**ITB DRAFT FOR COMMENT**

**Submit Comments to ShareFile   
Link** [**https://nebraska.sharefile.com/r-r63bb27e2415f4d6eb614207f27b0d66e**](https://nebraska.sharefile.com/r-r63bb27e2415f4d6eb614207f27b0d66e) **Comments Due By Close of Business January 15, 2021**

This is a draft Invitation to Bid for CNC Router and Vacuum Pump Systems for the Nebraska Department of Correctional Services. This draft ITB is posted to give potential vendors the opportunity to review the specifications, industry standards, requirements and structure for this solicitation. The State Purchasing Bureau request that potential vendors provide comments that will enhance the final document(s) that will ultimately be released as the formal Invitation to Bid. Comments may address the format of documents and industry standards. The State is seeking to ensure that maximum competition be achieved for a clear understanding of expectations.

Any comments should be made directly to the Draft ITB and Cost Sheet and submitted via ShareFile

Link <https://nebraska.sharefile.com/r-r63bb27e2415f4d6eb614207f27b0d66e>   
by close of business day **January 15, 2021**.

The following is the Draft ITB for a CNC Router:

The State of Nebraska (State), Department of Administrative Services (DAS), Materiel Division, State Purchasing Bureau (SPB), is issuing this solicitation for a one time purchase, ITB Number XXXX OF for the purpose of selecting a qualified Contractor to provide one (1) CNC Router with Vacuum Pump System. A more detailed description can be found in Section VI. The resulting contract may not be an exclusive contract as the State reserves the right to contract for the same or similar goods from other sources now or in the future.

**INFORMATION PERTINENT TO THIS SOLICITATION CAN BE FOUND ON THE INTERNET AT:** <https://das.nebraska.gov/materiel/bidopps.html>

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**IMPORTANT NOTICE**: Pursuant to Neb. Rev. Stat. § 84-602.02, State contracts in effect as of January 1, 2014, and contracts entered into thereafter, must be posted to a public website. The resulting contract, the solicitation, and the successful Bidder’s proposal or response will be posted to a public website managed by DAS, which can be found at:

[https://statecontracts.nebraska.gov](https://statecontracts.nebraska.gov/)

In addition and in furtherance of the State’s public records statute (Neb. Rev. Stat. § 84-712 et seq.) all proposals or responses received regarding this solicitation will be posted to the SPB website.

These postings will include the entire proposal or response. Bidder must request that proprietary information be excluded from the posting. The Bidder must identify the proprietary information, mark the proprietary information according to state law, and submit the proprietary information in a separate container or envelope marked conspicuously using an indelible method with the words "PROPRIETARY INFORMATION". The Bidder must submit a **detailed written document showing** that the release of the proprietary information would give a business advantage to named business competitor(s) and explain how the named business competitor(s) will gain an actual business advantage by disclosure of information. The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient. (See Attorney General Opinion No. 92068, April 27, 1992) **THE BIDDER MAY NOT ASSERT THAT THE ENTIRE PROPOSAL OR RESPONSE IS PROPRIETARY. COST WILL NOT BE CONSIDERED PROPRIETARY AND IS A PUBLIC RECORD IN THE STATE OF NEBRASKA.** The State will determine, in its sole discretion, if the disclosure of the information designated by the Bidder as proprietary would 1) give advantage to business competitors and 2) serve no public purpose. The Bidder will be notified of the State’s decision. Absent a determination by the State that the information may be withheld pursuant to Neb. Rev. Stat. § 84-712.05, the State will consider all information a public record subject to disclosure

If the agency determines it is required to release proprietary information, the Bidder will be informed. It will be the Bidder’s responsibility to defend the Bidder’s asserted interest in non-disclosure.

To facilitate such public postings, with the exception of proprietary information, the State of Nebraska reserves a royalty-free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract, proposal, or response to this solicitation for any purpose, and to authorize others to use the documents. Any individual or entity awarded a contract, or who submits a proposal or response to this solicitation, specifically waives any copyright or other protection the contract, proposal, or response to the solicitation may have; and, acknowledges that they have the ability and authority to enter into such waiver. This reservation and waiver is a prerequisite for submitting a proposal or response to this solicitation, and award of a contract. Failure to agree to the reservation and waiver will result in the proposal or response to the solicitation being found non-responsive and rejected.

**Any entity awarded a contract or submitting a proposal or response to the solicitation agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the State, arising out of, resulting from, or attributable to the posting of the contract or the proposals and responses to the solicitation, awards, and other documents.**

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# GLOSSARY OF TERMS

**Acceptance Test Procedure:** Benchmarks and other performance criteria, developed by the State or other sources of testing standards, for measuring the effectiveness of products or goods and the means used for testing such performance

**Addendum:** Something to be added or deleted to an existing document; a supplement

**After Receipt of Order (ARO):** After Receipt of Order

**Agency:** Using agencies shall mean and include all officers of the state, departments, bureaus, boards, commissions, councils, and institutions receiving legislative appropriations

**Agent/Representative:** A person authorized to act on behalf of another

**Amend:** To alter or change by adding, subtracting, or substituting

**Amendment:** A written correction or alteration to a document

**Appropriation:** Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use

**Automated Clearing House (ACH):** Electronic network for financial transactions in the United States

**Award:** All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in the solicitation

**Best and Final Offer (BAFO):** In a competitive proposal, the final offer submitted which contains contractor’s most favorable terms for price

**Bid Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the contractor will not withdraw the proposal

**Bidder:** A contractor who submits an offer proposal in response to a written solicitation

**Breach:** Violation of a contractual obligation by failing to perform or repudiation of one’s own promise.

**Business:** Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity

**Business Day:** Any weekday, except State-recognized holidays

**Calendar Day:** Every day shown on the calendar including Saturdays, Sundays, and State/Federal holidays

**Cancellation:** To call off or revoke a proposal, purchase order or contract without expectation of conducting or performing at a later time

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**Catalog/Non-Core:** A printed or electronic list of products a contractor may provide at a discounted rate or discount off list price to the State. Initial contract award(s) is not based on Catalog/Non-Core items

**Central Processing Unit (CPU):** Any computer or computer system that is used by the State to store, process, or retrieve data or perform other functions using Operating Systems and applications software

**Change Order:** Document that provides amendments to an executed purchase order

**CNC:** Computer Numeric Control An automated control of equipment by means of a computer and/or program.

**Collusion:** An agreement or cooperation between two or more persons or entities to accomplish a fraudulent, deceitful, or unlawful purpose

**Commodities:** Any equipment, material, supply or goods; anything movable or tangible that is provided or sold

**Commodities Description:** Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results

**Competition:** The effort or action of two or more commercial interests to obtain the same business from third parties

**Confidential Information:** Unless otherwise defined below, “Confidential Information” shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive

**Contract:** An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement

**Contract Administration:** The management of the contract which includes and is not limited to contract signing, contract amendments and any necessary legal actions

**Contract Management:** The management of day to day activities at the agency which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the Contractor

**Contract Period:** The duration of the contract

**Contractor:** An individual or entity lawfully conducting business in the State, who seeks or agrees to provide goods or services under the terms of a written contract.

