



INVITATION TO BID

**(3) Ventrac 4500Y's
For
Chippewa Valley Technical College
620 West Clairemont Avenue
Eau Claire WI 54701-6162**

BID NO. 21-546

Bid Due Date: September 22, 2020

All Chippewa Valley Technical College facilities are closed, and faculty and staff are working remotely. To learn more, please visit: <https://www.cvtc.edu/about-cvtc/consumer-disclosures/health-advisory-updates>.

Bids must be received by the Purchasing Department at purchasing@cvtc.edu by Tuesday, September 22, 2020 at 2:00 PM CST. The public bid opening will be available via a Microsoft Teams Meeting on Tuesday, September 22, 2020 at 2:30 PM CST.

Ctrl + Click the link: [Join Microsoft Teams Meeting](#)

[+1 715-598-3905](tel:+17155983905) United States, Eau Claire (Toll)

Conference ID: 147 980 214#

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 CVTC staff that are you there. You will be admitted into the meeting.

Bid forms and specifications are available by contacting the Purchasing Department. For questions regarding this bid, contact: purchasing@cvtc.edu.

All bids must be guaranteed for 60 days following the date of opening.

The Chippewa Valley Technical College District Board reserves the right to reject any or all bids.

A handwritten signature in black ink that reads 'Kirk Moist'.

Kirk Moist
Vice-President, Finance/Facilities

REQUEST FOR BID

No. 21-546

(3) Ventrac 4500Y's

Issue Date: September 8, 2020

Due Date: September 22, 2020, 2:00 p.m. CST

Email to: purchasing@cvtc.edu

Notice and Instructions to Bidders

Bids must be received by Chippewa Valley Technical College Purchasing Department prior to the stated due date and time or they will be considered late and will be rejected.

The following information must be completed and submitted with your bid.

1. Bid Sheet including references (Section C)
2. Bidder Response Sheet (Section D)
3. Any certifications, samples, information, etc. as required

Failure to provide these documents with your bid submittal will disqualify your bid.

E-Mail – E-mail to purchasing@cvtc.edu with the subject line of the email stating Bid #21-546.

It is the responsibility of the bidder emailing their bid to ensure the bid was received on time by purchasing@cvtc.edu. Chippewa Valley Technical College will respond via email confirming the receipt of your company's bid. If you do not receive confirmation that your bid has been received, it is the responsibility of the bidder emailing their bid to follow up with Jill Joles or Doug Dekan at purchasing@cvtc.edu.

Bids shall not be hand delivered or mailed via FedEx, USPS or UPS.

Bids may be modified or withdrawn prior to the time specified for the opening of the bids.

For questions regarding this bid, contact:

Jill Joles, Purchasing Department at purchasing@cvtc.edu.

For questions regarding technical specifications, contact:

Dustin Peterson, Groundskeeper 715-271-3185 or dpeterson6@cvtc.edu.
Greg Weber, Groundskeeper 715-266-6662 or gweber11@cvtc.edu

**Chippewa Valley Technical College Purchasing Services
Bid No. 21-546**

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SECTION A: Standard Terms and Conditions
Bid No. 21-546

(STC-Form: 10/23/2000)

This document is intended to indicate the minimum requirements for the submission of bids.

1. General. “College,” “CVTC,” and “Purchasing” are synonymous and mean the Chippewa Valley Technical College. The words “bid,” “proposal,” and “contract” are synonymous and it is understood that once the College accepts the same, the document will constitute the contract contemplated by these instructions.

This invitation for bids does not commit the College to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The College may require the bidder to participate in negotiation and to submit such additional price or technical or other revisions to his or her bids as may result from negotiation. The bidder shall be responsible for all costs incurred as part of his or her participation in the pre-award process.

The College reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at the College’s discretion are determined to be in the best interests of the College. Further, the College makes no representations that a contract will be awarded to any offeror responding to this request. The College expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejections(s).

The College reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

2. Addenda. Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Bidders are required to complete the Bidder Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.
3. Price Proposal. All bidders are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Bid/Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the bidder may include product literature and specifications. The price quoted will remain firm throughout each contract period. Any price increase proposed shall be submitted sixty (60) calendar days prior to subsequent contract periods and shall be limited to fully documented cost increases to the bidder which are demonstrated to be industry-wide.
4. Price Inclusion. The price quoted in any bid shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the furnishing and delivery of equipment or services pursuant to the specifications attached thereof. Any items omitted from the specifications, which are clearly necessary for the completion of the project, shall be considered a portion of the specifications although not directly specified or called for in these specifications.
5. Pricing and Discount.

- a. Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal. cs., doz., ea. etc.) as stated on the bid/proposal or contract. For any given item,

the quantity multiplied by the unit price shall establish the extended price. If an apparent mistake exists in the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.

