



**ST. CROIX CENTRAL**

**REQUEST FOR PROPOSAL**

**24-91915-SCC-CNCMILL**

**for  
CNC Mill**

\*In the event St. Croix Central School District finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP.

Date	Event
Monday, April 15, 2024	Date of RFP issue.
Friday, April 19th, 2024	RFP inquiry/question deadline @ 4:00 PM CST.
Wednesday, April 24th, 2024	Estimated date for St. Croix Central School District to answer Vendor's questions.
Monday, April 29th, 2024	Proposals due from Vendor prior to 2:00 PM CST.
Wednesday, May 1st, 2024	St. Croix Central School District Evaluation Process
Friday, May 3rd, 2024	Earliest date St. Croix Central School District will issue award notice.

## SECTION I – GENERAL INFORMATION

St. Croix Central School District is guided by its Mission & Vision. St. Croix Central School District services the Roberts and Hammond, Wisconsin communities.

St. Croix Central has recently partnered with Northwood Technical College to develop a St. Croix Manufacturing Training Center that will be located at the St. Croix Central High School. This training center and equipment is funded through Wisconsin Economic Development Corporation (WEDC) Workforce Innovation Grant.

For more information about St. Croix Central School District, please visit [www.scc.k12.wi.us](http://www.scc.k12.wi.us).

For more information about Northwood Technical College, please visit [www.northwoodtech.edu](http://www.northwoodtech.edu)

### **ST. CROIX CENTRAL SCHOOL DISTRICT MISSION & VISION**

#### **District Mission**

To prepare our students with exceptional character, knowledge, and skills to thrive in their changing world.

#### **District Vision**

To be a district respected by others as a model of excellence in student achievement.

## SECTION II – INSTRUCTIONS TO VENDORS

### 1. DUE DATE

Sealed proposals must be received by the Northwood Technical College Purchasing Department as they are assisting SCC with the RFP process by or prior to **2:00 PM CST, on Monday, April 29th, 2024.**

The Vendor shall be responsible for delivery of the proposal to the designated place on or before the date and time specified. Proposals received after time of closing will be rejected and returned to the Vendor. Failure to examine any and all documents will in no way relieve the successful Vendor from the necessity of supplying the required products in accordance with the proposal.

### 2. PUBLIC OPENING

Proposals will be publicly opened on **Monday, April 29th, 2024 at 2:00 PM CST.** The public bid opening will be available via Microsoft Teams: [Click here to join the meeting](#)

. Ctrl + Click the link:

1. A webpage will open, where you will see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is OK for Team to use your mic and camera. You may allow it so you will be seen or heard in the meeting.
2. Enter your name. Choose your audio and video settings, if applicable.
3. When you are ready, Click Join now.
4. This will bring you into the lobby and will notify the St. Croix Central School District staff that are you there. You will be admitted to the meeting.

### 3. REQUIRED FORMS TO SUBMIT PROPOSAL

No proposal will be accepted on any other form(s) than those herewith specified and/or provided with the RFP. Addenda issued during the time of bidding shall become part of the proposal documents. Vendor shall acknowledge receipt of such addendum in the appropriate space provided on the Signature Page.

Any conditional proposal, amendment to the proposal or attachment thereto, or the inclusion of any correspondence, written or printed matter, or details of any nature other than that specifically called for may disqualify the proposal. Telecommunication alterations to the proposal will not be accepted.

### 4. KEY PROPOSAL DATES

*In the event St. Croix Central School District finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP.	
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**5. KEY PROPOSAL QUESTIONS & SUBMITTAL INFORMATION**

No verbal explanation or instruction will be given in regard to this RFP during the proposal period. St. Croix Central School District will not be responsible for verbal instructions. Vendors shall bring questions, inadequacies, omissions, or conflicts to St. Croix Central School District's attention. **All Vendor requests for clarification or interpretation must be received via email to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu) on or before Friday, April 19th, 2024 at 4:00 PM CST.** Prompt clarification will be supplied to all Vendors of record via addendum.

Failure to request clarification or interpretation of this RFP will not relieve the Vendor of responsibility. Signing the Qualified Vendor Certification Form will be considered as implicitly denoting that the Vendor has a thorough understanding of the scope of work and comprehension of the Statement of Work.

