

## Pianos for the Utah Department of Corrections

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The Utah Department of Corrections is seeking bids for pianos.

<b>Open</b>	1/7/2021 10:00 AM MST	<b>Type</b>	Invitation for Bid
<b>Close</b>	1/20/2021 2:00 PM MST	<b>Number</b>	CT21-66
		<b>Currency</b>	US Dollar

**Sealed Until** 1/20/2021 2:00 PM MST

### Contacts

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**Cat Turner**

[caturner@utah.gov](mailto:caturner@utah.gov)

### Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
60130	Musical instruments and parts and accessories including alternative sounds instruments and music and dance accessories and musical instrument sets

## Description

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Issuing Procurement Unit State of Utah Division of Purchasing  
Conducting Procurement Unit State of Utah Department of Corrections

### INVITATION FOR BIDS

#### PIANOS FOR THE UTAH DEPARTMENT OF CORRECTIONS SOLICITATION #CT21-66

This Invitation for Bids "IFB" is issued in accordance with State of Utah Procurement Code and the Utah Administrative Code. If any provision of this IFB conflicts with the Utah Procurement Code or the Utah Administrative Code, then Utah Procurement Code and then Utah Administrative Code will take precedence.

#### **Purpose of this Solicitation**

The purpose of this IFB is to enter

into a purchase order with the lowest responsive and responsible bidder to provide pianos.

This contract will result in a one time purchase order award to the lowest cost responsive and responsible bidder.

#### **Closing Date and Time**

The closing date and time for this sourcing event is January 20, 2021 at 2 P.M. Mountain Time. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

#### **Length of the Contract**

The contract resulting from this IFB will be for a one time purchase order.

#### **Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number**

The State of Utah Division of Purchasing is the issuing procurement unit and the Utah Department of Corrections is the conducting procurement unit for this IFB (referred to as "the State"). The reference number for this IFB is Solicitation #CT21-66. This solicitation number must be referred to on all bids, correspondence, and documentation submitted to the State relating to this IFB.

#### **Additional Information**

Bidders are prohibited from communications regarding this IFB with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this IFB.

Wherever in this IFB an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Bidders.

Bidders may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the invitation to bid. Product samples must be furnished free of charge unless otherwise stated in the invitation for bids, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for bids, be returned at the bidder's expense. Samples must be labeled or otherwise identified as specified in the invitation for bids by the procurement unit.

#### **New Technology**

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

## **Legislative Appropriations**

Additional funding may be added to the awarded contract(s) if additional funding is provided to the procurement unit for the purpose identified in the scope of work by the legislature.

## **Evaluation of Bids**

Each bid received shall be evaluated for responsiveness in as outlined in the Utah Procurement Code. This IFB shall be evaluated by the objective criteria described in this IFB. Bids submitted must comply with the prerequisites and questions sections of this IFB. Any bid that does not comply with the prerequisite and questions sections will be deemed non-responsive and will be rejected.

Multiple or alternate bids will not be accepted, unless otherwise specifically required or allowed in the invitation for bids. If a bidder submits multiple or alternate bids that are not requested in this IFB, the chief procurement officer or head of a procurement unit with independent procurement authority will only accept the bidder's primary bid and will not accept any other bids constituting multiple or alternate bids.

Any exceptions to the content of this IFB, including the prerequisites, must be protested in writing to the Division of Purchasing prior to the closing date.

To be responsive and responsible Bidders must review and respond to the following sections of this IFB: Prerequisites, Buyer Attachments, Questions, and Items.

- The Prerequisites Section contains the objective criteria that will be used to evaluate the bids, including the mandatory minimum requirements and general requirements that Bidders must certify that they have read, understand, and agree to in order to submit a bid.
- The Buyer Attachments Section contains the required State of Utah Terms and Conditions of the IFB, which are non-negotiable, and other documents required for this IFB.
- The Questions Section contains the questions that Bidders are required to answer in order to submit a bid.
- The Items Section contains the detailed description of the procurement items being sought and allows the Bidders to provide their bids.

Bidders must review each section of this IFB carefully.

