38668

UN-PRICED TECHNICAL PROPOSAL FOR PRE-QUALIFICATION

Bid Name: BID # 20-011-06 INDUSTRIAL TROUBLESHOOTING MACHINE

UN-priced Technical Proposals Due: **Wednesday, November 13, 2019, 9:00 a.m.**

Reverse Auction Online Bid Opening: *Friday, November 15, 2019, 11:00 a.m.*

NAME OF BIDDER:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

PHONE:_____

CONTACT PERSON FOR THIS BID:_____

EMAIL:_____ PHONE:_____

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, specifications, and requirements of all bid documents.

Where does your company intend to participate in the reverse auction?

_____Location of my choosing _____Office of Purchasing

Does your company intend to use college computers during the auction? _____YES _____NO

Bidders participating in the reverse auction at the Office of Purchasing are required to complete and return the Authorization of Representation for Reverse Auction Bidding.

ACKNOWLEDGEMENT OF ADDENDUMS:

ADDENDUM 1:_____ ADDENDUM 2:_____ ADDENDUM 3:_____

Signature

Printed Name

Date

VENDOR CHECKLIST OF REQUIRED INFORMATION

NOTE: Bidders are required to initial below to insure all information has been read, understood and all pertinent information is enclosed. This page must be submitted with the UN-Priced Technical Proposal request information whether submitted via online, mail, or hand delivered.

INITIAL TO ACKNOWLEDGE:

_____ All bid documents have been read and understood.

_____ The completed **Un-Priced Technical Proposal for Prequalification Form (pg.13)**.

_____ Included with this proposal submittal are the following documents:

- Current published manufacturer specification submittal documents for each item in the above specifications

_____ Registration has been completed with Central Bidding.

All **Un-Priced Technical Proposal** documents indicated above must be submitted prior to 9:00 a.m. Wednesday, November 13, 2019, by:

1. electronic means as instructed within the bid packet to **www.centralbidding.com**

OR

2. in a double sealed envelope labeled with bid name, bid opening date, time and bidder's name

**Hand deliver to: Office of Purchasing
 102 Administration Circle
 Senatobia, MS**

**OR Mail to: Northwest MS Community College
 Office of Purchasing
 4975 Hwy 51 North
 Senatobia, MS 38668**

Failure to comply with the above requirements may result in rejection of your bid.

**THIS SECTION COMPLETES DOCUMENTS REQUIRED FOR
STEP 1: UN-PRICED PROPOSAL PRE-QUALIFICATION**

*YOU WILL BE NOTIFIED VIA EMAIL IF THE
PROPOSAL IS ACCETABLE AND INVITED TO
PARTICIPATE IN THE REVERSE AUCTION BID.*

Prior registration with Central Bidding is required (even if UN-priced Technical Proposal was submitted in written paper form). The reverse auction will be live for ONE HOUR.