**Cooperative Purchasing:** The combining of requirements of two or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits

**Copyright:** A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work

**Core List:** Items specifically listed on the solicitation upon which a proposal is evaluated for award.

**Cornhusker State Industries:** Prison industries for the Nebraska Department of Correctional Services.

**CSI:** Cornhusker State Industries.

**Critical Program Error:** Any Program Error, whether or not known to the State, which prohibits or significantly impairs use of the Licensed Software as set forth in the documentation and intended in the contract

**Customer Service:** The process of ensuring customer satisfaction by providing assistance and advice on those products or goods provided by a Contractor

**Default:** The omission or failure to perform a contractual duty

**Deviation:** Any proposed change(s) or alteration(s) to either the terms and conditions or deliverables within the scope of the written solicitation or contract

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**Evaluation:** The process of examining an offer after opening to determine the contractor’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award

**Evaluation Committee:** Committee(s) appointed by the requesting agency that advises and assists the procuring office in the evaluation of proposal/s (offers made in response to written solicitations)

**Extension:** Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with “Renewal Period”

Facility: an organization or building offering supporting capability. A place provided for a particular purpose.

**Free on Board (F.O.B.) Destination:** The delivery charges are included in the quoted price and prepaid by the contractor. Contractor is responsible for all claims associated with damages during delivery of product

**Free on Board (F.O.B.) Point of Origin:** The delivery charges are not included in the quoted price and are the responsibility of the agency. Agency is responsible for all claims associated with damages during delivery of product

**Foreign Corporation:** A foreign corporation that was organized and chartered under the laws of another state, government, or country.

**Installation Date:** The date when the procedures described in “Installation by Contractor“, and “Installation by State”, as found in the solicitation, or contract are completed.

**Interested Party:** A person, acting in their personal capacity, or an entity entering into a contract or other agreement creating a legal interest therein

**Invalid Proposal:** A proposal that does not meet the requirements of the solicitation or cannot be evaluated against the other proposals.

**Invitation to Bid (ITB):** A written solicitation utilized for obtaining competitive offers for Services or Goods

**Late Proposal:** An offer received after the Opening Date and Time

**Licensed Software Documentation:** The user manuals and any other materials in any form or medium customarily provided by the Contractor to the users of the Licensed Software which will provide the State with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently

**Mandatory/Must:** Required, compulsory, or obligatory

**May:** Discretionary, permitted; used to express possibility

**Module (see System):** A collection of routines and data structures that perform a specific function of software

**Must:** See Mandatory/Must and Shall/Will/Must

**National Institute for Governmental Purchasing (NIGP**): National Institute of Governmental Purchasing – Source used for assignment of universal commodity codes to goods and services

NDCS: Nebraska Department of Correctional Services

**Non-core:** See Catalog.

**Open Market Purchase:** Authorization may be given to an agency to purchase items above direct purchase authority due to the unique nature, price, quantity, location of the using agency, or time limitations by the AS Materiel Division, State Purchasing Bureau

**Opening Date and Time:** Specified date and time for the public opening of received, labeled, and sealed formal proposals

**Operating System:** The control program in a computer that provides the interface to the computer hardware and peripheral devices, and the usage and allocation of memory resources, processor resources, input/output resources, and security resources

**Outsourcing:** The contracting out of a business process which an organization may have previously performed internally or has a new need for, to an independent organization from which the process is purchased back

Pat Search: A search of the outside of a person’s clothing, inside the shirt collar and pants waistband without the complete removal of the clothing. This will be accomplished by running the employee’s hands inside the collar and waistband and over the exterior of the clothing surfaces and by separately inspecting hats, jackets, shoes and pockets.

**Payroll & Financial Center (PFC):** Electronic procurement system of record

**Performance Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the Contractor fulfills any and all obligations under the contract

**Platform:** A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination

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**Point of Contact (POC):** The person designated to receive communications and to communicate

**Pre-Proposal Conference:** A meeting scheduled for the purpose of clarifying a written solicitation and related expectations

**Product:** Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption

**Program Error:** Code in Licensed Software which produces unintended results or actions, or which produces results or actions other than those described in the specifications. A program error includes, without limitation, any Critical Program Error

**Program Set:** The group of programs and products, including the Licensed Software specified in the solicitation, plus any additional programs and products licensed by the State under the contract for use by the State

**Project:** The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and goods to be provided under the contract

**Proposal:** An offer, bid, or quote submitted by a contractor/vendor in a response to a written solicitation

**Proprietary Information:** Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and service no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific named competitor(s) advantaged by release of the information and the demonstrated advantage the named competitor(s) would gain by the release of information

**Protest/Grievance:** A complaint about a governmental action or decision related to the solicitation or resultant contract, brought by a contractor who has timely submitted a proposal response in connection with the award in question, to AS Materiel Division or another designated agency with the intention of achieving a remedial result

**Public Proposal Opening:** The process of opening correctly submitted offers at the time and place specified in the written solicitation and in the presence of anyone who wished to attend

**Quote:** See Proposal

**Recommended Hardware Configuration:** The data processing hardware (including all terminals, auxiliary storage, communication, and other peripheral devices) to the extent utilized by the State as recommended by the Contractor.

**Release Date:** The date of public release of the written solicitation to seek offers

**Renewal Period:** Optional contract periods subsequent to the original Contract Period for a specified duration with previously agreed to terms and conditions. Not to be confused with Extension

**Request for Information (RFI):** A general invitation to contractor is requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation

**Responsible Contractor:** A Contractor who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance

**Responsive Contractor:** A Contractor who has submitted a proposal which conforms to all requirements of the solicitation document

**Shall:** See Must

**Should:** Expected; suggested, but not necessarily mandatory

**Software License:** Legal instrument with or without printed material that governs the use or redistribution of licensed software

**Sole Source – Commodity:** When an item is available from only one source due to the unique nature of the requirement, its contractor, or market conditions

**Sole Source – Service:** A service of such a unique nature that the contractor selected is clearly and justifiably the only practical source to provide the service. Determination that the contractor selected is justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required

**Specifications:** The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract

**Statutory:** These clauses are controlled by state law and are not subject to negotiation

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**Subcontractor:** Individual or entity with whom the contractor enters a contract to perform a portion of the work awarded to the contractor

**System (see Module):** Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the Contractor as functioning or being capable of functioning, as an entity

**Termination:** Occurs when the contract expires or either party, pursuant to a power created by agreement or law puts an end to the contract prior to the stated expiration date. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives

**Third-Party:** Any person or entity, including but not limited to fiduciaries, shareholders, owners, officers, managers, employees, legally disinterested persons, and sub-contractors or agents, and their employees. It shall not include any entity or person who is an interested Party to the contract or agreement

Tool Inventory: A systemic process for tool accountability.

**Trade Secret:** Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. § 87-502(4))

**Trademark:** A word, phrase, logo, or other graphic symbol used by a manufacturer or contractor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office

**Upgrade:** Any change that improves or alters the basic function of a product of service

Vendor Performance Report: A report completed by the using agency and submitted to State Purchasing Bureau documenting products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications.

Vendor: Inclusive term for any Bidder or Contractor.

**Will:** See Mandatory/Must/Shall

**Work Day:** See Business Day

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# ACRONYM LIST

ARO – After Receipt of Order

ACH – Automated Clearing House

BAFO – Best and Final Offer

COI – Certificate of Insurance

**CNC** – Computer Numeric Control

CPU – Central Processing Unit

CSI – Cornhusker State Industries

DAS – Department of Administrative Services

F.O.B. – Free on Board

**i.p.m. – Inches Per Minute**

ITB – Invitation to Bid

NIGP – National Institute for Governmental Purchasing

PA – Participating Addendum

RFI – Request for Information

RFP – Request for Proposal

SPB – State Purchasing Bureau

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1. PROCUREMENT PROCEDURE
   1. GENERAL INFORMATION

The solicitation is designed to solicit proposals from qualified Bidders who will be responsible for providing one (1) CNC Router with Vacuum Pump System. The system shall include all accessories and software needed for a functional system at a competitive and reasonable cost. Terms and Conditions, Project Description and Scope of Work, Proposal instructions, and Cost Proposal Requirements may be found in Sections II through VI.