All attachments, additional pages, addenda, or explanations supplied by the Vendor with this proposal will be considered as part of the proposal response.

**6. PROPOSAL DELIVERY OPTIONS**

Proposals and all associated documentation shall be emailed to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu)

Bids must be received by Purchasing Department, [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu), by or prior to 2:00 PM CST on Monday, April 29th, 2024. Any bid received after 2:00 PM CST will be disqualified. Please include the following in the subject line of the email: **RFP 24-91915-SCC-CNCMILL**. Any bid received without the subject line of the email not properly and clearly marked may result in the bid being rejected.

a) **Email**

Proposals shall be emailed to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu). The subject line of the email must read **24-91915-SCC-CNCMILL**. Any proposal received without the subject line of the email not properly and clearly marked with the RFP number may result in the proposal being rejected.

**The file size shall not exceed 25MB.** Files larger than 25MB may be rejected by the Northwood Tech server. Document must be in an unlocked and un-

password protected Microsoft Word, Microsoft Excel, or Adobe Acrobat 9.0 or greater format. The file must be labeled “[Vendor Name] RFP Response [RFP #]”. Northwood Tech prefers that proposals be submitted in PDF format and all required documents are contained in **one (1) file**, if possible.

It is the responsibility of the Vendor emailing their proposal to ensure the proposal was received on time to the [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu) inbox. Northwood Tech will respond via email confirming the receipt of your company’s proposal. If you do not receive confirmation that your proposal has been received, it is the responsibility of the bidder emailing their bid to follow up with Shawna Benish at [shawna.benish@northwoodtech.edu](mailto:shawna.benish@northwoodtech.edu).

## **7. ALTERNATE PROPOSALS**

Specifications contained in this RFP are intended to define the level of quality and performance and not to restrict competition. Vendors offering alternates shall submit, with their proposal, an itemized comparison to the RFP specification, documenting equivalence for dimensions, quality performance, etc. **Unless indicated otherwise,** Vendors may offer more than one alternate with required supporting documentation. Where certain brands or part numbers are specified, it is for illustration or to establish a standard for features and construction. **Unless indicated otherwise,** “or equivalents” are acceptable and allowed, and Vendors are encouraged to offer varying brands of “equivalent” items and supplies for St. Croix Central School District’s consideration.

## **8. DEVIATIONS FROM PROPOSAL SPECIFICATIONS**

Any deviations from proposal item specifications must be clearly documented on the Qualified Vendor Certification Form. St. Croix Central School District reserves the right to determine if any noted deviations or qualifying statements indicated in a Proposal are in the best interest of the college, and reserves the option to reject any proposal(s), all proposals, or a portion of a proposal(s), on that basis.

## **9. RIGHT TO AWARD ALL OR A PORTION**

While Vendors are encouraged to quote as many or all of the items listed in this RFP, it is understood that not all items may be available from one Vendor source. St. Croix Central School District will have the option to make “split awards” of the items to multiple Vendors or to award to multiple Vendors if it is determined in the best interest of the College. Vendors need to quote prices on a line item basis with the understanding that St. Croix Central School District may only order partial items of what the Vendor quoted. If the Vendor can offer additionally discounted prices on the premise that it will receive the entire award, or an award of a select “family” of items, the Vendor should enumerate such additional pricing discount options for St. Croix Central School District’s consideration on a separate page attached to their proposal response.

## **10. WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by written request received from the Vendor or an authorized representative thereof prior to the time fixed for opening of proposals, without prejudice to the right of the Vendor to file a new proposal. Withdrawn

proposals will be returned unopened. Negligence on the part of the Vendor in preparing their proposal confers no right for withdrawal of the proposal after it has been opened.

Proposals may be held by St. Croix Central School District for a period not to exceed one hundred twenty (120) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the Vendors, prior to the awarding of the contract.

#### **11. ACCEPTANCE/REJECTION**

St. Croix Central School District reserves the right to accept or reject any or all proposals, to waive any technicality or informality in any proposal submitted, and to accept any part of a proposal deemed to best serve the interests and needs of St. Croix Central School District and said determination shall be final.