## Prerequisites

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- ★ 1. Bidders are encouraged to review this IFB prior to the deadline to submit a bid, even if a bid has been submitted, in case an addendum has been issued by the issuing procurement unit.
- ★ 2. All questions must be submitted through SciQuest during the Question and Answer period.
- ★ 3. A Bidder must guarantee its pricing for the period described in this IFB.
- ★ 4. Bidders must accept the Standard Terms and Conditions that have been attached to this IFB. See Buyer Attachments Section.
- ★ 5. The Scope of Work has been attached to this IFB. See Buyer Attachments section.
- ★ 6. Any Bidder requesting that part of its bid be protected shall include with the bid a Claim of Business Confidentiality. See Questions Section for uploading a Claim of Business Confidentiality form.  
The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate bids.
- ★ 7. Bidders must upload a document which provides a point by point response to the mandatory minimums listed in this prerequisite.
- ★ 8. The issuing procurement unit may not accept a bid after the time for submission of a bid has expired.
- ★ 9. Bids must be submitted electronically, through SciQuest.
- ★ 10. The cost for this IFB will be evaluated as described in this prerequisite.
- ★ 11. Bids will be opened publicly in accordance with Utah Code 63G-6a-604.

## Buyer Attachments

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1. [Attachment A - Terms and Conditions for Goods \(Purchase Orders\)](#)
2. [Attachment B - Scope of Work.docx](#)
3. [Claim of Business Confidentiality 12.7.20.pdf](#)
4. [Changing your Time Zone](#)

**Group 1: Acceptance of Prerequisites**

- 1.1 Offeror acknowledges that it is the offerors responsibility to upload any and all documents in responding to the solicitation. If the vendors fails to upload a document, uploads an incorrect document, uploads a blank document, or uploads any document incorrectly the State of Utah may not allow the vendor to make changes following the closing of the solicitation. ★
- 1.2 Offeror acknowledges that they do not have financial ties to individuals or entities on an OFAC sanctions list. ★
- 1.3 Is Bidder presently or has Bidder ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★  
If yes, Bidder must provide a statement regarding its debarment or suspension.
- 1.4 If Offeror has any information that is not already provided within its proposal that if known to the State would impact the State's determination on offeror's responsiveness for a contract award (i.e., legal action, recent turn-over in major personnel, loss of a major contract, any alleged violations of federal, state or local regulations, etc.), please mark "yes" to this question and upload such information in the space provided below. Otherwise, please mark "no". Please see UCA 63G-6a-120 & 902 for additional details. ★
- 1.5 Please upload information impacting Offeror's responsiveness here. ★
- 1.6 Bidder acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov). ★
- 1.7 Does Bidder have an outstanding tax lien in the State of Utah? If yes, Bidder must provide a statement regarding its debarment or suspension. ★

**Group 2: Vendor Information**

- 2.1 Please provide your firm's legal company name. ★
- 2.2 Please provide your federal tax identification number? (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6 Identify your firm's type of business. ★
- 2.7 Is Offeror (owners, principles, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? ★
- 2.8 Is Bidder an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offerors manager at the State of Utah. ★

**Group 3: Mandatory Minimum Requirements**

- 3.1 Bidder certifies that Bidder can provide and deliver all requested items in Attachment B – Scope of Work prior to June 30, 2021 to the New Prison Location at 1480 North 8000 West, Salt Lake City, Utah 84116. ★
- 3.2 Bidder certifies that pianos shall be provided without preprogrammed or preloaded hymns. ★
- 3.3 Bidder shall upload standard warranty for the pianos. ★
- 3.4 Bidder certifies that if Bidder cannot provide the brand in the scope of work document and bids an equivalent piece of equipment, Bidder must upload information regarding product equivalency in the Supplier's Attachments section. ★
- 3.5 Bidder certifies that the cost of delivery and any other fees are included in the price submitted by Bidder. ★

**Group 4: Vendor's Submission**

- 4.1 Bidder understands and acknowledges that if Bidder accessed the "View as PDF" document available on the Utah Public Procurement Place Business Opportunities website and did not login to Bidder's account in the Utah Public Procurement Place system, that Bidder may not be viewing the entire the sourcing event and therefore may not be viewing the complete sourcing event requirements. Bidder acknowledges that Bidder has logged into Utah Public Procurement Place account and viewed the full sourcing event requirements including hyperlinks before submitting a response to a sourcing event. ★
- 4.2 Potential Conflicts of Interest. Offeror must identify any conflict, or potential conflict of interest, that might arise during the contract. If no conflicts are identified or expected, write "None" in this section. ★
- 4.3 Offeror affirms that yes that pursuant to the Code of Federal Regulations 2 CFR 200.216 - Prohibition on certain telecommunication and video surveillance services or equipment, that none of the goods (including component parts) or services offered within its proposal are from the entity Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). ★
- 4.4 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★

## Product Line Items

★ Product Line Items

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#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Delivery
P1	Kawai CA49 Piano Please see description of Pianos in Attachment B - Scope of Work. Bidder certifies that the cost of delivery and any other fees are included in the price submitted by Bidder.	★	14	EA - Each	6/30/2021



There are no Items added to this event.