Proposals shall conform to all instructions, conditions, and requirements included in the solicitation. Prospective Bidders are expected to carefully examine all documents, schedules, and requirements in this solicitation, and respond to each requirement in the format prescribed. Proposals may be found non-responsive if they do not conform to the solicitation.

* 1. PROCURING OFFICE AND COMMUNICATION WITH STATE STAFF AND EVALUATORS

Procurement responsibilities related to this solicitation reside with SPB. The point of contact (POC) for the procurement is as follows:

Name: Buffy Meyer

Agency: State Purchasing Bureau

Address: 1526 K Street, Suite 130

Lincoln, NE 68508

Telephone: 402-471-6500

E-Mail: [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov)

From the date the solicitation is issued until the Intent to Award is issued, communication from the Bidder is limited to the POC listed above. After the Intent to Award is issued, the Bidder r may communicate with individuals the State has designated as responsible for negotiating the contract on behalf of the State. No member of the State Government, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this solicitation. The POC will issue any answers, clarifications or amendments regarding this solicitation in writing. Only the SPB or awarding agency can award a contract. Bidders shall not have any communication with, or attempt to communicate or influence any evaluator involved in this solicitation.

The following exceptions to these restrictions are permitted:

* + - 1. Contact made pursuant to pre-existing contracts or obligations;

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* + - 1. Contact required by the schedule of events or an event scheduled later by POC; and
      2. Contact required for negotiation and execution of the final contract.

The State reserves the right to reject a bidder’s proposal, withdraw an Intent to Award, or terminate a contract if the State determines there has been a violation of these procurement procedures.

* 1. SCHEDULE OF EVENTS

The State expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.

| ACTIVITY | | DATE/TIME |
| --- | --- | --- |
| 1. 1 | Release solicitation | TBD |
|  | Last day to submit written questions.  Questions should be submitted via ShareFile | TBD |
| 1. 1 | State responds to written questions through a solicitation “Addendum” and/or “Amendment” to be posted to the Internet at:  <http://das.nebraska.gov/materiel/purchasing.html> | TBD |
| 1. 1 | Proposal Opening  Location: State Purchasing Bureau  1526 K Street, Suite 130  Lincoln, NE 68508  Electronic bid submissions via ShareFile:  [\*\*\*Update\*\*\*](https://nebraska.sharefile.com/r-r5a815fd7b7d463b9) | TBD |
| 1. 1 | Review for conformance with proposal requirements | TBD |
| 1. 1 | Evaluation period | TBD |
| 1. 1 | Post “Notification of Intent to Award” to Internet at: <https://das.nebraska.gov/materiel/bidopps.html> | TBD |
| 1. 1 | Purchase Order finalization period | TBD |
| 1. 1 | Purchase Order award | TBD |
| 1. 2 | Purchase Order Issuance | TBD |

* 1. WRITTEN QUESTIONS AND ANSWERS

Questions regarding the meaning or interpretation of any solicitation provision should be received electronically to the State Purchasing Bureau and clearly marked “ITB Number 6376 OF; one (1) CNC Router with Vacuum Pump System Questions ”. POC is not obligated to respond to questions that are received late per the Schedule of Events.

Bidders should present, as questions, any assumptions upon which the Bidder’s proposal is or might be developed. Proposals will be evaluated without consideration of any known or unknown assumptions of a Bidder. The contract will not incorporate any known or unknown assumptions of a Contractor.

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It is preferred that questions be uploaded using the following link via ShareFile Questions should be uploaded using the following link via ShareFile \*\*\* ADD LINK but may be emailed to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov) or delivered by hand or by U.S. Mail.

It is recommended that Bidders submit questions using the following format.

|  |  |  |
| --- | --- | --- |
| Solicitation Section Reference | Solicitation Page Number | Question |
|  |  |  |

Written answers will be posted at <https://das.nebraska.gov/materiel/bidopps.html> per the Schedule of Events.

* 1. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS (Statutory)

All Contractors must be authorized to transact business in the State and comply with all Nebraska Secretary of State Registration requirements. The Bidder who is the recipient of an Intent to Award will be required to certify that it has complied and produce a true and correct copy of its current (within ninety (90) calendar days of the intent to award) Certificate or Letter of Good Standing, or in the case of a sole proprietorship, provide written documentation of sole proprietorship and the United States Citizenship Attestation Form, available on the DAS website at: <https://sos.nebraska.gov/business-services/forms-and-fee-information>. This must be accomplished prior to execution of the contract.

* 1. ETHICS IN PUBLIC CONTRACTING

The State reserves the right to reject proposals, withdraw an intent to award or award, or terminate a contract if a Contractor commits or has committed ethical violations, which include, but are not limited to:

* + - 1. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the bidding process;
      2. Utilize the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the bidding process;
      3. Being considered for, presently being, or becoming debarred, suspended, ineligible, or excluded from contracting with any state or federal entity:
      4. Submitting a proposal on behalf of another party or entity;
      5. Collude with any person or entity to influence the bidding process, submit sham proposals, preclude bidding, fix pricing or costs, create an unfair advantage, subvert the proposal, or prejudice the State.

The Bidder shall include this clause in any subcontract entered into for the exclusive purpose of performing this contract.

Bidder shall have an affirmative duty to report any violations of this clause by the Bidder throughout the bidding process, and throughout the term of this contract for the successful Contractor and their subcontractors.

* 1. DEVIATIONS FROM THE INVITATION TO BID

The requirements contained in the solicitation (Sections II through VI) become a part of the terms and conditions of the contract resulting from this solicitation. Any deviations from the solicitation in Sections II through VI must be clearly defined by the Contractor in its proposal and, if accepted by the State, will become part of the contract. Any specifically defined deviations must not be in conflict with the basic nature of the solicitation, solicitation requirements, or applicable state or federal laws or statutes. “Deviation”, for the purposes of this solicitation, means any proposed changes or alterations to either the contractual language or deliverables within the scope of this solicitation. The State discourages deviations and reserves the right to reject proposed deviations.

* 1. SUBMISSION OF PROPOSALS

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The State is accepting either electronically submitted responses or hard copy, paper responses for this ITB.

It is the Bidders responsibility to ensure the bid is submitted and received by the date and time indicated in the Schedule of Events. All bids, whether in electronic or paper form must be received by the State Purchasing Bureau by the date and time of the bid opening per the Schedule of Events. **No late bids will be accepted.**

The State shall not incur any liability for any costs incurred by bidders in replying to this ITB, in the demonstrations and/or oral presentations, or in any other activity related to bidding on this ITB.

The Invitation to Bid form must be manually signed in an indelible manner or by DocuSign and returned by the bid opening date and time along with the bidder’s Invitation to Bid and any other requirements as stated in the Invitation to Bid document in order for the bidder’s Invitation to Bid response to be evaluated.

It is the responsibility of the bidder to check the website for all information relevant to this Invitation to Bid to include addenda and/or amendments issued prior to the opening date. Website address is as follows: <https://das.nebraska.gov/materiel/bidopps.html>.

Emphasis should be concentrated on conformance to the ITB instructions, responsiveness to requirements, completeness, and clarity of content. If the bidder’s bid is presented in such a fashion that makes evaluation difficult or overly time consuming the State reserves the right to reject the bid as non-responsive.

By signing the Invitation to Bid, the Bidder guarantees compliance with the provisions stated in this ITB.

