

**INVITATION FOR BIDS
INDUSTRIAL PROGRAMMABLE PAPER CUTTER
BID #2025-09**

ADDENDUM ONE

May 19, 2025

To All Prospective Bidders:

Please take note that the Lower Pioneer Valley Educational Collaborative is extending the submittal date and time for the Industrial Programmable Paper Cutter Bid #2025-09 to May 28, 2025 at 1:00 p.m. The submittal due date is referenced in the Invitation to Bid, and on Pages 1, and 4 of the Invitation to Bid as May 19, 2025 at 1:00 P.M. The submittal date and time has been extended to 1:00 p.m. on **May 28, 2025**. The change is highlighted in yellow on the attached pages.

Please take note that the Lower Pioneer Valley Educational Collaborative is extending the Inquiries submittal date for the Industrial Programmable Paper Cutter Bid #2025-09 to the close of business on May 22, 2025. The Inquiries submittal due date is referenced in the Invitation to Bid, and on Pages 1, 2, and 10 of the Invitation to Bid as of May 19, 2025 at 1:00 P.M. The submittal date and time has been extended to the end of business on **May 22, 2025**. The change is highlighted in yellow on the attached pages.

Attach one copy of this addendum, signed and dated, and return with your bid package by May 28, 2025 at 1:00 p.m.

Authorized Signature

Date:

Company Name:

INVITATION FOR BID
INDUSTRIAL PROGRAMMABLE PAPER CUTTER
BID #2025-09

The Lower Pioneer Valley Educational Collaborative (LPVEC) is seeking bids for an Industrial Programmable Paper Cutter.

Bid specifications can be obtained at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA after 10:00 a.m. on April 30, 2025 or by calling (413) 735-2200.

Sealed paper bids should be submitted in the format requested to the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089, and received no later than 1:00 p.m. on **May 28, 2025** ~~May 19, 2025~~, at which time bids will be publicly opened via Google Meet conference and recorded. No bids shall be accepted after this deadline. All bids must be clearly labeled on the outside lower, left-hand corner of the Bidder's envelope with the following information:

Project Title: **Industrial Programmable Paper Cutter Bid #2025-09**
Name, Address, Email Address of Bidder

The LPVEC is exempt from state sales tax and adheres to MGL Chapter 30B bidding requirements.

GENERAL INFORMATION

1. PURPOSE

The Lower Pioneer Valley Educational Collaborative (LPVEC) is requesting proposals for the purpose of acquiring Equipment for the Advanced Machine Technology Program at the Career TEC Vocational School.

2. SUBMISSION OF BIDS – INSTRUCTION TO PROPOSERS

SUBMISSION DEADLINE AND REQUIREMENTS: Bids from qualified vendors for an Industrial Programmable Paper Cutter Bid #2025-09.

2.1. Bids must be submitted to:

The Lower Pioneer Valley Educational Collaborative
ATTN: Anna Bishop, Director of Finance & Operations
174 Brush Hill Avenue
West Springfield, MA 01089

Sealed bids should be marked on the outside lower, left-hand corner of the Bidder's envelope "Industrial Programmable Paper Cutter" and submitted no later than 1:00 p.m. on ~~May 19, 2025~~ **May 28, 2025**, at which time bids will be publicly opened via Google Meet conference and recorded. No bid shall be accepted after this deadline. No telephone, facsimile, or verbal quotations will be accepted. The LPVEC is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Additional copies of the Invitation for Bids documents are available upon request.

Each Bidder is responsible for delivery of the Bid. Bids and/or Bid revisions received after the date and time specified will not be considered.

Each Bid must be an original and hard copy, and signed by an authorized member of the Bidder's company. This member should be the highest-ranking officer at the local level.

Each Bidder must submit with the signed original Bid, one (1) copy of the signed original Bid.

Bidders are hereby notified that issuance of this Invitation for Bid and receipt of responses does not assure that a Bidder will be chosen. LPVEC reserves the right to reject any and all bids. LPVEC reserves the right to waive any of the informalities of this Invitation for Bid, to request additional information from any Bidders, to award without negotiation or discussion, to negotiate with any Bidders, to reject any or all bids or parts of bids, to solicit new bids, or to reject any or all Bidders as it deems in either's best interest.