St. Croix Central School District reserves the right to reject all proposals received and reissue the RFP if it is determined an adequate level of competition was not obtained, or if the specifications/terms did not allow for a sufficient level of competing proposals to be received, or if desired specifications, features, or standards were not, in the opinion of St. Croix Central School District, acceptable.

St. Croix Central School District reserves the right to reject a proposal if the evidence submitted by, or investigation of, the Vendor fails to satisfy St. Croix Central School District that the Vendor is responsible and qualified to carry out the obligations of the contract or to complete the Statement of Work.

#### **12. FIRM PROPOSALS**

All proposals are to be firm for acceptance for a minimum of (90) days from opening and for the specified contract period. Any exception shall be fully noted. The purchase of the item(s) in this RFP is contingent on budget availability. The college/school district may elect to not proceed with this project, or delay the project, or modify the conditions for this project, if so considered to be in the best interest of the college.

#### **13. LIABILITY**

St. Croix Central School District shall not incur any liability for any cost the vendor may have incurred in preparing and submitting a proposal in response to this RFP.

#### **14. PAYMENT AND DELIVERY TERMS**

Net 120 days after product delivery and receipt of invoice. No advance payments will be made, and no payments will be made without invoices. All proposed items or services are to be delivered tax exempt, FOB Destination – delivered and installed with freight cost included in the price or otherwise quoted on the St. Croix Central School District Qualified Vendor Certification Form (if applicable).

## 15. TAXES

St. Croix Central School District is a governmental entity exempt from sales taxes pursuant to Wisconsin Statutes, Section 77.54(9a). Taxes should be excluded in proposals to St. Croix Central School District.

## 16. EVALUATION PROCEDURE, SCORING, AND EVALUATION POINTS

St. Croix Central School District evaluates proposals submitted in response to RFP's based on "best value" to the college using a formal process involving an evaluation committee led by St. Croix Central School District employees. The Purchasing Department oversees the evaluation process to ensure it is objective and scoring is based on the requirements communicated to the Vendors in the RFP. St. Croix Central School District shall be the sole judge in the subjective matters of a Vendor's capability, experience, references, etc. as to what best meets the unique needs of St. Croix Central School District. Unless a Vendor can cite a specific statute or administrative code being violated, the subjective judgement or scoring by the St. Croix Central School District evaluators is not appealable.

## 17. EVALUATION CRITERIA

Proposals will be scored according to how well the Proposer responded to the following. Proposal evaluation points given by each evaluator will be summed and divided by the number of evaluators to compute an average performance score for each proposal. Cost proposal information will not be available to the Evaluation Committee during this evaluation phase.

Criteria	Description	Points Possible
Criteria 1	Cost	35
Criteria 2	Vendor Qualifications	20
Criteria 3	Warranty & Support	5
Criteria 4	Responsiveness & Completeness of Proposal	5
Criteria 5	References	10
Criteria 6	Lead Time	25
<b>Maximum Evaluation Points</b>		<b>100 points</b>

### Criteria 1 – Cost:

- Provide clear and detailed pricing proposal. Pricing form provided (Section IV – Vendor Pricing Form) must be filled out. Price should include any possible third-party fees for the installation of the equipment; warranties; training as well as shipping and handling costs.
- Pricing should include the cost of equipment, installation of equipment, and training on equipment.
- Price points will be awarded based on the "Ratio Method". With this method, the proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of allotted points based on their relationship to the lowest cost proposal. The following example demonstrates how price points are calculated under the "Ratio Method". Example: The cost

for the lowest proposal grand total is \$100,000. The next lowest proposal has a cost of \$125,000. The total points available for cost = 50 points. The proposal with the cost of \$125,000 will receive 40 points.  $(100,000/\$125,000) \times 50 = 40$  points.

**Criteria 2 – Vendor Qualifications:**

- Describe the organization, size and structure, whether the company is local, regional or national; the location of the office which will facilitate the sale of the equipment; the number of professional staff employed at that office and the location of any support personnel assigned to this project.
- Indicate the number and type of non-profit and government clients served. If your clients include colleges and universities or are located in the state of Wisconsin, please state that information.

**Criteria 3 – Warranty and Support:**

- Provide clear and detailed information of the standard manufacturer warranty.
- Detail extended warranty options and all related fees and costs associated.
- Detail technical and mechanical support services and options including all related fees and costs associated.
- Comprehensive list of maintenance options and related fees.