FOR BIDDERS SUBMITTING ELECTRONIC RESPONSES:

* + 1. Bidders submitting electronically can upload the response via ShareFile here:
       1. [\*\*\*Add Link\*\*\*](https://nebraska.sharefile.com/r-r5a815fd7b7d463b9)
       2. ShareFile works with Firefox, Internet Explorer and Chrome. It does not work with Microsoft Edge.
    2. The ITB, Cost Sheet (if applicable) and Proprietary Information (if applicable) should be uploaded as separate and distinct files. If multiple bids are submitted, the State will retain only the most recently submitted response.
    3. ELECTRONIC PROPOSAL FILE NAMES

The bidder should clearly identify the uploaded ITB bid files. To assist in identification please use the following naming convention:

* + - 1. ITB 6376 OF ABC Company
      2. If multiple files are submitted for one ITB bid, add number of files to file names: ITB 6376 OF ABC Company File 1 of 2.
      3. If multiple ITB bids are submitted for the same ITB, add the bid number to the file names: ITB 6376 OF ABC Company Proposal 1 File 1 of 2.

BIDDERS SUBMITTING PAPER/HARD COPY RESPONSES:

* + - 1. Bidders who are submitting a paper response should submit one bid marked on the first page: “ORIGINAL”. If multiple copies are submitted, the State will retain one copy marked “ORIGINAL” and destroy the other copies. The Bidder is solely responsible for any variance between the copies submitted. Bids must reference the ITB number and be sent to the specified address. Please note that the address label should appear as specified in Section I B. on the face of each container or bidder’s bid response packet. If a recipient phone number is required for delivery purposes, 402-471-6500 should be used. The ITB number should be included in all correspondence.

All hard copy bids MUST be submitted in a sealed envelope or container. The State will not furnish packaging and sealing materials. .

* 1. PROPOSAL PREPARATION COSTS

The State shall not incur any liability for any costs incurred by Bidders in replying to this solicitation, including any activity related to bidding on this solicitation.

* 1. FAILURE TO COMPLY WITH INVITATION TO BID

Violation of the terms and conditions contained in this solicitation or any resultant contract, at any time before or after the award, shall be grounds for action by the State which may include, but is not limited to, the following:

* + - 1. Rejection of a Bidder’s proposal;
      2. Withdrawal of the Intent to Award;
      3. Withdrawal of the Award;
      4. Negative Vendor Performance Report(s)
      5. Termination of the resulting contract;
      6. Legal action; or,
      7. Suspension of the Bidder from further bidding with the State for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State.
  1. PROPOSAL CORRECTIONS

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A bidder may correct a mistake in a proposal prior to the time of opening by giving written notice to the State of intent to withdraw the proposal for modification or to withdraw the proposal completely. Changing a proposal after opening may be permitted if the change is made to correct a minor error that does not affect price, quantity, quality, delivery, or contractual conditions. In case of a mathematical error in extension of price, unit price shall govern.

* 1. LATE PROPOSALS

Proposals received after the time and date of the proposal opening will be considered late proposals. Late proposals will be returned unopened, if requested by the Bidder and at Bidder’s expense. The State is not responsible for proposals that are late or lost regardless of cause or fault.

* 1. PROPOSAL OPENING

Anyone may attend the opening.  It is considered a public opening.  The Buyer will read the names of the respondents.  Depending upon the complexity of the proposal for goods, the buyer may read the proposals aloud or allow proposals be available for viewing by the public during the proposal opening.  Once the proposal opening has concluded, the proposals will not be available for viewing until the Intent to Award has been posted.  An initial proposal tabulation will be posted to the website as soon as feasible. Information identified as proprietary by the submitting bidder, in accordance with the solicitation and state statute, will not be posted. If the state determines submitted information should not be withheld, in accordance with the [Public Records Act](https://ago.nebraska.gov/public_records/statutes), or if ordered to release any withheld information, said information may then be released. The submitting bidder will be notified of the release and it shall be the obligation of the submitting bidder to take further action, if it believes the information should not be released.

* 1. INVITATION TO BID/PROPOSAL REQUIREMENTS

The proposals will first be examined to determine if all requirements listed below have been addressed and whether further evaluation is warranted. Proposals not meeting the requirements may be rejected as non-responsive. The requirements are:

* + - 1. Original Commodity ITB form signed using an indelible method (electronic signatures are acceptable);
      2. Clarity and responsiveness of the proposal;
      3. Completed Sections II through VI;
      4. Completed ITB Form or State’s Cost Sheet.
      5. Machine data sheets with specifications
      6. Detailed warranty information
      7. Location and contact information of factory service centers
  1. EVALUATION COMMITTEE

Proposals are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of the State. Names of the members of the Evaluation Committee(s) will not be published prior to the intent to award.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this solicitation may result in the rejection of this proposal and further administrative actions.

* 1. EVALUATION OF PROPOSALS

All proposals that are responsive to the solicitation will be evaluated based on the following:

* + 1. Cost Proposal
    2. OCIO review and acceptance of software specifications, internet communication protocols and system specifications.
    3. Compliance with specifications

**Neb. Rev. Stat. §81-161 allows the quality of performance of previous contracts to be considered when evaluating responses to competitively bid solicitations in determining the lowest responsible bidder.** Information obtained from any Vendor Performance Report (See Terms & Conditions, Section H) may be used in evaluating responses to solicitations for goods and services to determine the best value for the State.

**Neb. Rev. Stat. §73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone.** When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder, if all other factors are equal.

**Resident disabled veterans means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision(a) of this subsection. Any contract entered into without compliance with this section shall be null and void.**

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Therefore, if a resident disabled veteran or business located in a designated enterprise zone submits a proposal in accordance with Neb. Rev. Stat. §73-107 and has so indicated on the ITB cover page under “Bidder” must complete the following” requesting priority/preference to be considered in the award of this contract, the following will need to be submitted by the bidder within ten (10) business days of request:

* + 1. Documentation from the United States Armed Forces confirming service;
    2. Documentation of discharge or otherwise separated characterization of honorable or general (under honorable conditions);
    3. Disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense; and
    4. Documentation which shows ownership and control of a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection; and the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this subsection.

Failure to submit the requested documentation within ten (10) business days of notice will disqualify the Bidder from consideration of the preference.

* 1. BEST AND FINAL OFFER

If best and final offers (BAFO) are requested by the State and submitted by the bidder, they will be evaluated (using the stated BAFO criteria) and ranked by the Evaluation Committee. The State reserves the right to conduct more than one BAFO. The award will then be granted to the lowest responsible bidder. However, a bidder should provide its best offer in its original proposal. Bidders should not expect that the State will request a BAFO.

* 1. REFERENCE AND CREDIT CHECKS

The State reserves the right to conduct and consider reference and credit checks. The State reserves the right to use third parties to conduct reference and credit checks. By submitting a proposal in response to this solicitation, the bidder grants to the State the right to contact or arrange a visit in person with any or all of the bidder’s clients. Reference and credit checks may be grounds to reject a proposal, withdraw an intent to award, or rescind the award of a contract.

* 1. AWARD

The State reserves the right to evaluate proposals and award contracts in a manner utilizing criteria selected at the State's discretion and in the State’s best interest. After evaluation of the proposals, or at any point in the solicitation process, the State of Nebraska may take one or more of the following actions:

* + 1. Amend the solicitation;
    2. Extend the time of or establish a new proposal opening time;
    3. Waive deviations or errors in the State’s solicitation process and in bidder proposals that are not material, do not compromise the solicitation process or a bidder’s proposal, and do not improve a bidder’s competitive position;
    4. Accept or reject a portion of or all of a proposal;
    5. Accept or reject all proposals;
    6. Withdraw the solicitation;

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* + 1. Elect to rebid the solicitation;
    2. Award single lines or multiple lines to one or more bidders; or,
    3. Award one or more all-inclusive contracts.

