



Area Cooperative Educational Services

Area Cooperative Educational Services (ACES)

Bid Specifications

For an Excavator Simulator at a Juvenile Residential Treatment Program

At: Hamden REGIONS, 995 Sherman Avenue, Hamden CT

July 8, 2024

BID SUBMISSION: Bids must be submitted in a sealed package marked “Bid Enclosed – Excavator Simulator” with all required bid submission documents on or before August 14th,2024, at Area Cooperative Educational Services (ACES) 261 Skiff Street Hamden CT and E-mailed bids will be accepted LSimone@aces.org. **This will not be a public bid opening.**

QUESTIONS: All questions regarding this bid must be in writing to Lisa Simone, Principal of ACES Youth and Justice Education, at LSimone@aces.org . All questions must be submitted before July 24,2024. Telephone calls will not be accepted.

www.aces.org

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The Regional Educational Service Center Serving South Central Connecticut.
ACES does not discriminate on the basis of race, color, age, ethnicity, national origin, gender, disability or sexual orientation.



Area Cooperative Educational Services

BID SPECIFICATIONS

1. PROJECT

In accordance with the terms, conditions, and specifications contained herein, Area Cooperative Educational Services (ACES), REGIONS Hamden Program is requesting bids for an Excavator Simulator at a facility for a juvenile residential treatment program located at 995 Sherman Avenue Hamden, CT. We are looking to procure this by the end of the calendar year, December 31. ACES is a non-profit, tax-exempt organization.

The scope of work under the specifications contained herein shall, in general, consist of the major items required to complete the installation of this project. Minor work and work incidental to or arising from any part of this specification may not be listed herein but shall be performed under this contract as may be necessary for the full completion of this project.

The mission of the educational (vocational) program is to provide opportunities for our students to create personalized vocational, academic and behavioral goal driven outcomes. Through focused and intentional vocational skill building, the students will have an increased awareness of career opportunities such as trucking, which will assist the students in becoming productive citizens within their communities. Our teachers will need professional learning in simulator training, in order for our students to have leadership opportunities in their learning and personalized goal planning. Teachers will create opportunities for student involvement through vocational training in truck driving careers.

2. ITEM DESCRIPTION

Excavator Simulator

The Excavator Simulator needs to include a software program for primarily high school students. It needs to provide a realistic experience. The program cannot have any manufacturer's logos or branding on the truck simulator.

The Excavator Simulator software will need to include user friendly instructional tools which include videos that provide the fundamentals including core skills and best practices. Each student will need to have personalized accounts in order to monitor and manage their growth, while learning the rigorous driving techniques.

Simulation Manager Database for Keeping Track of Simulation Results:

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The Excavator Simulator will need an instructional component including a separate account for the teacher with monitoring capabilities for all student users. Ideally, the instructors will have the ability for live access, creating student accounts, restriction options, archiving, lesson development, assessment tools and historical data recall. The instructor’s account needs to be accessed from their assigned PC. The Simulation Manager database ideally will have access to all the simulation software provided by the vendor.

Technical Support and Training:

The vendor will need to provide technical support and training for the teachers and administration.

Software Updates and Annual Costs:

The vendor will need to provide information on software updates and any annual recurring costs associated with the software or hardware.

3. INSURANCE

An insurance certificate listing CPA as an additional insured with the following minimum requirements will be required.

- A. **Worker’s Compensation** - **CT Statutory Coverage required**
- B. **Automobile Liability** - **\$ 1,000,000.00 (where applicable)**
- C. **General Liability** - **\$ 1,000,000.00**
- D. **Umbrella** - **\$5,000,000.00**
- E. **Professional Liability** - **\$1,000,000.00 (where applicable)**

The required certificate of insurance shall also include a statement that CPA shall be notified ten (10) days in advance of any policy amendment, revocation, cancellation, non-renewal or material change in coverage.

4. BID PRICES

Bidders shall quote a fixed lump sum price inclusive of all costs associated with the completion of this project; and include recurring annual costs for licensing, training, software updates, maintenance, etc.

The bid should also include a price list for all add-ons to initial purchase if required in the future. The price list must include all pricing, i.e. training, licensing, annual and recurring costs, for each add-on.

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5. **PROJECT TIMEFRAME**

Project schedule must be included with bid package that will detail delivery, setup, installation, and training to a fully functioning unit.

6. **REFERENCES**

Bidders must present evidence of experience in the delivery of the requested software and hardware by completing the enclosed Reference sheet which is to be included with the bid submission.

7. **SPECIAL TERMS**

Changes to original bids will not be allowed after the opening of the bids. However, clarification/modifications at the request of ACES may be required and **allowed**.

8. **CONTRACT AWARD**

This contract will be awarded to one contractor whose pricing is most advantageous and based on the following criteria.

- Understanding of the software and hardware desired
- Demonstrated background, knowledge and experience in providing this type of software, hardware, and technical competence
- Level of commitment and ability to support this software and hardware
- Timeline in which to have delivery, software and hardware fully operational
- Timeline for training
- References

9. **BID SUBMISSION REQUIREMENTS**

The following documents should be included with your bid submission:

- Letter of transmittal- The letter of transmittal shall include a brief discussion around the respondent's ability to provide the hardware and software described in the item description section.
- Experience – Provide a written summary of your organization's experience with the software and hardware as well as technical assistance that can be provided.

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- Price Sheet – to include one-time and annual recurring costs
- Price List for all add-ons that can be included on initial purchase
- Product Cut Sheets
- Project Schedule in detail
- References

REFERENCES

List three (3) references which reflect projects for which similar work to that specified herein was successfully completed.

1. Project name: _____ Date of completion of work: _____
 Contact Person: _____ Phone No.: _____
 Email: _____
 Brief description of work: _____

2. Project name: _____ Date of completion of work: _____
 Contact Person: _____ Phone No.: _____
 Email: _____
 Brief description of work: _____

3. Project name: _____ Date of completion of work: _____
 Contact Person: _____ Phone No.: _____
 Email: _____
 Brief description of work: _____

Bidder: _____ **Date:** _____

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BID PRICE SHEET

Bidders are to quote a fixed lump sum price inclusive of all costs associated with the completion of this project.

Item	Description	Qty	Total Cost for all Software, Hardware, Delivery, Installation, Tech Support & Training
1	Excavator Simulator (and attachments) setup at 995 Sherman Avenue Hamden CT in accordance with the attached terms and specifications.	1	\$ _____
2	Annual/Recurring Costs for Software and Hardware – Please detail and include all options		\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
3	Include price list for add-ons to initial purchase if required in the future, price list must be all-inclusive, i.e., delivery, training, recurring annual costs, etc.		

Bidder: _____ **Date:** _____

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