REQUEST FOR BIDS
For
Purchase of 3D Printers and Scanner
At the
Embraer Engineering and Technology Center
RFB-SF-46-0-2014/RC

Issued and Published: June 23, 2014
Due Date: July 10, 2014

Space Florida ("SF") is dedicated to fostering the growth and development of a sustainable and world-leading aerospace industry in the State of Florida. SF promotes aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs. SF is an independent special district and a subdivision of the State of Florida and is governed by Part II of Chapter 331 of the *Florida Statutes*.

STATEMENT OF WORK

This project involves SF requesting a bid for one (1) Creaform Handy Scan 700 3D Scanner with MaxShot, two (2) Desktop 3D Printer FDM Technology and one (1) large 3D Printer for Embraer Engineering & Technology Center (EETC). The bid specifications and other information such as key dates, quote requirements and pricing are all provided and attached hereto as **Attachment "A",** which was furnished by EETC. The equipment will be delivered to the Embraer Engineering and Technology Center facility located at 1400 General Aviation Drive, Melbourne Florida, 32935.

The bid shall consider a delivery date no earlier than August 7, 2014, subject to any specific lead times for special order equipment, but no later than August 21, 2014.

RFB Project Coordinator: All vendor communications concerning this solicitation should be directed **in writing** to the RFB Project Coordinator listed below.

Name: Debbie Hebert
Address: Space Florida
505 Odyssey Way, Suite 300
Exploration Park, FL 32953
Telephone: 321-730-5301, Extension 256
E-Mail: dhebert@spaceflorida.gov

Prospective vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFB with any SF employee or SF board or committee member, other than the RFB Project Coordinator. Any such communication initiated by a prospective vendor may be grounds for disqualifying the prospective vendor from consideration for award of this RFB.

INSTRUCTIONS TO VENDORS

Deadline and Delivery of the Bid Packages: All bid packages must be received by the RFB Project Coordinator no later than 12:00 noon (EST) on July 10, 2014. Unless otherwise specified herein, bids must be sealed in one package and clearly labeled "REQUEST FOR BIDS FOR THE PURCHASE OF 3D PRINTERS AND SCANNER AT THE EMBRAER ENGINEERING AND TECHNOLOGY CENTER," on the outside of the package. Late bids will not be accepted by the RFB Project Coordinator. Vendors accept all risks of late delivery of mailed bids regardless of fault. Faxed and e-mailed bids will be deemed non-responsive.

Licenses, Permits, Local Laws and Requirements: The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFB terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to contracting with SF, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

Withdrawal of Bids: A vendor may request a bid be withdrawn from consideration prior to the date and time the bids are due. Bids that have been submitted to SF become a public record, subject to public record retention requirements.

Preliminary Schedule: These dates are estimates only and are subject to change by SF and the schedule of pertinent events for this solicitation may be viewed on SF's website @ www.spaceflorida.gov.

Event	Date	Time (EST) (if applicable)
Announcement of RFB, published on SF's website & Demand Star	June 23, 2014	N/A
Question Submission Deadline*	June 26, 2014	12:00 Noon
Question Responses Posted	July 8, 2014	12:00 Noon
Bids Due	July 10, 2014	12:00 Noon
Bids Evaluated	July 10-16, 2014	N/A
Notice of Intent to Negotiate	July 17, 2014	N/A
Contract Negotiations	July 18- 29, 2014	N/A
Notice of Intent to Award posted	July 30, 2014	N/A
Notice of Award posted	August 5, 2014	N/A

*All questions must be submitted by e-mail to the RFB Project Coordinator, dhebert@spaceflorida.gov. All answers will be posted to the SF and Demand Star websites.

Submittal Instructions: The bid package must be submitted on 8-1/2" X 11" paper, 12-point font. Vendors must submit five (5) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format.

The bid package is limited to ten (10) one-sided pages. Permitted exclusions to the qualification package page limit are: Front cover and back-cover pages, Title Page, Table of Contents, Index or Divider inserts and Financial Statements. * *Please refer to the Trade Secrets and Proprietary Confidential Business Information regarding your Financial Statements.*

Vendor's bid shall specifically identify and address and include, in the same order presented below, each of the following Sections A-D, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present". Failure to follow these instructions may result in a bid being deemed non-responsive.

A. Title Page: Identify the RFB subject, RFB number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact's title and e-mail address for receipt of notifications and date of submittal.

B. Letter of Transmittal: The letter must be signed by a representative authorized to contractually bind the vendor, and include the title or authority of the representative. The letter shall not exceed two pages and it shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:

1. Type of business (sole proprietorship, partnership, corporation, etc.)
2. State of incorporation.
3. Headquarters location and whether offices are located in the State of Florida, and if so, where.
4. The names and contact information of the persons who will be authorized to make representations for the vendor.
5. A certification that the vendor will furnish the goods and services specified in the bid package at the prices quoted in the bid, and that the bid will remain firm for sixty (60) days after the date that the bid package is submitted in order for SF to evaluate the bids and make an award.
6. The total equipment cost and installation cost from the Schedule of Bid Items form.

C. Eligibility:

1. Provide proof of legal entity and authorization to do business within the State of Florida.

2. Provide a minimum of three specific references with appropriate contact information for "similar" projects, period of performance for the specific engagement, and the value of services performed.
3. Indicate financial wherewithal and stability of firm.
4. Indicate any potential conflicts of interest with SF or at the vendors firm, office, or engagement team level.