The State of Nebraska may consider, but is not limited to considering, one or more of the following award criteria:

* + 1. Price;
    2. Location;
    3. Quality;
    4. Delivery time;
    5. Bidders qualifications
    6. Maintenance and Support capabilities;
    7. Machine Specifications and Warranty.

The solicitation does not commit the State to award a contract. Once intent to award decision has been determined, it will be posted to the Internet at:

<http://das.nebraska.gov/materiel/purchasing.html>

Any protests must be filed by a bidder within ten (10) business days after the intent to award decision is posted to the Internet. Grievance and protest procedure is available on the Internet at:

<http://das.nebraska.gov/materiel/purchasing.html>

* 1. SPECIFICATIONS

Any manufacturer’s names, trade names, brand names, information and/or catalog numbers listed in a specification are for reference and not intended to limit competition, but will be used as the standard by which equivalent material offered will be judged. The Materiel Administrator will be the sole judge of equivalency. The Bidder may offer any brands which meets or exceeds the specification. When a specific product is required, the solicitation will so state. Any item proposal is to be the latest current model under standard production at the time of order. No used or refurbished equipment will be accepted, unless otherwise stated.

* 1. ALTERNATE/EQUIVALENT PROPOSALS

Bidder may offer proposals which are at variance from the express specifications of the solicitation. The State reserves the right to consider and accept such proposals if, in the judgment of the Materiel Administrator, the proposal will result in goods and/or services equivalent to or better than those which would be supplied in the original proposal specifications. Bidder must indicate on the solicitation the manufacturer’s name, number and shall submit with their proposal, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. Proposals which do not comply with these requirements are subject to rejection. In the absence of any stated deviation or exception, the proposal will be accepted as in strict compliance with all terms, conditions and specification, and the Contractor shall be held liable therefore.

* 1. LUMP SUM OR ”ALL OR NONE” PROPOSALS

The State reserves the right to purchase item-by-item, by groups or as a total when the State may benefit by so doing. Bidders may submit a proposal on an “all or none” or “lump sum” basis, but should also submit a proposal on an item-by-item basis. The term “all or none” means a conditional proposal which requires the purchase of all items on which proposals are offered and Bidder declines to accept award on individual items; a “lump sum” proposal is one in which the Bidder offers a lower price than the sum of the individual proposals if all items are purchased, but agrees to deliver individual items at the prices quoted.

* 1. EMAIL SUBMISSIONS

SPB will not accept proposals by email, voice, or telephone proposals **except** for one-time purchases under $50,000.00.

* 1. PROPOSAL TABULATIONS

Proposal tabulations are available on the website at: <http://www.das.state.ne.us/materiel/purchasing/bidtabs.htm>.

* 1. REJECTION OF PROPOSALS

The State reserves the right to reject any or all proposals, wholly or in part, in the best interest of the State.

* 1. RESIDENT BIDDER

Pursuant to Neb. Rev. Stat. §§ 73-101.01 through 73-101.02, a Resident Bidder shall be allowed a preference against a Non-resident Bidder from a state which gives or requires a preference to Bidders from that state. The preference shall be equal to the preference given or required by the state of the Nonresident Bidders. Where the lowest responsible bid from a resident Bidder is equal in all respects to one from a nonresident Bidder from a state which has no preference law, the resident Bidder shall be awarded the contract. The provision of this preference shall not apply to any contract for any project upon which federal funds would be withheld because of the provisions of this preference.

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1. TERMS AND CONDITIONS

**Bidders should complete Section II through VI as part of their proposal**. Bidder is expected to read the Terms and Conditions and must initial either accept, reject, or reject and provide alternative language for each clause. The Bidder should also provide an explanation of why the Bidder rejected the clause or rejected the clause and provided alternate language using “Track Changes”. Upon request an electronic copy of the proposal with “Track Changes” must be submitted in an editable Word format. By signing the solicitation, Bidder is agreeing to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the proposal. The State reserves the right to negotiate rejected or proposed alternative language. If the State and Bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the proposal. The State is soliciting proposals in response to the solicitation.  The State reserves the right to reject proposals that attempt to substitute the Bidder’s commercial contracts and/or documents for this solicitation.

The Bidder should submit with their proposal any license, user agreement, service level agreement, or similar documents that the Bidder wants incorporated in the Contract. Upon notice of Intent to Award, the Bidder must submit a copy of these documents in an editable Word format. The State will not consider incorporation of any document not submitted with the Bidder ’s proposal. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the addendums have been negotiated and agreed to, the addendums shall be interpreted as follows:

* + - 1. If only one (1) Party’s document has a particular clause then that clause shall control;
      2. If both Party’s documents have a similar clause, but the clauses do not conflict, the clauses shall be read together;
      3. If both Party’s documents have a similar clause, but the clauses conflict, the State’s clause shall control.
  1. GENERAL

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The contract resulting from this solicitation shall incorporate the following documents:

* + - 1. Invitation to Bid and Addenda;
      2. Amendments to the solicitation;
      3. Questions and Answers;
      4. Contractor’s proposal response;
      5. The executed Contract and any Addenda, if applicable, and properly submitted documents; and,
      6. Amendments to the Contract

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to the executed Contract with the most recent dated amendment having the highest priority, 2) executed Contract and any attached Addenda, 3) Amendments to solicitation and any Questions and Answers, 4) the original solicitation document and any Addenda, and 5) the Contractor’s submitted Proposal.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State.

* 1. NOTIFICATION

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Contractor and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or five (5) calendar days following deposit in the mail.

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

* 1. NOTICE (POC)

The State reserves the right to appoint a Buyer's Representative to manage [or assist the Buyer in managing] the contract on behalf of the State. The Buyer's Representative will be appointed in writing, and the appointment document will specify the extent of the Buyer's Representative authority and responsibilities. If a Buyer's Representative is appointed, the Contractor will be provided a copy of the appointment document, and is expected to cooperate accordingly with the Buyer's Representative. The Buyer's Representative has no authority to bind the State to a contract, amendment, addendum, or other change or addition to the contract.

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* 1. GOVERNING LAW (Statutory)

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State’s Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this contract must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third-party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state and federal laws, ordinances, rules, orders, and regulations.

* 1. BEGINNING OF WORK

The Bidder shall not commence any billable work until a valid contract has been fully executed by the State and the successful Bidder. The Contractor will be notified in writing when work may begin.

* 1. CHANGE ORDERS OR SUBSTITUTIONS

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The State and the Contractor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Changes may involve specifications, the quantity of work, or such other items as the State may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Contractor’s proposal, were foreseeable, or result from difficulties with or failure of the Contractor’s proposal or performance.

No change shall be implemented by the Contractor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

**\*\*\*Contractor will not substitute any item that has been awarded without prior written approval of SPB\*\*\***

* 1. VENDOR PERFORMANCE REPORT(S)

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The State may document any instance(s) of products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. The State Purchasing Bureau may contact the Vendor regarding any such report. Vendor performance report(s) will become a part of the permanent record of the Vendor.

* 1. NOTICE OF POTENTIAL CONTRACTOR BREACH

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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If Contractor breaches the contract or anticipates breaching the contract, the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

* 1. BREACH

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party’s discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time.

