



REQUEST FOR PROPOSALS

FOR

Pad-Mounted Transformer Replacement

At

Manchester Community College

RFP #MCC25-02

Date of Issue: April 2, 2025

Proposals must be received no later than
3:00 PM on April 23, 2025

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this bid invitation is to establish a contract in the form of a purchase order for supplying Community College System of NH (CCSNH) with the item(s) indicated in the “Offer” section of this bid invitation, including delivery, installation and removal of old equipment, in accordance with the requirements of this bid invitation and any resulting order. This will be a one-time order with delivery required during the specific delivery window indicated in the Delivery & Installation section and to the location indicated in the F.O.B. section of this bid invitation.

INSTRUCTIONS TO BIDDER:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the “Offer” section (the unit price is the price for the unit of purchase required by this bid invitation {i.e. each, case, box, etc.}) and all other required information on your offer. The extension is the unit price multiplied by the quantity required by this bid invitation. Also complete the attached Exhibit A – Bidder Questionnaire, then include your company’s contact information and sign the bid in the space provided.

SITE VISITATION:

Site visitations are required for all bidders and will be scheduled by request on a rolling basis.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

All inquiries regarding site visitations can be directed to Sean Fitzpatrick at sfitzpatrick@ccsnh.edu

SCHEDULE OF KEY EVENTS:

| | |
|--|------------------------------------|
| Request for Proposal Issued | Wednesday, April 2, 2025 |
| Proposal Due Date & Time | Wednesday, April 23, 2025 @ 3:00pm |
| Award Notification and Purchase Order Sent to Successful Bidder | Friday, May 2, 2025 |

BID SUBMITTAL:

All bids must be submitted on this form or an exact copy, must be typed or clearly printed in ink and must be received on or before the date and time specified on page 1 of this RFP. Interested parties may submit a response by email to purchasing@ccsnh.edu. All responses must be clearly marked with RFP number and date due.

The Community College System of NH is not responsible for proposals not received due to equipment failure, mail delays, etc. Confirmation of response receipt will be sent within 24 hours via email.

Bid Responses must include the following documents:

- Completed “Offer” Section of this RFP Form
- Completed Exhibit A – Bidder Questionnaire
- Bidder’s W9
- Bidder’s Certificate of Insurance

GOVERNING TERMS AND CONDITIONS:

A responding bid that has been completed and signed by your representative will constitute your company’s acceptance of all CCSNH terms and conditions and will legally obligate your company to these terms and conditions.

A signed response further signifies that any terms and/or conditions that may be or have been submitted by the bidder are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

PUBLIC DISCLOSURE:

Any information contained in the bid that a vendor considers confidential must be clearly designated. Marking of the entire bid or entire section of the bid (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this bid to the contrary, vendor pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders.

Generally, each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), CCSNH shall endeavor to maintain the confidentiality of portions of the bid that is clearly and properly marked confidential. If a request is made to CCSNH to view portions of a bid that a vendor has properly and clearly marked as confidential, CCSNH will notify vendor of the request and of the date that CCSNH plans to release the records. By submitting a bid, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, CCSNH may release the requested information on the date specified in the CCSNH's notice without liability to the vendors.

VENDOR CERTIFICATIONS:

All bidders must be duly registered as a vendor authorized to conduct business in the State of New Hampshire.

BID INQUIRIES:

Questions regarding the meaning and interpretation of the RFP, attachments, specifications, etc., shall be submitted via email. Answers will be provided via an RFP addendum posted to <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Please direct all questions or correspondence regarding this RFP to:

Sean Fitzpatrick, Procurement Manager
CCSNH System Office
purchasing@ccsnh.edu

Any questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid. Submissions must clearly identify the Bid Number, the Vendor's name and address and the name of the person submitting the question.

SPECIFICATION COMPLIANCE:

The manufacturer(s) and/or model(s) indicated are representative of the type and quality required. You may bid different make(s) and model(s), however, your offer must be materially similar to the one(s) indicated. The Community College System of NH shall be the sole determining factor of what is materially similar to the required item(s). If bidding a substitute product, literature documenting the product's specifications must be included with your bid. Bids received without such documentation may be disqualified.

If there are any specifications indicated in this bid invitation, they will be considered the minimum requirements. Bidder's offer must meet or exceed these minimum requirements. The Community College System of NH shall be the sole determining factor of what meets or exceeds any specification.

Unless otherwise specified by the Community College System of NH in this bid invitation document, all equipment offered by the bidder must be new; shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

CHANGES:

Any requested changes to this bid invitation by the bidder must be received in writing at the Community College System of NH no later than 4:30 PM on the fifth Community College System of NH business day prior to the date of the bid closing.

