

REQUEST FOR PROPOSALS

**Advanced Manufacturing Equipment:
Wire EDM (Wire Electrical Discharge Machining)**
for

Vermont Technical College
Randolph Center, Vermont



Vermont State Colleges
575 Stonecutters Way
Montpelier, Vermont 05602

INVITATION TO BID

Advanced Manufacturing: Wire EDM Vermont Technical College 5/4/2021

1. The Vermont State Colleges is requesting proposals for the procurement of a Wire Electrical Discharge Machining (EDM) Machine for the outfitting of a new Advanced Manufacturing Center housed at Vermont Technical College in Randolph Center, VT. This sale will direct the development of the college vision for the future in ways that reflect its mission.
2. Proposals will be received by the Vermont State Colleges until 5/28/2021 at: 2:00pm

Vermont State Colleges
575 Stonecutters Way
Montpelier, Vermont 05602

3. Attached with this invitation are the proposal documents, scope of services and sample contract.
4. Your attention is directed to the instructions regarding the proposal submissions. Two emails are required; one for the fee proposal, the second for the qualifications and other information. Follow the instructions to bidders carefully.
5. Questions may be directed to Richard Ethier, VSC Director of Facilities who may be contacted at 802-224-3023 or by email at Richard.Ethier@vsc.edu

Sincerely,



Sharron R Scott
Chief Financial and Operating Officer
Vermont State Colleges

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COLLEGE BACKGROUND INFORMATION

Vermont Technical College is a public technical college with two main campuses located in Randolph Center and Williston, Vermont. Vermont Tech is a part of the Vermont State Colleges, a consortium of Vermont's four public colleges, governed by a common board of trustees, chancellor and Council of Presidents, each college with its own president and deans. Total enrollment is approximately 1,650; the average class size is 14; and the student-to-faculty ratio is 10:1.

On September 1st, 2020 Vermont Technical College was awarded a prototype project agreement with the Department of Defense. The award is to fund the construction and development of an Advanced Manufacturing Center (**Vermont Manufacturing Collaborative – VT-MC**) to be housed within Morrill Hall at the Randolph Center campus. The project will consist of the renovation and retrofit of classroom and lab space, offices, IT infrastructure and support systems for manufacturing equipment to include metal additive machines (3D Metal printing machines), Polymer 3D printing machines, post processing (5 Axis Mill), wire EDM and various 3D scanning/measurement equipment.

Mission - The primary Mission of the **Vermont Manufacturing Collaborative (VT-MC)** is to enable and facilitate collaboration between industry, academia and economic development. It is a collaboration consisting of public and private partners from industry, higher education, state government, economic development organizations and other invited entities to establish and sustain an Advanced Manufacturing center hosted by Vermont Technical College (VTC).

The Vermont Manufacturing Collaborative (VT-MC), through its Center of Excellence model, will initially focus on providing Additive Manufacturing (AM) education and training to the Vermont student population and to Vermont's incumbent manufacturing workforce. VT-MC will also provide the opportunity for its manufacturing company affiliates to utilize the VT-MC equipment and facility for their own application of training as well as for low volume part production. The long-term objective is to utilize this proven technical approach, its resources and its integrated workforce development program (primarily through Vermont Technical College), making the VT-MC model a viable and sustainable model with continuing growth.

SCOPE OF SERVICES

A. PURPOSE

Vermont State Colleges is soliciting proposals from manufactures and/or distributors of Wire EDM Machines.

B. SCOPE OF SERVICES

At a minimum, the manufacturer and/or distributor will work with the College Advanced Manufacturing Project Team to:

1. Analyze Project Team Wire EDM equipment requirements.
2. Propose equipment solutions and detailed specifications.
3. Provide itemized price quotes for all equipment and services, including warranties and delivery.
4. Equipment delivery, rigging, installation and commissioning will be in conjunction with the Construction Manager (CM).
5. Equipment manufacturer will provide a certified technician to commission and test equipment for proper operation proving full functionality to CM and VTC representatives.

C. SCHEDULE

1. Proposals due 5/28/2021.
2. It is expected that a Letter of Intent will be issued to the selected firm on 6/4/2021.
3. Contract for services planned to be signed by both parties before 6/11/2021.

INSTRUCTIONS to BIDDERS
for
Advanced Manufacturing Equipment:
Wire EDM

A. SUBMISSION REQUIREMENTS

Deadline for Submission: Proposals must be submitted by 2:00pm 5/28/2021 via email to:
Richard.Ethier@vsc.edu

Proposals will not be publicly opened.