In case of breach by the Contractor, the State may, without unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchased goods in substitution of those due from the contractor. The State may recover from the Contractor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Contractor’s breach. OR In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

The State’s failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies. (See Indemnity - Self-Insurance and Payment)

* 1. NON-WAIVER OF BREACH

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

* 1. SEVERABILITY

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

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* 1. INDEMNIFICATION

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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* + - 1. **GENERAL**

The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials (“the indemnified parties”) from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses (“the claims”), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

* + - 1. **INTELLECTUAL PROPERTY**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State’s use of the Licensed Software without the State’s prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State’s use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor’s sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State’s behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State’s election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this solicitation.

* + - 1. **PERSONNEL**

The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker’s compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor’s and their employees, provided by the Contractor.

* + - 1. **SELF-INSURANCE (Statutory)**

The State is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this contract, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 through 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this contract to the extent provided by law.

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* 1. ATTORNEY'S FEES

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other party prevails.

* 1. ASSIGNMENT, SALE, OR MERGER

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Either party may assign the contract upon mutual written agreement of the other party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor’s business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

* 1. CONTRACTING WITH OTHER POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Contractor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. § 81-145, to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause.

The Contractor may, but shall not be required to, allow other states, agencies or divisions of other states, or political subdivisions of other states to use this contract. The terms and conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

* 1. FORCE MAJEURE

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Neither party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or man-made event outside the control and not the fault of the affected party (“Force Majeure Event”). The Party so affected shall immediately make a written request for relief to the other party, and shall have the burden of proof to justify the request. The other Party may granted the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted party’s own employees will not be considered a Force Majeure Event.

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* 1. CONFIDENTIALITY

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable by 5 U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

1. CONTRACTOR DUTIES
   1. INDEPENDENT CONTRACTOR / OBLIGATIONS

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor’s representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The Contractor warrants that all persons assigned to the project shall be employees of the Contractor or a Subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

* + - 1. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
      2. Any and all vehicles used by the Contractor’s employees, including all insurance required by state law;
      3. Damages incurred by Contractor’s employees within the scope of their duties under the contract;
      4. Maintaining Workers’ Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;

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* + - 1. Determining the hours to be worked and the duties to be performed by the Contractor’s employees; and,
      2. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor’s employees).

If the Contractor intends to utilize any subcontractor, the Subcontractor's level of effort, tasks, and time allocation must be clearly defined in the Contractor's proposal. The Contractor shall agree that it will not utilize any Subcontractors not specifically included in its proposal in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or Subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a sub-contractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

* 1. EMPLOYEE WORK ELIGIBILITY STATUS

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing work within the State. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

* + - 1. The Contractor must complete the United States Citizenship Attestation Form, available on the DAS website at: [https://das.nebraska.gov/materiel/purchase\_bureau/docs/vendors/attestation](https://das.nebraska.gov/materiel/purchase_bureau/docs/vendors/attestation/Individual%20or%20Sole%20Proprietor%20United%20States%20Attestation%20Form%20English.pdf)

The completed United States Attestation Form should be submitted with the solicitation response.

* + - 1. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Contractor’s lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

* + - 1. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.
  1. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 through 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all Subcontracts for goods or services to be covered by any contract resulting from this solicitation.

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* 1. COOPERATION WITH OTHER CONTRACTORS

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on the same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor’s intellectual property or proprietary information unless expressly required to do so by this contract.

* 1. DISCOUNTS

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the proposal. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

* 1. PRICES

Prices quoted shall be net, F.O.B. Destination – Pre-Paid and Add for transportation and delivery charges to the

destination named in the solicitation. No additional charges will be allowed for packing, packages, or partial delivery

costs. When an arithmetic error has been made in the extended total, the unit price will govern.

All prices, costs, and terms and conditions submitted in the proposal shall remain fixed and valid commencing on the opening date of the proposal until an award is made or the solicitation is cancelled.

**The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.**

**The State will be given full proportionate benefit of any decreases for the term of the contract.**

* 1. COST CLARIFICATION

The State reserves the right to review all aspects of cost for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

* 1. PERMITS, REGULATIONS, LAWS

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| **Accept (Initial)** | | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the performance of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

* 1. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The State shall have the unlimited right to publish, duplicate, use, and disclose all information and data developed or obtained by the Contractor on behalf of the State pursuant to this contract.

The State shall own and hold exclusive title to any deliverable developed as a result of this contract. Contractor shall have no ownership interest or title, and shall not patent, license, or copyright, duplicate, transfer, sell, or exchange, the design, specifications, concept, or deliverable.

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* 1. NOTICE OF POTENTIAL CONTRACTOR BREACH

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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If Contractor breaches the contract or anticipates breaching the contract the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, and may include a request for a waiver of the breach if so desired. The State may, at its discretion, temporarily or permanently waive the breach. By granting a temporary waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

* 1. ANTITRUST

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

* 1. CONFLICT OF INTEREST

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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By submitting a proposal, bidder certifies that no relationship exists between the bidder and any person or entity which either is, or gives the appearance of, a conflict of interest related to this Request for Proposal or project.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its proposal a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

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* 1. STATE PROPERTY

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Contractor's use during the performance of the contract. The Contractor shall reimburse the State for any loss or damage of such property; normal wear and tear is expected.

* 1. SITE RULES AND REGULATIONS

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

**NDCS SECURITY**

1. CONTRACTOR’S personnel shall be subject to Nebraska Department of Correctional Services’ (NDCS) background security checks prior to their arrival on site, and will carry proper identification with them at all times while on facility grounds. Please see Attachment One (1) Personal Information for Security Check NCDS form DCS-A-per-002-pc
2. CONTRACTOR shall provide a list of personnel commitments and their information prior to the start of the contract. The list of personnel shall not be changed without the prior written approval of NDCS.  Replacement of key personnel, if approved by NDCS, shall be with personnel of equal or greater ability and qualifications.
3. CONTRACTOR shall make its employees aware of the provisions of Neb. Rev. Stat. § 28-322.01, which state that a person commits the offense of sexual abuse of an inmate or parolee if such person subjects an inmate or parolee to sexual penetration or sexual contact, because an inmate or parolee is not legally capable of giving consent to any such relationship.  Neb. Rev. Stat. § 28-322 states that individuals “working under contract with the department” are included in the list of persons prohibited from having sexual relations with one or more of NDCS’ inmates.  CONTRACTOR will promptly notify NDCS if allegations of sexual abuse or contact become known.
4. CONTRACTOR shall make his/her employees aware of the Nebraska Department of Correctional Services, Policy 112.31 (Code of Ethics and Conduct). CONTRACTOR may be required to sign and return documentation showing receipt of NDCS Policy 112.31 (Code of Ethics and Conduct).
5. CONTRACTOR shall inform his/her personnel of the Nebraska Department of Correctional Services Tobacco Policy, which states that tobacco and tobacco-related products are contraband and must not be carried into any NDCS-owned or controlled property.  Such products must remain in CONTRACTOR’S locked vehicle while on NDCS-owned or controlled property.

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1. CONTRACTOR'S personnel may be subject to pat searches and tool inventory upon arrival and departure from NDCS facilities.
2. Wireless devices and/or cellular phones are prohibited at NDCS facilities unless prior approval is given. If wireless devices are necessary for use on site at NDCS, CONTRACTOR will seek prior approval to carry such devices by requesting the Cellular Device Institutional Use Report form.  All persons are prohibited from providing a cellphone/electronic communication device to an inmate of any facility, per PD 104.06.
   1. ADVERTISING

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods and services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

* 1. NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory)

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or goods provided under the contract are in compliance or will comply with the applicable standards to the greatest degree possible. In the event such standards change during the Contractor’s performance, the State may create an amendment to the contract to request the contract comply with the changed standard at a cost mutually acceptable to the parties.