**Criteria 4 – Responsiveness & Completeness of Proposal:**

- Responsiveness and completeness of proposal as detailed in this RFP.

**Criteria 5 – References:**

- Provide a minimum of two (2) references from previous clients for whom services have been performed over the last five (5) years. Provide the reference's current contact name and telephone number. (See Section VII - References)

**Criteria 6 – Lead Time:**

- Vendors shall deliver and install all equipment within 8-12 weeks from award notification
- Preference may be given to vendors that can deliver and install all equipment before specified deadline.

**18. VENDOR PRESENTATIONS/MEETINGS**

Upon receipt of all proposals meeting the conditions outlined in this RFP and arriving by the specified due date and time, St. Croix Central School District reserves the option to meet with a select group (not all) of Vendors that it considers to be in the best interest of St. Croix Central School District, to do presentations or clarify details of their proposals to St. Croix Central School District staff. If an oral presentation/interview is required of selected finalists, it shall be at the Vendors' expense. However, an award may be made without discussion with the Vendors. Therefore, Vendors are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.



**19. BEST AND FINAL OFFER**

At its sole discretion, St. Croix Central School District may request Vendors to submit a Best and Final Offer (BAFO) for further clarification. BAFOs will be evaluated against criteria identified in #17 "Evaluation Criteria". There is no obligation on the part of St. Croix Central School District to request a BAFO. Therefore, Vendors should always submit their best proposal with their original submission.

**20. WARRANTY**

St. Croix Central School District requires the Vendor, not the manufacturer, to coordinate and resolve all issues with regard to the warranty of items. St. Croix Central School District will not contact the manufacturer.

**21. REFERENCES**

St. Croix Central School District may assign evaluation points based on comments and reviews of the Vendor's product and/or services as provided by references.

**22. RIGHT TO ADDENDUMS**

St. Croix Central School District reserves the right to amend the terms and specifications of this RFP. In the event of any changes to the terms and/or specifications of this RFP, a formal addendum to the RFP will be issued.

**23. QUALIFIED VENDORS**

Only proposals from qualified Vendors shall be considered. The "Qualified Vendor Certification Statement" must be completed in full and submitted with the proposal. Factors that may be considered in determining if a Vendor is qualified include (but are not limited to): Vendor competency, financial capacity, ability to render satisfactory product/work and past performance. St. Croix Central School District reserves the right to request additional information to make this determination. St. Croix Central School District may make a written request for Vendor's P&L, Balance Sheet, Certified Auditor Statements or other financial documents for purposes of evaluation of the financial ability of Vendors to provide the materials, service and/or support specified by this RFP. St. Croix Central School District reserves the right to request a site visit to Vendor prior to award.

**24. DEBARMENT & SUSPENSION CERTIFICATION**

The Vendor certifies by signing the Qualified Vendor Certification Form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or Vendor.

**25. INDEMNIFICATION, ASSIGNMENT, AND SUBCONTRACT**

The Vendor agrees to indemnify, defend and hold St. Croix Central School District (including their respective officers, directors, employees, subcontractors and agents) harmless from and against any and all liabilities, damages, fines, expenses, penalties, costs, claims, demands and expenses (including costs of defense, settlement, and reasonable attorneys' fees) of whatever type or nature, including damage or

destruction of any property, or injury (including death) to any person, arising out of or related to: (a) any act or omission by the Vendor, its agents, employees or subcontractors, (b) any claims or actions by the Vendors' employees, agents or subcontractors, or (c) the failure of the Vendor its employees, agents, or subcontractors to comply with this Contract or any applicable provincial, federal, state or local law, rule or regulation that affects the obligations of the Vendor under this Contract.

Neither party shall assign a right or interest, not delegate, or subcontract any obligation owed without the written consent of the other.

## **26. PUBLIC INSPECTIONS AND RECORD OF PROPOSALS**

In order to maintain the integrity of the competitive proposal process, if a request is made under open records laws to view proposals received for this RFP, proposals received will not be made available until an official award decision by St. Croix Central School District has been made.

St. Croix Central School District cannot ensure that information will not be subject to release if a request is made under applicable public records law. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Vendor.