1. Each proposal must be composed of two parts:
 - a. FEE PROPOSAL: One (1) completed and fully executed electronic copy of the "Proposal Form" emailed as an attachment (mark attachment "FEE PROPOSAL VTC RFP Wire EDM").
 - b. QUALIFICATIONS: One (1) electronic copy of qualification information as requested in the RFP in a separate attachment (mark attachment "QUALIFICATIONS").

PROPOSAL FORM: Proposal submissions should be sent electronically with sections labeled in the following order. Proposals should include information regarding:

- (a). Identifying Information – identify the firm, individual, broker, agent, and team that will serve the College, with a description of their role in the project. Include any business alias information and any proposed sub-contracting arrangements. Include physical addresses, contact person(s), phone numbers and e-mail addresses.
- (b). Equipment Quote – see attached exhibit. The quote should contain costs addressing items contained in Exhibits A and B. Additionally – and not required as a response to this RFP – the vendor awarded this contract will be requested to supply various tooling, tool and work holding accessories, probes and the like as requested.
- (c). Experience – describe the company’s experience. Include information as your firm may deem relevant. Include an explanation as to how you and your firm will add value above and beyond other potential proposers.
- (d). Compensation – fully identify all commissions, fees, compensation (including the source thereof), reimbursable expenses that will be paid to the advisor, agent or

broker. All expenses should be clearly denoted. Part of the selection will be determined by the expense of listing as weighed against the experience of the seller. Provide a copy of all contracts the College would be required to sign. Fully explain why the compensation method is in the mutual interest of both the College and the successful proposer.

(e). Authorization – proposals must contain the signature of at least one individual who authorizes the proposal. Said signatory must have authority within the submitting firm – typically as a firm officer, primary agent or owner.

(f). Project Approach -- proposal must contain a description concerning how the project would be completed including timelines, information needed from the College in order to prepare a thorough analysis, and why is your approach and experience best for the College.

2. All proposals should be submitted electronically via email. No proposals received after the submittal time will be considered. Late proposals will be returned to the sender unopened.
3. It is the sole responsibility of the firm to see that their proposal is received on time.

B. CONFLICTING INFORMATION IN CONTRACT DOCUMENTS

Firms unsure of the meaning or intent of any portion of this Request for Proposals and proposed Contract Documents are encouraged to request clarification from the Vermont State Colleges prior to submitting their proposal.

C. INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO PROPOSAL SUBMISSION

1. Any person or firm contemplating submitting a proposal for the Project but unsure of the true meaning of any part of the proposed Contract Documents, or aware of any discrepancies in, or omissions from, any part of the proposed Contract Documents, should submit a written request for interpretation to the Vermont State Colleges no later than three (3) days prior to the deadline for receipt of proposals.
2. The firms responding to the request for proposals shall be responsible for its prompt delivery to the Vermont State Colleges.
3. Interpretation or correction of proposed Contract Documents will be made only by Addendum, and will be mailed or delivered to each firm on record.

The Vermont State Colleges will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

E. WITHDRAWAL OF PROPOSALS

Any firm may withdraw their proposal, either personally or by written request, at any time prior to scheduled time for opening proposals. After the scheduled time for proposal opening, no firm may withdraw their proposal for a period of thirty (30) days. All proposals shall be subject to acceptance by the Vermont State Colleges during this thirty (30) day period. Once agreement is signed proposal withdrawal period ends.

F. AWARD OR REJECTION OF PROPOSALS

1. The Vermont State Colleges intends to review both the Fee Proposal and the Qualifications of each respondent before deciding whether to proceed with the scope of Work. Only proposals submitted complying with all Proposal Documents, and Addendums will be considered.
2. The basis of the award of the Contract shall be as described in the “Basis of Award” section of this RFP.
3. The Vermont State Colleges may ask select firms to make a verbal presentation to the selection committee or answer questions regarding their proposal.
4. The Vermont State Colleges reserves the right to accept or reject any or all proposals and to waive informality and irregularity in the proposal process. The Vermont State Colleges will act in accordance with its adopted procurement policies as well as any other policies deemed necessary.

G. TAX EXEMPT STATUS

The Vermont State Colleges is exempt from sales and use taxes. Submitted proposals shall not include these taxes. The College’s tax-exempt number will be provided to the selected firm.