* 1. DRUG POLICY

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

* 1. WARRANTY

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Despite any clause to the contrary, the Contractor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Contract. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to Customer, or if Contractor is unable to perform the services as warranted, Contractor shall reimburse Customer the fees paid to Contractor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys’ fees and costs.

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1. PAYMENT
   1. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)

Neb. Rev. Stat. §§81-2403 states, “[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency.”

* 1. TAXES (Statutory)

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor.

* 1. INVOICES

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. The terms and conditions included in the Contractor’s invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

Invoices to: NE Department of Correctional Services

Accounts Payable

P.O. Box 94661

Lincoln, NE 68509-4661

Or via e-mail to: DCS.AccountsPayable@nebraska.gov

Accounts Payable Contact (402) 479-5715

* 1. INSPECTION AND APPROVAL

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

* 1. PAYMENT (Statutory)

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2403).  The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

* 1. LATE PAYMENT (Statutory)

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §§ 81-2401 through 81-2408).

* 1. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)

The State’s obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.

* 1. RIGHT TO AUDIT (First Paragraph is Statutory)

The State shall have the right to audit the Contractor’s performance of this contract upon a thirty (30) day written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. § 84-304 et seq.) The State may audit and the Contractor shall maintain the information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor’s place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. In no circumstances will contractor be required to create or maintain documents not kept in the ordinary course of contractor’s business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

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| **Accept (Initial)** | **Reject (Initial)** | **Reject & Provide Alternative within Solicitation Response (Initial)** | **NOTES/COMMENTS:** |
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The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one-half of one percent (.5%) of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.

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1. SCOPE OF WORK

The Contractor must provide the following information in response to this solicitation.

* 1. SCOPE

It is the intent of this solicitation to issue a purchase order for the item(s) requested.

All items proposed shall be of the latest manufacture in production as of the date of the solicitation and be of proven performance and under standard design complete as regularly advertised and marketed. All necessary accessories and materials to validate satisfactory performance of the router shall be incorporated into the CNC Router with Vacuum Pump System whether or not they may be specifically mentioned below. CSI understands this may be limited to basic machine accessories or tool options. CSI understands additional tooling may be required to be purchased on a as needed based to meet our specific process and material needs.

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1. TECHNICAL SPECIFICATIONS
   1. CONTRACTOR INSTRUCTIONS

Contractor must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a Contractor to qualify for the award.

“YES” response means the Contractor guarantees they can meet this condition.

“NO” response means the Contractor cannot meet this condition and will not be considered.

“NO & PROVIDE ALTERNATIVE” responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Contractor’s ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State shall determine at its sole discretion whether or not the Contractor’s alternative is an acceptable alternative.

* 1. NON-COMPLIANCE STATEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **NO & PROVIDE ALTERNATIVE** |  |
|  |  |  | * + - 1. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to solicitation response. Any noncompliance may void your proposal. Non-compliance to any single specification can void your proposal. |
|  |  |  | * + - 1. It is the responsibility of Contractors to obtain information and clarifications as provided below. The State is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this solicitation by any Contractor. |
|  | **DRAFT** |  | * + - 1. No interpretation related to the meaning of solicitation specifications or other pre-proposal documents will be made orally to any Contractor by the State. Any solicitation interpretation must be put in writing by the Contractor to the State Purchasing Bureau, Via the ShareFile Link by the last day to submit written questions per the Schedule of Events. Inquiries received after the last day to submit written questions may not be addressed. |
| **NOTES/COMMENTS:** | | | |

* 1. TECHNICAL SPECIFICATIONS: CNC ROUTER WITH VACUUM PUMP SYSTEM

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **NO & PROVIDE ALTERNATIVE** | CNC ROUTER SPECIFICATIONS |
|  |  |  | * + - 1. Machine shall be entirely new and type normally sold for processing of particle board, MDF, plywood, laminated panels and hardwood materials. |
|  |  |  | * + - 1. Machine shall be type commonly used for a minimum of 80 hours of operation per week. |
|  |  |  | * + - 1. Must be able to machine a full sheet 5 feet wide by 10 feet long edge to edge.  Please indicate maximum working range:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * + - 1. Machine to be of a fixed table /moving gantry style.  Indicate X axis Bidding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Indicate Y axis Bidding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | **DRAFT** | * + - 1. Z Axis stroke 9 inches minimum  Please indicate Z Axis stroke bidding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * + - 1. CNC program to be input via T100 Ethernet network connection and/or USB communication.   Vendor to submit with bid proposal detailed Software specifications, internet communication protocols and system specifications |
|  |  |  | * + - 1. The router shall have a static user defined IP address |
|  |  |  | * + - 1. Password Protected machine interface with user and administrator levels |
|  |  |  | * + - 1. Voltage/Phase/Frequency 460/3/60 |
|  |  |  | * + - 1. Spindle motor 12HP minimum |
|  |  |  | * + - 1. Infinitely adjustable Variable Spindle Speed 3000 – 24000 RPM |
|  |  |  | * + - 1. Maximum rated machining speed greater than or equal to1400 inches per minute minimum per axis in both X and Y directions  Please indicate machine rate bidding: \_\_\_\_\_\_\_\_IPM |
|  |  |  | * + - 1. Tool Shank HSK 63F |
|  |  |  | * + - 1. Vacuum pump to be capable of drawing a minimum of 27 inch Hg vacuum.   Indicate vacuum rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * + - 1. Machine to have a minimum of 2 vacuum zones configured to allow for setup of a nested manufacturing area to accommodate multiple sheet sizes and an independent point-to-point manufacturing area.  i.e., Vacuum can be toggled in a 5 foot X 10 foot area (nested) or independently actuated in two 5 foot by 4 foot (point-to-point) areas of the table.   Indicate vacuum zone configuration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * + - 1. Table to be designed for precision, adjustable fixturing. Table construction and locating device to be capable of positioning part edges within ±.005 inches per axis in X and Y directions. Indicate table, locating and fixturing devise design. |
|  |  |  | * + - 1. 12 position tool management minimum. Tool changer to be servo-driven for precision tool positioning movements (i.e., rotary positioning). |
|  |  | **DRAFT** | * + - 1. Controls and servo motors FANUC® |
|  |  |  | * + - 1. Machine to be able to restart a stopped job. Indicate where the program restarts (beginning, just before stoppage, etc). |
|  |  |  | * + - 1. Low Density Fiber board or Turpan® spoil board |
|  |  |  | * + - 1. All accessories and supplies needed to hook up to CSI supplied utilities. CSI to ensure that the utilities are available at the point of hook up. |
|  |  |  | * + - 1. Mastercam programing interface and associated post processor programs most current version.   One (1) license for Mastercam CAD/CAM software to be provided with machine. Software level to be "Mastercam Router". Solids and true shape nesting options are not needed. |
|  |  |  | * + - 1. CNC Router to be fully compatible with Mastercam CAD/CAM software. |
|  |  |  | * + - 1. Mastercam and any other provided software to be able to be installed on multiple computers; license must be of removable dongle type. |
|  |  |  | * + - 1. Machine to use universal G-code language for programming. |
|  |  |  | * + - 1. Dust Extraction 1200 CFM maximum |
|  |  |  | * + - 1. Overall dimension to be provided for footprint and installation access. |
|  |  |  | * + - 1. OSHA compliant guarding and interlocks |
|  |  |  | * + - 1. Machine frame to be self-supporting; does not require additional reinforcement. |
|  |  |  | * + - 1. Control keys, control screen menus and screen commands to be written in English. |
|  |  |  | * + - 1. Two sets of operation and parts manuals for the router system shall either be collated into binders and provided to the CSI Manufacturing Engineer or provide one copy of printable electronic manual. |
| **NOTES/COMMENTS:** | | | |

