BID REQUEST
Pre-Purchase of Distribution Transformers
Bid Number # CL16-SM-0094

Introduction

The University of Massachusetts Lowell (UML) invites bids on the purchase of a Replacement Transformers for the Costello Athletic Center.

Bid Specifications

1. Please see Distribution Transformers Technical Specifications Section 263210, included as Attachment B here.

Bid Rejection

The University reserves the right to reject any or all bids received in whole or in part if it is deemed such action is in the best interest of The University and the Commonwealth of Massachusetts.

Preparation of Bids

Bids must be signed, where instructed. Bidders are cautioned that errors, alterations, or corrections on the submitted bid must be initialed by the person signing the bid proposal or his/her authorized designee. Failure to do so may result in rejection of the bid for those items erased, altered, or corrected and not initialed. Telephone and or Fax bids will not be accepted.

Selection Criteria

UML shall enter into an agreement with the Bidder who submits the proposal that meets the minimum requirements, proof of quality and performance of previous work, ability to meet the time frame set by the University, is financially beneficial to UML and demonstrated ability to service the product in a timely and satisfactory manner.

Certification of Tax Status

Pursuant to Massachusetts General Law, Chapter 62C, Section 49 A, the bidder certifies under penalties of perjury that to the best of the bidder’s knowledge and belief, they have filed all state tax returns and paid all state taxes required by law.
Certification of Non-Collusion

Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), the bidder certifies under penalties of perjury that their bid is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Bidder's Representations

Each bidder by submitting its bid represents that:

a) The bid document and specifications have been read and understood by the bidder,

b) The bid is based upon the items described in the bidding documents and specifications without exceptions,

c) The bid has been arrived at independently and is submitted without collusion,

Bid Documents

Proposal will be received electronically and must be submitted via email to Purchasing@uml.edu.

Bid Due Date

Bids must be received by Monday, July 11, 2016 at 11:30 AM EST for consideration.

Late bids will not be considered, and will be placed, unopened, in the bid file.

We strongly encourage you to contact the Purchasing Office by telephone or e-mail prior to the bid opening to confirm that your bid has been received by the Purchasing Department. The general Purchasing Office phone number is (978) 934-3500 or email address is Purchasing@uml.edu. All communication should reference RFB No. CL16-SM-0094.

Questions/Contact Person

Prospective Bidders may submit questions to UML regarding this solicitation via email to Purchasing@uml.edu.

Amendments

The Purchasing Department reserves the right to amend, alter, or cancel the bid at any time prior to the deadline for submissions of bids. If such action is necessary, all potential bidders who have received or requested a copy of the bid will be notified of the changes to be made in writing and whether the bid opening date will be extended.

Debriefing

Any Vendor may request a debriefing within one (1) week after receiving notification of award, to discuss the Selection Committee's evaluation of its bid proposal. Request for debriefing shall be made in writing to the Purchasing Manager. Debriefing shall not include discussions of any competing bids.

Massachusetts Public Record Law

All bids and related documents submitted in response to this RFP are subject to the Massachusetts Public Records Law, Massachusetts General Law Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded. Any additional questions regarding the Public Records Law should be directed to the Public Records Division at: (617) 727-2832 during regular business hours.
You may also access various Public Records Division publications through the Internet at: [www.sec.state.ma.us/pre](http://www.sec.state.ma.us/pre).

**Transfers and Subcontracting**

The Vendor may not subcontract, in whole or in part, any portion of this contract without the written consent of the University.

**Nondiscrimination in Employment and Affirmative Action**

The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c.151B.

**Vendor Not Employee of UML**

The Vendor, or his employees or agents performing under the agreement, are not to be deemed to be employees of UML nor to be agents of UML in any manner whatsoever. The Vendor will not hold himself out as, nor claim to be, an officer or employee of UML and will not make any claim, demand, or application to or for right or privilege applicable to an officer or employee of UML, including, but not limited to, workmen's compensation coverage, unemployment insurance benefits, social security benefits, or retirement membership or credit.
Company Information and Signature Required

Company Name: ____________________________________________________________

Company Address: __________________________________________________________

________________________________________________________

________________________________________________________

Tel. #______________________________ Email: ____________________________

Are you
() Woman Owned Business
() Minority Owned Business
() Individual/Sole Proprietorship
() Partnership
() Government
() Non-profit Organization
() Corporation
() Disadvantaged Business
() Other (specify) _______________________________________________________

Tax I.D./FEIN # _____-____-_____ or S.S.N.# (if individual) _____-____-_____.

Signature of owner or authorized officer*: ______________________________________

Please print name: ______________________________

Title: ______________________________________

Date submitted: ___/___/___


Certification of Non Collusion

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

________________________________________

Authorized Signature*

________________________________________

Printed Name of person signing bid or proposal*)

________________________________________

(Name of business)
Business Reference Form

Company Name:___________________________________________________

1. Reference Name:______________________  Contact Person:_______________
   Email Address:_____________________________ Tel Number:________________
   Description and Dates of Services Provided: ________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

2. Reference Name: _____________________  Contact Person:_______________
   Email Address: _____________________________ Tel Number:________________
   Description and Dates Services Provided: ________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

3. Reference Name:______________________  Contact Person:_______________
   Email Address:_____________________________ Tel Number:________________
   Description and Dates of Services Provided: ________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

Must list all jobs performed in a similar scope in the past 3 years. References will be contacted to confirm Bidder’s abilities, qualifications and performance. The University may deem the Bidder’s response unresponsive if a reference is not obtainable from listed reference after reasonable attempts.
BID FORM – BID # CL16-SM-0094
UNIVERSITY OF MASSACHUSETTS LOWELL

Pricing:
Transformer 1:
A DOE 2010 rated, three-phase loop-feed fused distribution transformer, pad mounted; rated 150 KVA with a primary voltage of 4160 volts delta and a secondary voltage of 208Y/120 volts. $_________________________

Transformer 2:
A DOE 2010 rated, three-phase loop-feed fused distribution transformer, pad mounted; rated 500 KVA with a primary voltage of 4160 volts delta and a secondary voltage of 480Y/277 volts. $_________________________

TOTAL PRICE $_________________________

*Total Price must include the delivery and warranty as stated in the bid

The Bid includes all Addenda numbered ______________________________

In addition to the bid amounts stated above, we agree to abide by all the terms and conditions set out in the Bid.

_________________________________________________________________
Vendor
_________________________________________________________________
Address
VENDOR BIDDER CHECK LIST

AS A QUALIFIED BIDDER, HAVE YOU INCLUDED:

_____ Company information and signature
_____ Certificate of non-collusion and tax compliance
_____ Business Reference
_____ Completed Form for General Bid Attachment A

_____ Bids must be received by email at purchasing@uml.edu no later than 11:30 AM EST, Monday July 11, 2016. Bids received after this date and time will not be accepted.