If you do not send a redacted copy, your entire proposal will be open to public inspection with the exception of financial data (other than pricing). Redacted versions must be submitted adhering to the following:

- a) One (1) electronic file or document EXCLUDING all confidential and proprietary information/documents in Adobe Acrobat 9.0 or greater format. This file must be labeled "[Vendor Name] REDACTED RFP RESPONSE [RFP #]." This is the file that will be submitted to requestors for open records requests. The Vendor should be aware that St. Croix Central School District may need to electronically send the redacted materials to members of the public or Vendors when responding appropriately to records requests. St. Croix Central School District is not responsible for checking that redactions, when viewed on-screen via electronic file, cannot be thwarted. St. Croix Central School District is not responsible for responding to records requests via printed hard copy, even if redactions are only effective on printed hard copy. St. Croix Central School District is not responsible if the redacted file the Vendor provides does not adequately protect the information when the redacted file is copied and pasted, uploaded, emailed, and/or transferred via any electronics means.

Proprietary information submitted will be handled in accordance with appropriate procurement regulations and Wisconsin Public Records law. Note: The Wisconsin Public Records law classifies most correspondence with a governmental entity such as St. Croix Central School District and member Colleges, as open and available for public inspection. Proprietary restrictions normally are not accepted; however, when

accepted it is the Vendor's responsibility to defend the determination in the event of an appeal or litigation.

**27. RIGHT TO NEGOTIATE CONTRACT TERMS & CANCELLATION CLAUSE**

St. Croix Central School District reserves the right to negotiate the terms of the contract, including the award amount, with the selected Vendor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the lowest proposal Vendor, St. Croix Central School District may negotiate a contract with the next lowest proposal Vendor. This choice is solely at the discretion of the College.

St. Croix Central School District may, without cause, terminate the Contract by giving written notice of such termination to the awarded Vendor. In the event of such termination, St. Croix Central School District shall reimburse the services performed and reasonable expenses actually incurred by the Vendor in relation to the work prior to the Vendor's receipt of such notice of termination.

**28. PAYMENT FOR CONTRACT PERFORMANCE**

Upon complete performance of the contract, St. Croix Central School District will pay the Vendor for any balance payment due and payable under the terms of the contract within a reasonable and customary time after receipt of a properly prepared and submitted invoice to St. Croix Central School District.

**29. CONTRACT DOCUMENT**

This written document constitutes the entire agreement of the parties to the contract and will supersede any representations, commitments, conditions or agreements made orally or in writing prior to the execution of this contract. The contract shall be between St. Croix Central School District and the successful Vendor known herein as the "Vendor" per Sec 16.76(1) Wisconsin Statutes, for the provision of services outlined in the Scope of Work section of this document. Vendors are to include in their proposal submission an advance copy of their standard form or agreement that they would expect St. Croix Central School District to sign if they are awarded.

**30. CONTRACT TERM**

There is no contract term necessary for these items other than the warranties as outlined in the Pricing Form.

**31. INSURANCE**

If the Vendor is required to perform work or services onsite at St. Croix Central School District the Vendor agrees to maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur. Please refer to the "Compliance/Insurance Considerations" in the Scope of Work section of this document for insurance minimum information. St. Croix Central School District reserves the right to require higher or lower limits where warranted. Certificate of insurance shall name St. Croix Central School District as additional insured and will be submitted by the Vendor to the St. Croix Central School District Purchasing Department prior to any work

beginning. Vendor also agrees to maintain worker's compensation insurance as required by the state of Wisconsin for all employees engaged in work.

### **32. UNIFORM COMMERCIAL CODE**

St. Croix Central School District contract terms will be to the provisions of the Uniform Commercial Code for the State of Wisconsin and St. Croix Central School District will be entitled to all rights and remedies of contract as afforded under the provisions the UCC for the State of Wisconsin, not barring any and all state and federal contract provisions that would also apply and pertain to a St. Croix Central School District contract of this dollar magnitude and nature.

### **33. SAFETY REQUIREMENTS**

All material, equipment, and supplies provided to St. Croix Central School District must comply with all safety requirements as set forth by the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards. The initial shipment of any items requiring a SDS must include a SDS for each respective shipping location receiving the items. All items must also meet any applicable OSHA and Wisconsin Department of Commerce specifications for shipping, recording and identification.