* 1. MAINTANCE AND SUPPORT REQUIREMENTS:

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **NO & PROVIDE ALTERNATIVE** | CNC ROUTER MAINTANCE AND SUPPORT |
|  |  |  | * + - 1. Factory Certified/Trained Service Technicians |
|  |  |  | * + - 1. On Site Service at one (1) CSI wood shop locations - |
|  |  |  | * + - 1. Response time shall be no less than two (2) business days from date/time of Service request. |
|  |  |  | * + - 1. Minimum 2 Year Manufacturer Warranty |
|  |  |  | * + - 1. On-site Training at one (1) CSI wood shop locations for two (2) people to make them competent users. |
|  |  |  | * + - 1. Service Plan Options and Levels– please provide list of available service plan options with bid package and location of service center |
| **NOTES/COMMENTS:** | | | |

* 1. EQUIPMENT & DOCUMENTATION

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **NO & PROVIDE ALTERNATIVE** |  |
|  |  | **DRAFT** | * + - 1. Equipment proposed shall be the latest current models in production as of the date of the solicitation and be of proven performance and under standard design, complete as regularly advertised and marketed and shall be delivered complete with all necessary parts, specified accessories, tools, and special features, whether or not they may be specifically mentioned below. |
|  |  |  | * + - 1. Used, demonstrator, prototype, or discontinued equipment is not acceptable. Complete specifications, manufacturer’s descriptive literature and/or advertising data sheets with cuts or photographs may be required prior to an award and should be included with the proposal on the IDENTICAL equipment proposed. |
|  |  |  | * + - 1. Literature should be complete and the latest published. Any information necessary to show compliance with these specifications not given on the manufacturer’s descriptive literature and/or advertising data sheets should be supplied in writing on or attached to the proposal document.. |
|  |  |  | * + - 1. Complete specifications, manufacturer’s current descriptive literature and/or advertising data sheets with cuts or photographs must be included with the proposal for the IDENTICAL items proposed. Any information necessary to show compliance with these specifications not given on the manufacturer’s descriptive literature and/or advertising data sheets must be supplied in writing on or attached to the proposal document. If manufacturer’s information necessary to show compliance with these specifications is not attached to the proposal document, the Contractor may be required to submit requested information within three (3) business days of a written request. Failure to submit requested descriptive literature or advertising data sheets may be grounds to reject the proposal. |
| **NOTES/COMMENTS:** | | | |

* 1. DELIVERY ARO

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  |
|  |  |  | * + - 1. Bidder shall state delivery time ARO within bid package. Delivery, installation and set-up are requested within 30 to 60 days of receipt of Purchase Order. Delivery outside of this time frame may be a factor in award consideration       2. At the time of delivery, a designated State employee will sign the “invoice/packing slip.” This signature will only indicate that the order has been received and that the items actually delivered agree with the delivery invoice. This signature does not indicate all items were received in good condition and/or that there is not possible hidden damage.   . |
| **NOTES/COMMENTS:** | | | |

* 1. DELIVERY LOCATIONS / INSTRUCTIONS (CONTRACTOR AGREES THAT THEY CAN MEET THE DELIVERY LOCATIONS/INSTRUCTIONS)

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  |
|  |  | **DRAFT** | * 1. Ship to location will be provided once contract is awarded and rigging company contract is secured.   Ship to: Lincoln, NE  Installation: Tecumseh State Correctional Institution  CSI Wood Shop  2725 Hwy 50  Tecumseh, NE 68450  Contact: TSCI Wood Shop Supervisor (402) 335-5168 or (402) 335 5169. |
|  |  |  | * 1. Shipping will be prepaid and add actual charges. F.O.B. Destination to Lincoln, Nebraska. |
|  |  |  | * 1. The installation time, date will be coordinated with Cornhusker State Industries. |
|  |  |  | * 1. Machine to be delivered in the Manufacturer’s protective packaging undamaged. |
|  |  |  | * 1. Cornhusker State Industries will be responsible for off-loading, rigging and set crate in place. |
|  |  |  | * 1. Successful bidder to unbox, connect electrical supply, air supply and dust collection hose to machine. |
|  |  |  | * 1. Bidder to indicate Crate Size and Weight of CNC Router and components being bid:  Crate Size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Weight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * 1. Successful Bidder to install, level and test machine operation and is responsible for all travel, lodging and other expenses. |
| **NOTES/COMMENTS:** | | | |

* 1. PACKAGING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  | |
|  |  |  | * + - 1. Packaging must be of suitable size and of sufficient strength to protect the contents during shipping, handling and storage. And to prevent damage prior to delivery and installation. |
| **NOTES/COMMENTS:** | | | | |

* 1. QUALITY

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  |
|  |  |  | * + - 1. Product quality must meet specifications. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance. |
|  |  |  | * + - 1. A guarantee of satisfactory performance by the contractor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this proposal invitation. |
| **DRAFT**  **NOTES/COMMENTS:** | | | |

* 1. AUTHORIZED DEALER & WARRANTY

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  |
|  |  |  | * + - 1. To the extent required by the manufacturer, the Contractor shall be an authorized dealer. Contractor may be required to substantiate that he/she is an authorized dealer. Proof, if required, must be submitted to SPB within three (3) business days of the request and prior to the award of any contract. |
|  |  |  | * + - 1. Address of Contractors Service Center location:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | * + - 1. The terms of the original manufacturer’s standard warranty shall apply to all equipment acquired from this solicitation for the entire warranty period. |
| **NOTES/COMMENTS:** | | | |

* 1. WARRANTY

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | NO & PROVIDE ALTERNATIVE |  |
|  |  |  | * + - 1. The Contractor warrants for a period of two (2) year from the date of Acceptance that: (a) the Products perform according to all specific claims that the Contractor made in its response to the solicitation, (b) the Product is suitable for the ordinary purposes for which such Product is used, (c) the Product is suitable for any special purposes identified in the solicitation or for which the State has relied on the Contractor’s skill or judgment, (d) the Product is designed and manufactured in a commercially reasonable manner, and (e) the Product is free of defects. Upon breach of the warranty, the Contractor will repair or replace (at no charge to the State) the Product whose nonconformance is discovered and made known to the Contractor. If the repaired and/or replaced Product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys’ fees and costs. |
| **NOTES/COMMENTS:** | | | |

**DRAFT**

# Form A Contractor Contact Sheet

Invitation To Bid Number 6376 OF

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the Contractor’s name and address, and the specific person(s) who are responsible for preparation of the Contractor’s response.

|  |  |
| --- | --- |
| Preparation of Solicitation Contact Information | |
| **Contractor Name:** |  |
| **Contractor Address:** |  |
| **Contact Person & Title:** |  |
| **E-mail Address:** |  |
| **Telephone Number (Office):** |  |
| **Telephone Number (Cellular):** |  |
| **Fax Number:** |  |

Each Contractor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the Contractor’s response should become necessary.

|  |  |
| --- | --- |
| Communication with the State Contact Information | |
| **Contractor Name:** |  |
| **Contractor Address:** |  |
| **Contact Person & Title:** |  |
| **E-mail Address:** |  |
| **Telephone Number (Office):** |  |
| **Telephone Number (Cellular):** |  |
| **Fax Number:** |  |

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