H. INSURANCE

The selected firm will provide proof of Liability and Workers Comprehension Insurance coverage.

I. PROPOSAL SUBMISSION REQUIREMENTS

Each firm shall include the following items with their proposal:

1. Name and address, telephone and e-mail address of contact person.
2. History of firm, as deemed relevant.
3. Proposed methodology for this project.
4. Cost to deliver, install, setup, and test all of the equipment and related accessories in conjunction with the project Construction Manager.
5. Proposed delivery schedule.

END OF INSTRUCTIONS TO BIDDERS

**Proposal
For
Advanced Manufacturing Equipment:
Wire EDM**

TO: Vermont State Colleges
575 Stonecutters Way
Montpelier, Vermont 05602
Richard.Ethier@vsc.edu

Project: VT-MC Advanced Manufacturing Equipment: Wire EDM
Vermont Technical College
Randolph Center, Vermont

A. Proposal of: _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of _____ and doing business as _____ (insert the words "a corporation", "a partnership", or "an individual").

B. MAXIMUM LIMITING AMOUNT:

Maximum Limiting Amount: \$_____

(Written amount)

Each proposer shall provide on a separate sheet, all information necessary to explain or clarify the fee proposal, including breakdown of component costs, estimate of reimbursable expenses and firm's rate sheet.

C. The undersigned acknowledges the right of Vermont Technical College to accept or reject any or all Proposals, or to waive any informality in the bidding in accordance with Vermont State Colleges' policies.

D. The undersigned further agrees:

1. To hold their bid open for thirty (30) days after this day of Bid Opening.
2. To accept the provisions of the "Instructions to Bidders" and the "RFP Terms and Conditions"
3. To enter into and execute a contract, if awarded on the basis of this proposal within seven (7) calendar days of notification of award.
4. To accomplish the work in accordance with the Bid Documents.
5. To complete the work in accordance with specified schedule and provide a "guaranteed delivery by" date.

E. The amount of compensation paid to the undersigned for extra work and change orders shall be determined in one of the following manners as directed by Vermont Technical College.

1. A price agreed upon between Vermont Technical College and the Bidder.
2. A price determined by adding 10% for overhead and profit to the total direct cost of any extra work.

F. The undersigned acknowledges receipt of the following Addenda:

Addendum No.: _____ Dated: _____
Addendum No.: _____ Dated: _____

FIRM NAME: _____ Corporate Seal (If Bidder
is a Corporation)

ADDRESS: _____

STATE OF CORPORATION: _____

SIGNATURE: _____

PRINT OR TYPE NAME: _____

TITLE: _____

DATE: _____

TELEPHONE NO.: _____

NOTE: If Bidder is a Partnership, give full names of all Partners.

END

SELECTION CRITERIA & BASIS OF AWARD

A. CONSIDERATIONS IN PREPARING PROPOSAL

1. Firms submitting proposals for this project will be considered to be qualified to provide such services. The selection of the Firm will be based on both qualifications and fee structure.
2. The selection will be based on the highest total score achieved by one of the competing firms.
3. The evaluating criteria for this project shall be:
 - a. Responsiveness.
 - b. Competence.
 - c. Fee structure (scored separately after evaluation of other criteria).
4. As these are the evaluating criteria upon which the selection will be based, proposals should respond to each criterion.

B. CRITERIA FOR EVALUATION

1. **CRITERION 1: Responsiveness:** Does the equipment and services meet the specifications laid out in Exhibit A.
2. **CRITERION 2: Competence:** Is the equipment of demonstrated and proven quality? Is the equipment in common use in the USA? Does the firm have demonstrated and proven competence sufficient to ensure the successful and timely delivery of equipment and services? Does the firm's bid meet the various requirements laid out in this RFP document? Methods of demonstration and proof are left to the firm, but could include documentation of successful installation and use at other facilities and annual USA sales numbers for the specific machines proposed.
3. **CRITERION 3: Fee Structure:** Is the aggregate fee reasonable yet competitive; is the hourly rate structure competitive? Are the various rates for specific tasks reasonable, complete and clear? The proposer should also indicate what reimbursable expenses are and what rates would apply to those expenses.

C. **BASIS OF CONTRACT AWARD**

1. This contract will be awarded on the cumulative point score of the evaluation criteria assigned by the selection committee subject to the approval of the Chancellor of the Vermont State Colleges.