### **34. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS**

The Vendor is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60). St. Croix Central School District is an Equal Opportunity Employer and Educator operating under the Affirmative Action Plan.

### **35. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Vendor acknowledges and warrants that their Programs and services are currently in compliance and during the Term of this Agreement shall remain in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194.

Vendor agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of its products or services in a timely manner and provide an updated version to Customer at no cost. Customer reserves the right to request, from Vendor, a timeline by which accessibility standards will be incorporated into the Programs and Vendor shall provide such a timeline within a commercially reasonable duration of time. Vendor further agrees to indemnify and hold harmless Customer from any claims arising out of its failure to comply with the requirements of this section. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Customer as set forth in this RFP.

### **36. COOPERATIVE PURCHASING**

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when Vendors agree to extend their terms to them. If the Vendor is willing to provide opportunities for other public agencies to piggyback a St. Croix Central School District awarded contract, please complete the "Cooperative Purchasing Agreement" included with this RFP. If you wish to offer discounts in rates based on additional volume of business being added if other public agencies piggyback to a St. Croix Central School District awarded contract, please include an additional fee table with your proposal reflecting these discounts.

Any volume/quantity price breaks offered by your company should other public agencies which to piggyback this contract will NOT be factored into St. Croix Central School District's award decision for this project (since it cannot be assured if any other public agencies would actually join/piggyback this contract, adding increased business volume to meet any lower discount rates offered).

## SECTION III – SCOPE OF WORK

### INTRODUCTION

St. Croix Central School District is seeking proposals for the purchase and instructor training for a CNC Mill. The equipment will be based upon the functionality and best fit for St. Croix Central and Northwood Tech.

Alternate or “equivalent” items, if offered, must be identified as alternates. Proposers may include an alternate product pricing schedule or page in addition to the pricing offered for the list of products requested. The alternate pricing may be considered in the award but will be used for ordering if it is determined that the alternate product will meet the needs and existing equipment. Full disclosure of product information must be included in the bid proposal. Pricing must include shipping costs to St. Croix Central School District, 1751 Broadway, Hammond, WI 54015

### SCOPE OF WORK

#### 1. CNC mill capable of machining aluminum and steel.

X Travel 40”, Y Travel 16”, Z Travel 16”

CNC Mill should include the following:

- 7.5 HP, 6,000 RPM Spindle
- Minimum of 10 tool capacity
- Rigid Tapping
- Wireless Probing System
- Chip Auger
- Automatic Air Gun
- Minimum Quantity Lubrication
- High Speed Machining

#### 2. Instructor Training

## SECTION IV – VENDOR PRICING FORM

<u>Item</u>	<u>Qty</u>	<u>U/M</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	EA	CNC Mill		
2	1	EA	Instructor Training		
3			GRAND TOTAL		

Lead Time: \_\_\_\_\_

Warranty: \_\_\_\_\_

# SECTION V – SIGNATURE PAGE

**Compliance**

Vendor agrees that their proposal complies with all the requirements outlined in the RFP: YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If there are any deviations or exceptions from specifications, conditions or statement of work, vendor is required to note those on a separate page and submit them with this proposal.)*

**Addendum(s)**

List Addendum Numbers you have received (if applicable) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Contracts**

Is your company on any state or public agency cooperative purchasing contracts for the products and/or services indicated in this RFP? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list name of contract(s) and contract number(s): \_\_\_\_\_

**Required Documents**

All information requested by St. Croix Central School District should be attached to the proposal upon submission. Additional information or illustrative literature, if necessary, may also be included. If any of the documents identified as required below are not submitted by the due date and time, your proposal will be rejected. Completed RFP documents to be submitted to St. Croix Central School District as outlined in Section II, #6 and #26:

1. Required: Vendor Qualifications
2. Required: Section IV – Vendor Pricing Form
3. Required: Section V – Signature Page
4. Required: Section VI – Qualified Vendor Certification
5. Required: Section VII – References
6. Optional: Section VIII – Cooperative Purchasing Agreement

**Vendor Signature**

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Proposal and understand all provisions to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); if accepted by St. Croix Central School District, this proposal is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