2.2. KEY DATES

Specifications available:	10:00 a.m.	April 30, 2025
Question Submittal Deadline:	4:00 p.m.	May 9, 2025 May 22, 2025
Responses Due:	1:00 p.m.	May 19, 2025 May 28, 2025

3. INQUIRIES

Prospective Bidders may request clarification of information contained in the Invitation for Bid. All such requests must be received by the close of business on ~~May 9, 2025~~ **May 22, 2025**. A response to all written requests will be provided two (2) business days after the inquiry deadline. Responses to any request for clarification will be provided in writing to all prospective Bidders who are on record as having received the Invitation for Bid. All inquiries for clarification of information contained in the Invitation for Bid must be submitted on the Bidder Inquiry Form (Submittal Form III) to:

Anna Bishop, Director of Finance & Operations
Lower Pioneer Valley Educational Collaborative
174 Brush Hill Avenue
West Springfield, MA 01089
Phone: 413-735-2200

4. GENERAL REQUIREMENTS

- 4.1. **ADDENDA TO THE BID:** Should it become necessary to revise any part of the Invitation for Bid, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the Invitation for Bid. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgement shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Bid by the closing date and time. All addenda shall become a part of the Invitation for Bid. Acknowledgement of all addenda received must be submitted by the Bid closing date and time.
- 4.2. **OPENING OF BIDS:** At the specified time and date stated in Section 2.2, all submitted Bids shall be publicly opened via Google Meet conference and recorded. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Board of Governors, except as required by law.
- 4.3. **PROPRIETARY INFORMATION:** The information provided in the Invitation for Bid is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
- 4.4. **RESTRICTIONS ON COMMUNICATION:** From the issue date of the Invitation for Bid and until a Contract has been awarded and announced, Bidders or the LPVEC are not allowed to communicate about the subject of the Invitation for Bid or a Bidder's submission, except as provided in the Inquiries Section 3.
- 4.5. **BID COSTS:** Any recipient of the Invitation for Bid is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a bid, or otherwise responding to the Invitation for Bid, or any negotiations incidental to its bid or the Invitation for Bid.
- 4.6. **INFORMATION CONTROL:** The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the Invitation for Bid. As part of the Invitation for Bid preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare a Bid based only on the information contained in the Invitation for Bid, notwithstanding any information that may have been previously provided. A prospective

- 4.7. between the Lower Pioneer Valley Educational Collaborative and the successful Bidders. It is further clarified that a bid deposit will be required from any one Bidder regardless of the number of bids submitted.

Should any Bidder(s) to whom an award is made fail to enter into contract within fifteen (15) days after receipt of notice of the award, the amount so received from such Bidder(s), through certified check, shall become the property of the Lower Pioneer Valley Educational Collaborative as liquidated damages to compensate for losses due to delay. The bid security from the two lowest Bidders will be retained until the successful bid has been approved by the Lower Pioneer Valley Educational Collaborative. The bid securities of other Bidders will be returned within ten (10) days after the bid opening.

- 4.8. **Exceptions:** Any exceptions to the specifications or any other special considerations or conditions requested or required by the Bidder shall be enumerated by the Bidder and submitted as part of its Bid, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Bid.
- 4.9. **Liability Insurance:** Bidder must include an insurance certificate or binder for general liability in the amounts \$1,000,000 owner and aggregate \$2,000,000; workers' compensation; and professional liability in the amount of \$1,000,000. In addition, the Lower Pioneer Valley Educational Collaborative shall be named as an additional insured on the Bidder's general liability policy.
- 4.10. **Equipment (Submittal Form I).** Must be completely filled out including lead/delivery dates for the equipment, signed and submitted.
- 4.11. **Bid Form (Submittal Form II):** Must be submitted and signed by duly authorized officer of the Company with authority to secure contracts.
- 4.12. **Non-Collusion Statement (Submittal Form IV):** By submitting a bid to LPVEC, Bidder will certify that their offer is in all respects bona fide, fair, and made without collusion or fraud with any person. As used in this section, "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.
- 4.13. **Tax Compliance Certificate (Submittal Form V):** Bidders are further advised that upon signing a contract, the selected vendor must certify that it has complied with any and all laws of The Commonwealth relating to taxes, reporting of employees, and withholding and remitting of child support as required by Mass. Gen. Laws c.62C §49A and the Child Care Act, Stat. 1990, c.521, §7, as amended by Stat 1991, c.329 as provided in the contract. A vendor's failure to certify compliance with said laws would be cause for LPVEC not to enter into a contract. LPVEC further reserves the right to investigate, at any time prior to its execution of a contract or during the term of a contract, any information indicating that there has been a failure to comply with said laws. If LPVEC determines that any selected **vendor has not complied with said laws, it shall decline to enter** into a contract and may decline to extend the contract.

5. CONTRACT AWARD

Bids will be publicly opened via Google Meet conference and recorded in the Lower Pioneer Valley Educational Collaborative office at 174 Brush Hill Avenue, West Springfield, Massachusetts, on ~~May 19, 2025~~ **May 28, 2025** at 1:00 p.m.