- b. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.
6. F.O.B. Destination Freight Prepaid. Bid prices must include all handling, transportation and insurance charges. Failure to bid FOB Destination Freight Prepaid will disqualify your bid.
7. Tax Exemption. The College is exempt from the payment of Federal Excise Tax and State Sales Tax. Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the bidder’s bid and which, by terms of the tax law, may be passed directly to the College, will be paid by the College.
8. Specifications.
- a. All bidders must be in compliance with all specifications and any drawings provided with this solicitation. Exceptions taken to these specifications must be noted on your bid.
- b. When specific manufacturer and model numbers are used, they are to establish a design, type, construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and the bidder/proposer is responsible for providing sufficient information to establish equivalency. The College shall be the sole judge of equivalency. Bidders are cautioned to avoid bidding alternates that do not meet specifications, which may result in rejection of their bid/proposal.
9. Regulatory Compliance.
- a. Seller represents and warrants that the goods or services furnished hereunder, including all labels, packages, and container for said goods, comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act (OSHA), as amended, with respect to design, manufacture or use for their intended purpose of said goods or services. Seller shall furnish Material Safety Data Sheets (MSDS) whenever applicable.
- b. If it is determined by the College that such standards are not met, the seller agrees to bear all costs required to meet the minimum standards as stated above for the equipment/products furnished under this contract.

10. Warranty. Unless otherwise specifically stated by the bidder, products shall be warranted against defects by the bidder for ninety (90) days from the date of receipt. If bidder or manufacturer offers warranty that exceeds 90 days, such warranty shall prevail.
11. Ownership of Printing Materials. All artwork, camera-ready copy, negative, dies, photos and similar materials used to produce a printing job shall become the property of the College. Any furnished materials shall remain the property of the College. Failure to meet this requirement will disqualify your bid.
12. Award.
- The College will have sole discretion as to the methodology used in making the award. Where none is specified, the award will be made to the lowest responsible bidder in compliance with the specifications and requirements of this solicitation.
 - The right is reserved to make a separate award of each item, group of items or all items, and to make an award in whole or in part, whichever is deemed in the best interest of the College.
13. **NOTIFICATION OF AWARD**
An award for this project will not be made until it is determined which vendor meets specifications. Vendors will be notified of award by receipt of an award letter or contract Purchase Order. The successful bidder must not commence any billable work prior to receipt of a contract Purchase Order. Work done prior to these circumstances shall be at the bidder's risk.
14. Responsiveness and Responsibility. Award will be made to the responsible and responsive bidder whose bid is most advantageous to the College with price and other factors considered. For the purposes of this project, responsiveness is defined as the bidder's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.
- Responsibility is defined as the bidder's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.
- The College reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the College, or has failed to perform faithfully any previous contract with the College. If requested, the bidder must present within five (5) working days evidence satisfactory to the College of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.
15. Cancellation.
- The College reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds.
 - In the event the Bidder shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue unremedied for a period of ten (10) days after written notice to the Bidder, the College may, at its option and in addition to all other rights and remedies which it may have, terminate the Agreement and all rights of the Bidder under the Agreement.
- c. Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Bidder fails to maintain and keep in force the insurance, if required, the College shall have the right to cancel and terminate the contract without notice.
16. Item Return Policy. Bidder will be required to accept return of products ordered in error for up to twenty-one (21) calendar days from date of receipt, with the College paying only the return shipping costs. Indicate in detail on the Bidder Response Sheet, your return policy.
17. Payment Terms and Invoicing. The College will pay properly submitted vendor invoices within thirty (30) days of receipt, providing goods and/or services have been delivered, installed (if required), and accepted as specified.
- Payment shall be considered timely if the payment is mailed, delivered, or transferred within thirty (30) days after receipt of a properly completed invoice, unless the vendor is notified in writing by the agency of a dispute before payment is due.
 - Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order, including reference to purchase order and submittal to the correct address for processing. Invoice payment processing address is indicated on the purchase order. Send invoices to Accounts Payable address on the purchase order. Do not send invoices to Purchasing or ship to address.
 - Bidders, proposers shall include discounts for early payment as a percent reduction of invoice. Invoice discounts shall be determined where applicable, from the date of acceptance of goods and/or the receipt of invoice, whichever is later. Discounts for early payment terms stated on the bid/proposal must be shown plainly on the invoice; discounts for early payment not shown on the invoice will be taken.
 - Invoices submitted not in accordance with these instructions will be removed from the payment process and returned within ten (10) days.
18. Non-Discrimination. The Seller agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, student status and other such classifications that may be added by council action. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, or national origin.
19. Entire Agreement. These standard terms and conditions shall apply to any contract or order as a result of this Request for Bid/Proposal except where special requirements are stated elsewhere in the Request, in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any documents, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the College.

SECTION B: Specifications
Bid No. 21-546

1. GENERAL SPECIFICATIONS

CVTC is requesting bids for (3) new Ventrac 4500Y's w/ full cab enclosures and articulating sweepers.
Must take delivery prior to November 9, 2020

CVTC is also requesting trade-in appraisals for:

- (1) 2014 Ventrac 4500Y.
 - Hours as of **8/26/2020** are at 1000.7 the machine is still in-use, hours may increase slightly.
 - Enclosed cab w/heat, windshield wiper kit, and strobe
 - Upgraded options: Arm rest, suspension seat, back up alarm, 12v power outlet in front, 12v power outlet in rear with joystick controls.
- (1) 2015 Ventrac 4500Z.
 - Hours as of **8/26/2020** are at 1541.8 the machine is still in-use, hours may increase slightly.
 - Enclosed cab w/heat, windshield wiper kit, and strobe
 - Upgraded options: Arm rest, suspension seat, back up alarm, 12v power outlet in front, 12v power outlet in rear with joystick controls.
- **Combined total acceptable minimum or reserve trade allowance: \$26,000**

2. TRADE-IN EQUIPMENT REVIEW

It is recommended to make an individual site visit to the campus to formulate your trade-in appraisal.