**Vendor Contact Information (please type or print clearly)**

Company Name:				
Name and Title of contact person:				
Name and Title of proposer (if different from above):				
Address:	Street	City	State	Zip
Telephone:	Email Address:			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION VI – QUALIFIED VENDOR CERTIFICATION FORM

*The following questions shall be completed and submitted as part of your proposal response. Failure to provide required forms with your proposal will disqualify your proposal. Please see “Public Inspection of Proposals” in the Instructions to Vendors of this RFP document for information regarding Wisconsin open records laws.*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Type of Firm     Corporation     Individual     Partnership     Other

(If “Other”, explain \_\_\_\_\_)

If you are a corporation, what state are you incorporated in? \_\_\_\_\_

What year did your business begin? \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ (office and labor staff)

Average number of employees in your organization in the last 12 months: \_\_\_\_\_

**By submitting this proposal, I certify that I am qualified to provide the items and/or services outlined in this Request for Proposal. By placing my initials next to each statement, I attest to the following:**

a.	_____	Our company has been in business for at least 3 years.
b.	_____	Our company is an authorized dealer and service agency for any and all products or items provided.
c.	_____	Our company maintains a permanent place of business and is licensed to do business in Wisconsin.
d.	_____	Our company is not presently on any lists maintained by the Wisconsin Department of Administration, or by any other State or the Federal Government, for debarment, suspension, or noncompliance for any violation of any kind, or related to any equal opportunity and/or affirmative action requirement.
e.	_____	Our company is authorized to sell the products being proposed in the RFP, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.
f.	_____	In connection with the performance of any work covered by this RFP, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual preference, or national origin.
g.	_____	The Vendor agrees it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of the employer and employee between the parties.

## SECTION VII – REFERENCES

*REFERENCES – Please provide the names of at least three (3) company references below (customers of similar size and support requirements to include Higher Education, Foundation):*

### **Company #1**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

### **Company #2**

Name and Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

## SECTION VIII – COOPERATIVE PURCHASING AGREEMENT – Optional

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in the service gives vendors opportunities for additional sales without additional bidding. Please be aware that your participation is voluntary. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of goods directly from the contractor, and making payment directly to the contractor. St. Croix Central School District in serving as the lead agency initiating this cooperative purchasing program on behalf of other Municipalities, is not party to any disputes arising from purchases made by other municipalities, and is not liable for delivery or payment purchases made by other municipalities.

I Agree to make the products or services of this bid/proposal, as priced, for the period from \_\_\_\_\_ to \_\_\_\_\_ available to:

Wisconsin Municipalities (check all that apply):

- Wisconsin Technical Colleges
- University of Wisconsin System
- Wisconsin K – 12 Schools
- Wisconsin Municipalities (Non Educational) – please specify \_\_\_\_\_
- Within a certain region/section of the state – please specify \_\_\_\_\_

Indicate here if you would be willing to offer a discount to other public agencies that would “piggyback” and purchase additional items from your firm if a contract is awarded by St. Croix Central School District to your firm (ie: other public agencies “piggybacking” a competitively awarded contract rather than needing to issue their own RFP):

\_\_\_ % Discount if a second item/system is purchased or a second public agency purchases from the awarded contract.

\_\_\_ % Discount if a third item/system is purchased or a third public agency purchases from the awarded contract.

\_\_\_ % Discount if a fourth item/system is purchased or a fourth public agency purchases from the awarded contract.

By what date would other public agencies need to make a purchase from your firm before the price break policy expires:

\_\_\_\_\_

Note in your proposal any special conditions or provisions.

Indicate here if you agree that should a system-wide agreement be executed between the awarded Vendor and the Wisconsin Technical College System (WTCS), or any public cooperative contract agreement that the WTCS is authorized to utilize such as MICTA, NJPA, Federal GSA, etc., St. Croix Central School District shall have the option, when such lower price is available for use by the WTCS, to transfer their license and/or contracted pricing and avail themselves of the terms and conditions negotiated on their behalf in that agreement. Such transfer shall take place upon written acknowledgement from the awarded Vendor to the St. Croix Central School District.

I Do Not Agree to make the products/services of this bid/proposal available to Wisconsin Municipalities

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: (    )	
		Fax: (    )	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Bid/Proposal Number 24-91915-SCC- CNC Mill	