D. Schedule of Bid Items: The vendor shall complete and submit one original Schedule of Bid Items form attached hereto as **Attachment A**.

Method to Award: Bids will be evaluated based on the lowest-priced responsive and responsible bidder. The contract will be awarded to a single vendor. SF may select some or all of the listed equipment in **Attachment A**. Equipment selection will be based upon the desired equipment, cost of the equipment, days to furnish and install, and the available budget. The project is based on a construction schedule, therefore calendar days to furnish and install is important and will be considered in the selection of the vendor. In the event SF is unable to reach an agreement with the lowest-price responsive and responsible bidder, SF may attempt to negotiate an agreement with the second-highest-ranked vendor, and so on, until an agreement is reached.

Right to Reject Bids: SF reserves the right to make an award it determines to be in its best interests or to reject any and all bids. Further, SF, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the bid or to seek clarification on certain issues from any vendor submitting a bid. Failure to provide requested information may result in the rejection of the bid.

Notice of Intent to Award: The Notice of Intent to Award will be posted on the SF and Demand Star website.

Disputes: Failure to file a protest within the time prescribed in subsection 120.57(3) of the *Florida Statutes*, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120 of the *Florida Statutes*.

Property of SF: All information submitted by vendor will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All bids and accompanying documentation will become the property of SF and will not be returned.

Trade Secrets and Proprietary Confidential Business Information: Trade secrets and proprietary confidential business information are not solicited, nor desired, as information to be submitted with qualification packages. The *Florida Statutes* and the State Constitution govern whether information in a qualification package is confidential or exempt from the Public Records Act. If information is submitted in the qualification packages which the vendor deems to be a trade secret or proprietary confidential business information under the provisions of section 288.075 of the *Florida Statutes*, or any other *Florida Statutes*, the information shall be submitted with the qualification package in a **separate, clearly marked envelope referencing the specific statutory citation for such exemption**. Submitted qualification packages which are marked "confidential" (or other similar language) in their entirety, or those in which a

significant portion of the submitted qualification packages is marked "confidential" may be deemed non-responsive by SF. SF is not obligated to agree with the vendor's claim of an exemption and, by submitting a reply or other submission; the vendor agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The vendor agrees that it shall protect, defend, and indemnify, including attorney's fees and costs, SF for any and all claims and litigation (including litigation initiated by SF) arising from or relating to vendor's claim that the separately marked portions of its reply are not subject to disclosure. If the vendor fails to separately mark portions of its qualification package, SF is authorized to produce the entire document, data or records submitted by the vendor in responding to a public records request for these records.

Compliance with Laws: Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFB and the conduct of vendor's business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the vendor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status or veteran's status.

Convicted Vendors: Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the *Florida Statutes* and that at no time has vendor been convicted of a public entity crime.

Discriminatory Vendors: Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the *Florida Statutes*, and that at no time has vendor been placed on the discriminatory vendor list.

Vendor's Representation and Authorization: In submitting a bid, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its bid a written explanation).

1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. The prices and amounts in the bid have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the bids.
6. Neither the vendor nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:

Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

a. Has within the preceding three years of this certification had one or more Federal, State, or local government contracts terminated for cause or default.

Vendor's Cost to Develop Bid: Costs for developing bids responsive to this RFB are entirely the obligations of the vendor and shall not be chargeable in any manner to SF.

Attachment "A"
Schedule of Bid Items

EETC 3D Printers and Laser Scanner Statement of Services

RE: 3D Printers and Laser Scanner

Objective / Purpose

Space Florida would like to request a quote for the following 3D Printers and 3D Scanner for Embraer Engineering & Technology Center (EETC). EETC will conduct research and development activities for both product and technology development across EMBRAER's business units.

1. TECHNICAL SPECS

1 each Creaform HandySCAN 700 3D Scanner with MaxShot (photogrammetry)

1. base 3D modeling software package
2. laptop workstation able to support software package and equipment
3. on-site training 3 day minimum

2 each desktop 3D printer FDM technology

1. support removal system PLA material
2. 3D print control software
3. Starter pack of 10 each assorted color ABS

1 each large 3D Printer

1. Build volume size 20x15x10 or larger (xyz)
2. Support material removal system as required for post process
3. Software support program
4. 10 each kit of support material
5. 15 each kit of assorted start-up of base material selection
6. 1 each additional build/support delivery modules
7. 5 days on-site training and installation to be included

-All above Specs must be compatible with the infrastructure per the below details:

120V 20amp connections and must fit through 42"W X 8'H door

PROTOTYPE								
ShopEquipment	PROTOTYPE	A	3D PRINTER	1	120 V	600 VA	20	5-20R
ShopEquipment	PROTOTYPE	B	3D PRINTER	1	120 V	1200 VA	20	5-20R
ShopEquipment	PROTOTYPE	D	THERMOFORMER	3	208 V	23000 VA	100/'	FUSED DISCONNECT

Key Dates

The quote shall consider a delivery date no earlier than August 7th subject to any specific lead times for special order equipment, but no later than August 21st.

3. QUOTE REQUIREMENTS

Expectations

- Vetting required to proceed.
- W-9 must be obtained.
- Provide a clear description of equipment quoted.
- Provide potential lead times of special order equipment.

Pricing

Please quote equipment by individual item without tax, tax should be included as a lump sum line item prior to proposal total. Also quote separately any service plans or maintenance costs associated with purchase of equipment. All quotes shall be based on net 30 payment terms.