2. The committee will be comprised of the following voting members:

Director of Facilities, VSC (Chair)
Dean of Administration, VTC
Associate Dean of Administration, VTC
Director of Facilities, VTC
Technical Advisor, VT-MC, VTC
Director, VT-MC, VTC

D. **SCORING**

The following scoring system will be used:

CRITERIA	WEIGHT	MAXIMUM Points	WEIGHTED Total
1. Responsiveness	3	10	30
2. Competence	4	10	40
3. Fee Structure	<u>3</u>	<u>10</u>	<u>30</u>
	Total		100

END

EXHIBIT A: Wire EDM

Contact: *Christopher Paulk (cpaulk@vmec.org)*

Desired: New Wire EDM with the listed specifications. For each specification, the firm should state compliance or non-compliance along with explanations as the firm desires.

1. Facility

- a. ACCESS – The building the equipment will be installed in has paved access, with overhead door (roll up) that is 10' tall x 10' wide. Interior flooring is concrete with removable 10' interior doors for access in lab space.
- b. HEIGHT - 12' Ceiling
- c. VTC UTILITIES – 120/208 Volt, 3 Phase, (wye), 4 wire plus ground. Amperage: 1600 amps

2. Specifications

- a. Min X,Y,Z travel 23"x15"x16"
- b. Min U/V travel +-3in
- c. 4th Axis, B Axis indexer
- d. Minimal footprint
- e. Networkable integrated PC
- f. Automatic wire annealing and threading
- g. Automated wire alignment
- h. 10kg/22lb spool capacity
- i. .004 to .012 wire capable
- j. Wire chopper option available
- k. Power outage resilience
- l. Machine crash resilience
- m. Run off at vendor to be observed by AMC Staff
- n. List Options
- o. Wire guide sets for all wire sizes
- p. Guides and Cups necessary to machine at maximum angle advertised
- q. Extra conductivity plates
- r. Removable 4th axis, B axis indexer size and interface
- s. Fine finish
- t. UPS system

3. Support

- a. **WARRANTY**
 - i. The warranty period for the system must be a minimum of one (1) year and shall commence after signed site acceptance and handover of the system.
 - ii. The warranty must be a full warranty including all costs connected with warranty actions, including preventive maintenance, free upgrades of

software and corrections of errors, telephone support during office hours, and include delivered equipment even provided by third parties.

- iii. An **Extended warranty/service contract** should be included for at least three additional years after the initial warranty provided above, including all items identified in Must-Have Warranty section above with cost specified for each year. Proposal evaluation points will be earned based on the number and cost of extended warranty years so committed.
- iv. There must be an option for a service contract after the warranty period, with associated cost specified – see also additional details below.

b. TECHNICAL

- i. "Hands-on" training must be provided for at least two (2) people to be identified in advance by VTC. Said training must be conducted in conjunction with delivery and must include complete system operation, daily and periodic system maintenance (of Wire EDM system and accessories) and calibration, software components, and any adjustments necessary for everyday operation. Training must be conducted at a pre-agreed location at or near VTC premises, on the Wire EDM system delivered.

c. SERVICE

- i. The warranty period must not be deemed to expire until any normal annual preventive maintenance is completed and any deficiencies corrected.
- ii. Any and all requests for assistance under warranty must be replied to within twenty-four hours and addressed/corrected within one elapsed week or as mutually agreed.
- iii. VTC prefers to deal directly with the manufacturer (OEM) of the milling system proposed, particularly in the first year. After the first year, VTC is willing to accept an indirect relationship with the milling system manufacturer, i.e. through a distributor, but only upon said distributor meeting acceptance criteria to be mutually agreed between the parties.
- iv. Any and all requests for assistance under warranty must be replied to within twenty-four hours and addressed/corrected within one elapsed week or as mutually agreed.
- v. VTC prefers to deal directly with the manufacturer (OEM) of the milling system proposed, particularly in the first year. After the first year, VTC is willing to accept an indirect relationship with the Wire EDM system manufacturer, i.e. through a distributor, but only upon said distributor meeting acceptance criteria to be mutually agreed between the parties.

4. Delivery and Installation

- a. FREIGHT – Machine to be shipped to VTC, Randolph Center, Vermont

- i. Delivery by 7/29/2021
- b. INSTALLATION - Complete installation, setup, and confirmation of full functionality of machine at VTC
 - i. Fully setup and tested by 8/11/2021
- c. Proposal should include all shipping, rigging, and installation costs

5. Miscellaneous

- a. UL or CSA listed
- b. **Bid to be itemized**