ADDENDUM:

In the event it becomes necessary to add or revise any part of this bid prior to the schedules submittal date, CCSNH will post on our website any addenda. Before your submission, always check the site for any addenda or other materials that may have been issued affecting the bid. The website address is <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

BID PRICES:

Bid prices must be in US dollars and must include delivery and all other costs required by this bid invitation. Bid prices should result in prices that are no higher than those charged to the bidder's best/preferred customer. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges **must be built into your bid price** at the time of the bid.

WARRANTY REQUIREMENTS:

Successful bidder shall be required to warranty all of the equipment awarded to them for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the Community College System of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

BID AWARD:

The award of the bid will be based upon bidder's total price for items listed in the "Offer" section of this bid invitation and their response to questions in Exhibit A. If an award is made, it will be for all line items in total, in the form of a Community College System of NH Purchase Order.

BID RESULTS:

Bid results may be viewed when available, on CCSNH's web site at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>.

TERMINATION:

The Community College System of NH shall have the right to terminate the purchase contract at any time by giving the successful bidder a thirty (30) day written notice.

F.O.B.:

The F.O.B. shall be destination to the following delivery point:

Manchester Community College
1066 Front Street
Manchester NH 03102

DELIVERY AND INSTALLATION:

Delivery and installation can only be completed on a weekend when on-campus classes are not in session. Delivery and installation date/time will be mutually agreed upon by Manchester Community College (MCC) and winning bidder.

If equipment becomes available prior to the delivery window, the winning bidder shall not charge MCC any storage fees or other penalties for the holding of equipment until delivery and installation can be completed.

If the winning bidder is unable to deliver and install equipment during the specified window due to supply chain disruptions or other unforeseen circumstances, the winning bidder shall not charge any storage fees or other penalties for the holding of equipment while an alternative delivery window is identified and installation is ultimately completed.

REMOVAL OF EXISTING EQUIPMENT:

After delivery and installation of new equipment, winning bidder will be required to remove all existing equipment

RETURNED GOODS:

The successful bidder must resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful bidder within five business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the Community College System of NH must be returned for full credit within fifteen days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using campus will be responsible for any freight charges to return these items to the successful bidder.

OFFER:

Successful bidder hereby offers to sell the required items to the Community College System of NH at the following price(s):

QTY UNIT DESCRIPTION

1 EA Pad-Mounted Transformer
Specifications:
Must be equivalent to existing transformer on site (installed in 1980 and at end of useful life)
Site visit is required to confirm all necessary specifications and ensure equivalency (see Site Visitation section above)

MAKE: _____

MODEL: _____

ITEM #: _____

Please enclose product literature and specifications

Unit Cost \$ _____ Extended Cost \$ _____

QTY UNIT DESCRIPTION

1 EA Delivery

Extended Cost \$ _____

QTY UNIT DESCRIPTION

1 EA Installation

Extended Cost \$ _____

QTY UNIT DESCRIPTION

1 EA Removal of Existing Equipment

Extended Cost \$ _____

DISCOUNT: If there is an educational discount, please apply

Any and all charges **must be built into your bid price** at the time of the bid. Bid is FOB Destination.

BID TOTAL: _____ \$ _____

Specifications listed above are representative of the type and quality required. Your bid submission must be materially similar to the specifications indicated. Literature detailing product specifications must be included with bid. MCC shall be the sole determining factor of what is materially similar to the required item(s).

NOTE: your bid submission must clearly list all items in the above listed configuration specifications. If we cannot match all specifications, if they are not clearly identifiable, then your bid may be disqualified.

SIGNATURE:

The undersigned hereby offers to sell to the Community College System of NH the commodities or services indicated in the following page(s) of this Bid at the price(s) quoted in complete accordance with all conditions of this Bid.

Company Name: _____

Contact Person: _____

Address: _____

Tel.#: _____

Email: _____

Authorized Signature: _____

(TYPE OR PRINT NAME)

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all Community College System of NH terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to CCSNH terms and conditions as stated on the reverse of the purchase order.

Exhibit A
MCC25-02 – Pad-Mounted Transformer
Bidder Questionnaire

(Please attach responses on a separate document if needed)

1. Please list the anticipated lead times for each piece of equipment, from receipt of purchase order to equipment arriving at your place of business.
2. Please list the standard manufacturer's warranty for all equipment
3. Does your firm offer emergency & regular maintenance services for this equipment? If yes, please describe your service capabilities. Where are your service technicians based relative to MCC's campus?
4. Please include any addition information that may be helpful to the review team