

Office of Administration and Finance
Holyoke Community College
303 Homestead Ave
Holyoke, MA 01040

HOLYOKE COMMUNITY COLLEGE
NMR Spectrometer

RFR #23-05

ISSUE DATE:
Thursday, May 18, 2023

PROPOSALS MUST BE RECEIVED BY:
Wednesday, June 7, 2023
11:00 a.m. EST at the desk of Brian Jackson

DELIVER PROPOSALS TO:

Holyoke Community College
Business Office
Attn: Brian Jackson
303 Homestead Ave
Holyoke, MA 01040

**Envelope should be CLEARLY MARKED,
“Bid on Requisition No. 23-05 enclosed.”**

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Holyoke Community College (HCC), an agency of the Commonwealth of Massachusetts, seeks proposals for a Nuclear Magnetic Resonator Spectrometer per the specification on page # 6.

Timeline

RFR Issue Date: Thursday, May 18, 2023

Submit questions specific to the RFR by: Friday, May 26, 2023 by 4:00pm

Response to questions posted by: Tuesday, May 30, 2023 by end of business

Proposals due by: Wednesday, June 7, 2023 by 11 am EST at the desk of Brian Jackson, Business Office, Holyoke Community College CLEARLY MARKED, "Bid on Requisition No. 23-05 enclosed."

Dates may be revised due to unforeseen circumstances. Every effort will be made to inform respondents of changes to the timeline.

Contact Information

This Request for Proposal (RFR) has also been distributed electronically using the Commonwealth Procurement Access and Solicitation System (*CommBuys* system, <https://www.commbuys.com/bso/>). The project title is **Holyoke Community College NMR Spectrometer** and the project number is 23-05. Correspondence to HCC should include project number as well as the title. Interested parties are advised to check the "last change" field on the summary page of this RFP on *CommBuys* to ensure that they have the most recent information.

Information submitted in response to this RFR is subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted information that are inconsistent with these statutes shall be disregarded. The Commonwealth makes no guarantee that any services will be purchased from any contract resulting from this RFR.

Inquiries

Questions about this proposal, specifications should be submitted by email to:

Brian Jackson
Holyoke Community College
303 Homestead Avenue
Holyoke MA 01040
Email: bjackson@hcc.edu

General Information

This RFP contains instructions governing the response to be submitted and the material to be included, a description of the services to be provided, and other requirements which must be met by interested parties to be eligible for consideration. All proposals submitted in response to this RFP are subject to all terms and conditions contained in this RFP.

Interested parties must submit a complete and responsive proposal to this RFP by the deadline and received no later than 11 am EST at the desk of Brian Jackson, Holyoke Community College, Business Office, 303 Homestead Avenue, Holyoke, MA 01040, **CLEARLY MARKED, "Bid on Requisition No. 23-05 enclosed."** in order to be considered. Incomplete proposals and proposals not prepared in accordance with this RFR will be rejected.

HCC is not responsible for delays occasioned by the U.S. Postal Service, or any other means of delivery employed by the Respondent. Similarly, the **HCC is not responsible for, and will not open, any proposal responses that are received later than the deadline date, time and location as put forth in this RFP.** Late proposals will be retained in the RFP file, unopened.

Submission of Bid

Proposals must be submitted in hard copy format, along with all required forms (see page 8 of this document), completed and notarized as indicated.

Delivery Methods: Delivery may be in person, by U.S. Mail, or overnight courier, to:

Brian Jackson
Holyoke Community College
303 Homestead Avenue
Holyoke MA 01040

CLEARLY MARKED, “Bid on Requisition No. 23-05 enclosed.”

Deadline: Proposals must be received by Brian Jackson on or before Wednesday, June 7, 2023 by 11:00 a.m. EST. No late proposals will be considered.

Preparation Costs

All preparation and presentation costs incurred by vendors in responding to this proposal request are the sole responsibility of the vendor. All documentation submitted to HCC as part of a response to this proposal becomes the property of HCC.

Confidentiality

The college reserves the right to review the content of vendor responses with internal or external persons for the purposes of vendor selection.

Evaluation

All responsive proposals will be evaluated by the RFP Review Committee. Evaluation will be based on the vendor’s ability to meet Holyoke Community College’s requirements.

The college reserves the right to select the vendor it deems most appropriate for the project. The college reserves the right to waive stated requirements, negotiate further with vendors, discontinue the evaluation process, award based on the merits of a proposal and final demonstration, or choose not to award to any respondent.