Please contact:

- Dustin Peterson – Groundskeeper at 715-271-3185 cell
- Greg Weber – Groundskeeper at 715-661-2666

Notification of your intent to be onsite and submit any questions must be prior to Tuesday, September 22, at 12:00pm.

- 3. DEADLINES: Inability to meet delivery time frame the week of **November 9 - 13, 2020** will result in a short pay of the vendor's invoice by **\$100/day** for each day late.
- 4. DISCOUNTS: Indicate any contract pricing or educational discounts in your pricing.

SECTION C: Bid Sheet

Bid No. 21-546

Due Date: September 22, 2020

1. State standard delivery date from receipt of order: N/A
2. Pricing shall be FOB Destination Freight Prepaid. Do not invoice separate. Please confirm that shipping is included in the cost of this project below: N/A
3. Indicate Payment Terms: _____
4. Indicate Time Frame Prices firm for: _____
5. Indicate WARRANTY: _____
6. Submit detail of your product specifications.
7. Submit alternate bids separate from below or any other options you feel are necessary for this project.
8. Indicate any contract pricing or educational discounts in your pricing.
9. **VENDOR COMMENTS:** _____

Our firm hereby offers:

| ITEM | DESCRIPTION | Quantity | Cost Per Item | Total Cost |
|------------------------|--|----------|---------------|------------|
| 4500Y | Ventrac 4500Y Tractor | 3 | | |
| | Arm Rest Option | 3 | | |
| | Suspension Seat | 3 | | |
| | Back-up Alarm | 3 | | |
| | 12v Power Outlet, rear | 3 | | |
| | 12v Power outlet, front (incl. joystick controls) | 3 | | |
| | Rear Hydraulics (on same machine with 3" Wheel Spacers) | 1 | | |
| | Set of 3" Wheel Spacers (on same machine with Rear Hydraulics) | 1 | | |
| | | | | |
| Enclosed Cab | Enclosed Cab | 3 | | |
| | 3 Light Amber Hazard Kit | 3 | | |
| | Heater | 3 | | |
| | Windshield Wiper Kits | 3 | | |
| | | | | |
| Broom | 58" Broom with Reverse Actuator Kit | 3 | | |
| | | | | |
| Trade-In Amount | 2014 Ventrac 4500Y 1000.7+ hours Minimum Trade allowance: \$14,000 | 1 | | |
| | 2015 Ventrac 4500Z 1541.8+ hours Minimum Trade Allowance: \$12,000 | 1 | | |
| | Enclosed Cab w/heat, strobe light | 2 | | |
| | 58" Broom w/ Reverse Actuator | 2 | | |
| | | | | |
| | TOTAL | | | |

Company Name (print or type)

Bidder's Name and title (print or type)

Date

Signature

REFERENCES: Indicate 3 companies whom you have worked with on similar projects.

| |
|-----------------|
| Contact Name: |
| Company Name: |
| Address-Line 1: |
| Address-Line 2: |
| Phone: |
| Fax: |
| Email: |

| |
|-----------------|
| Contact Name: |
| Company Name: |
| Address-Line 1: |
| Address-Line 2: |
| Phone: |
| Fax: |
| Email: |

| |
|-----------------|
| Contact Name: |
| Company Name: |
| Address-Line 1: |
| Address-Line 2: |
| Phone: |
| Fax: |
| Email: |

VENDOR INSTRUCTIONS

Section C: Bid Sheet, Section D: References and Section E: Bidder Response must be filled out and returned with your bid response. No alterations to these pages will be accepted. *Any vendor who submits a bid without completing these forms will be considered non-compliant with the criteria set forth by the CVTC for this project. Completion of these forms is essential to the CVTC's evaluation and documentation purposes. Detailed product specifications and brochures can be submitted along with these forms.*

1. Acknowledgment of forms:

The undersigned hereby acknowledges the following has been submitted with their bid:

- a. Section C: Bid Sheet including References
- b. Section D: Bidder Response Sheet

2. We comply with all terms, conditions and specifications required by the Chippewa Valley Technical College in this Request for Bid and all terms of our bid response.

Bidders shall provide the complete information requested below. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to a contract.

| | |
|---------------------------------------|--|
| _____ Company Name (print or type) | _____ Bidder's Name and title (print or type) |
| _____ Address-Line 1 | _____ Signature |
| _____ Address-Line 2 | _____ Date |
| _____ Phone | _____ Phone |
| _____ Fax | _____ Fax |
| _____ Email | _____ Email |

3. Person the College can contact regarding questions about your bid (if different from above).

| | |
|----------------|----------------|
| _____ Name | _____ Email |
| _____ Phone | _____ Fax |