

**Delgado Community College
Purchasing Department
501 City Park Avenue, Bldg. 37
New Orleans, Louisiana 70119
(504) 762-3027**

Invitation to Bid

Bid Name:

Automated Pipe Beveling Machine

Due by & to be opened on:

September 12th, 2016 at 2:00PM CST

Contact Person:

Tracey Sheffield

Assistant Director Purchasing

(504) 762-3029

NAME OF COMPANY

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL

SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

*** This form must be completed and submitted with your bid*

I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119
Email: tsheff@dcc.edu
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

Sealed bids may be submitted by mail or in person. Mailed bids and hand carried bids shall go to the address in item #1. Do not leave hand carried bids at the front desk. If bids are delivered via an express mail carrier, the bid name shall be on the outside of the packaging. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

II. BID FORM & SPECIFICATIONS
R0012592 – Automated Pipe Beveling Machine

SCOPE OF WORK:

The successful bidder shall provide and deliver a automated pipe beveling machine and accessories to Delgad Community College’s East Jefferson Technical Campus, 5200 Blair Drive, Metairie, LA 70001 per all terms, conditions and specifications.

LIST OF ITEMS:

No.	Qty	UOM	Item & Model/Part No	Unit Price	Total Price	Delivery ETA
1)	1	EA	MSI ChamferMate Automated Pipe Beveling Machine (Base Machine) Model/Part No: C8H			
2)	1	EA	MSI ChamferMate Collets for 2” Pipe Part No: 10626-2			
3)	1	EA	MSI ChamferMate Collets for 5” Pipe Part No: MSI 10626-5			
4)	1	EA	MSI ChamferMate Collets for 6” Pipe Part No: 10626-6			
5)	2	HRS	Phone Support for start-up assistance			
6)	1	LOT	Shipping/Handling/Freight; Lift gate truck needed. No shipping dock available.			

TOTAL BID AMOUNT OF ALL LINE ITEMS: _____

NOTE: All shipping, handling, setup, or any other charges necessary for the provision and delivery of these goods and/or services must be included in your bid. The College will not pay for any charges invoiced other than the unit price as stated on the bid.

By signing below, the Vendor/Contractor agrees that he/she complies with all bid requirements and special conditions as stated in the bid and has reviewed and received any and all addenda if applicable.

Signature _____

**Bid must be submitted on this form*

III. TERMS & CONDITIONS

1. Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

All bids must be submitted on the form(s) furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.

Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be clearly stated on the bid form. The College will not be responsible for freight charges not clearly stated as a part of this bid.

Delgado Community College reserves the right to reject any and all bids and to waive any informality.

It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.

2. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Vendor's disposition or returned to the Vendor via Freight Collect. If the Vendor fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
3. If item(s) or services bid do not fully comply with specifications, including brand and/or product number, bidder must state in what respect the item(s)/services deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
4. The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
5. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to

be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Vendor must state the brand/model he or she is bidding on each item. It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

6. If a vendor wishes to submit an alternate bid in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed cover sheet must be submitted with the alternate.
7. Bids must be submitted in a sealed envelope with the bidder's name, license number (if applicable) and the name and number of the bid written on the front of the envelope. Bids received without this information will be disqualified.

In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved (if applicable)).

8. Any questions arising from either the specifications and/or jobsite visit must be addressed in writing and will be answered via an Addendum. All questions must be submitted no later than **September 2nd at 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related only to the answers provided in the Addendum. All addenda must be acknowledged by the bidder with the bid.

No addenda will be issued within a period of seventy-two (72) hours prior to the date set for the receipt of bids except an Addendum, if necessary, postponing the date of receipt of bids or cancelling the request for bids.

9. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the College to increase or decrease the amount at the unit price stated in the bid.
10. In the event a greater quantity is needed, the right is reserved by the College to increase the amount, at the unit price stated in the bid, for six (6) months from the date of award.
11. If the Vendor fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Vendor making the original unsatisfactory or late delivery.
12. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
13. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College shall be final.
14. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
15. The college reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the College.

16. The successful bidder will furnish written factory instructions for the operation and maintenance of the equipment purchased.
17. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the location designated by the College.
18. Delivery Schedule: All items must be delivered within (30) days of receipt of a purchase order. After issuance of the purchase order, should the delivery date change from the date stated on the bid form, the vendor will notify the College.
19. In case of default by the Vendor, the College reserves the right to purchase any or all items in default on the open market, charging Vendor with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Vendor will be considered until the assessed charge(s) have been satisfied.
20. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
21. Delivery is of the essence and the College reserves the right to award to that Vendor providing the earliest delivery date. The College also reserves the right to reject any Vendor who cannot make delivery within the timeframe specified in this bid.
22. Items furnished shall be delivered to the College's general receiving area. A lift gate truck may be necessary as there is no dockside delivery area.
23. The College reserves the right to request and review material orders to ensure compliance with the requested completion and/or due dates as stated in the bid.

***** End of Special Conditions***

IV. SPECIFICATIONS

MSI ChamferMate Pipe Beveling Machine

Model No: C8H

Complete with 20 HP 440-3-60 motor. Frequency drive on spindle motor for adjusting spindle RPM's. Three tool adjustable cutter head for OD, ID, and facing of pipe 1" to 8" diameter with replaceable carbide inserts. Standard tooling produces 37 ½ degree OD bevel and 60 degree ID bevel. Sliding stop for locating pipe in vise. Integral coolant system with large chip drawer. Hydraulic power unit & parts and Instructional manual Skidded and wrapped for shipment.

- Machine Diameter Range – 1" – 8 5/8" OD
- Pipe Sizes – 1" to 8"
- Typical Wall Thickness – 4" Pipe – SCH 160 / 6" Pipe – SCH 120 / 8" Pipe – SCH 80
- Horsepower (Std) – 20 HP
- Voltage/Amp – 440 VAC – 3 Phase – 60 Hz – 40Amp
- Standard RPM Range – 150-600 RPM
- Pneumatic Requirement – 1 CFM @ 90 PSI
- Clamping – Hydraulic
- Spindle Feed – Hydraulic
- Feed Rate – Adjustable
- Spindle Stroke – 6"
- Coolant – Standard
- Pipe Stop (Sliding Stop) – Standard
- Type of Head (STD) – Three Tool ID, OD, Face
- Physical Size – 37"W x 51"D x 68"H
- Approximate Weight – 3,500 pounds

MSI ChamferMate Colletts

Part No's: 10626-5, 10626-5, 10626-6

Collets are required for each diameter of part to be run on the machine. Must work with the proposed machine.

END OF BID DOCUMENTS