About HCC

Established in 1946, Holyoke Community College, located in Holyoke, MA, serves a diverse community with rapidly evolving needs. More than 12,500 students annually enroll in credit, noncredit, and workforce development courses. The college provides a university-caliber education and exceptional preparation for success, including a comprehensive academic and personal support system. A vibrant, accessible, and welcoming campus community enables HCC students to thrive.

Current Situation

The college is looking for a firm to provide the college with a Nuclear Magnetic Resonance Spectrometer with the following specifications:

- 60 MHz or greater
- Either syringe injection or to use 5mm tubes and it should include extra syringes and or 5mm tubes.
- Magnet Type – Permanent
- Power – 100/230 VAC, 50/60Hz, 150 W
- To include standard 120V US power cord
- At least a one-year warranty for parts and labor with return to factory for the full offered package.
- An NMR software license for acquisition, analysis & processing.
- Lap or desktop PC to include;
 - Windows OS 10 or newer
 - English configured keyboard & mouse
 - Screen size 21" or larger
 - Intel® Core™ i7-9700 Processor 3.4GHz or comparable
 - 1TB Hard Drive with 32MB DataBurst Cache or comparable
 - 16GB 2X8GB 2666MHz DDR4 or comparable
- Recommended that install of instrument and PC be done by vendor product specialist.
- Training provided at the time of installation.

Environmental Purchasing Policy

Products and services purchased by state agencies must be in compliance with Executive Order 515, issued October 27, 2009. Under this Executive Order, Executive Departments are required to reduce their impact on the environment and enhance public health by procuring environmentally preferable products and services (EPPs) whenever such products and services perform to satisfactory standards and represent best value, consistent with 801 CMB 21.00. In line with this directive, all contracts, whether departmental or statewide, must comply with the specifications and guidelines established by OSD and the EPP Program. EPPs are considered to be products and services that help to conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products.

Massachusetts Small Business Purchasing Program (SBPP)

This is a small procurement targeted to small businesses participating in the Commonwealth's Small Business Purchasing Program (SBPP). The Department intends to evaluate bid responses from and to award a contract to a SBPP-participating business(es) who submit a bid that meets or exceeds the solicitation criteria only. If determined that there is inadequate SBPP capacity, or no SBPP-participating vendors provide a responsive bid, the Department will evaluate and award bid responses received from non-SBPP businesses. To determine eligibility and to participate in the SBPP, please review the requirements, and general program information at www.mass.gov/sbpp

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Request for Response - CHECKLIST OF FORMS

REQUIRED FORMS (to be completed and submitted with bid response)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Additional Environmentally Preferable Products/Practices |
| <input type="checkbox"/> | Business Reference Form |
| <input type="checkbox"/> | Commonwealth of Massachusetts Contractor Authorized Signatory Listing (notarized) |
| <input type="checkbox"/> | Commonwealth of Massachusetts Prompt Pay Discount Form (if applicable) |
| <input type="checkbox"/> | Commonwealth Terms and Conditions |
| <input type="checkbox"/> | Consultant Contractor Mandatory Submission Form (if applicable) |
| <input type="checkbox"/> | Holyoke Community College Standard Conditions and Terms for Bidding |
| <input type="checkbox"/> | Massachusetts Substitute W-9 Form - Request for Taxpayer Identification Number and Certification (DUNS number) |
| <input type="checkbox"/> | Noncollusive Affidavit (notarized) |
| <input type="checkbox"/> | Supplier Diversity Program Plan Form |

INFORMATIONAL FORMS (must read and no action required at time of bid response)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Authorization for Electronic Funds Payment (EFT) (if applicable) |
| <input type="checkbox"/> | Operational Services Division - RFR-Required Specifications |
| <input type="checkbox"/> | Operational Services Division - RFR Required Specifications for Information Technology |
| <input type="checkbox"/> | Operational Services Division - RFR-Other Specifications (form used for Access to Security-Sensitive Information) |

FORMS REQUIRED, IF CONTRACT IS AWARDED

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Commonwealth of Massachusetts - Standard Contract Form |
| <input type="checkbox"/> | Commonwealth of Massachusetts Standard Contract <i>Amendment</i> Form (used if necessary) |
| <input type="checkbox"/> | Commonwealth of Massachusetts Change in Contractor Identity Form (used if necessary) |
| <input type="checkbox"/> | Executive Order 504 Contractor Certification Form |

Submitted by: _____
Company Name (please print)

Signature

Date Submitted