

# Event Details

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G0210-2000018213	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	2		
<b>Event Name</b>			
Milling Machine for FMD			
<b>Start Time</b>		<b>Finish Time</b>	
04/09/2026 14:00:00		05/18/2026 14:00:00	

## PUBLIC EVENT DETAILS

**Agency:** Administration Department  
**Contact:** Fernholz,Craig Paul  
**Phone:**  
**Email:** Craig.Fernholz@state.mn.us

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

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### Event Description

ADDENDUM 1. April 21, 2026. Addendum 1 revises the due date and time for registering to attend the pre-proposal meeting, revising the pre-proposal meeting date and time, revising the due date and time of the solicitation, and to respond to a question.

**PURPOSE.** The purpose of this Request for Proposal is to establish a Contract for the purchase, delivery, and installation of one (1) new JTM-4VS Milling Machine with 3-Axis Acu-Rite G-2, or State approved equal, for the Facilities Management Division (FMD) trade shop located at 691 N. Robert Street, St. Paul, MN 55155. The Responders will be required to furnish all labor, tools, equipment, materials, transportation, supplies, necessary or incidental, for the delivery and installation of a milling machine covered under the scope of work.

**MANDATORY PRE-PROPOSAL MEETING.** A mandatory pre-proposal meeting will take place on MAY 6, 2026, at 1:00 P.M. Central Time. Responders must attend the pre-proposal meeting prior to submitting their response. Responders planning to attend the meeting are to submit their request to Craig Fernholz at craig.fernholz@state.mn.us by 12:00 PM on MAY 5, 2026. Information on parking and meeting location will be provided after pre-registering. Responses received from responders that did not attend the pre-proposal meeting will be rejected.

**QUESTIONS/CLARIFICATIONS.** Any questions and/or clarifications in regard to the solicitation response shall be made in writing to Craig Fernholz, via email at craig.fernholz@state.mn.us by May 8, 2026, no later than 2:00 PM CT. If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the RFP, they must immediately notify the Buyer in writing of such error and request modification or clarification of the document. Responders are not to contact anyone within any other State Agency regarding this solicitation. The State is not obligated to answer questions submitted after the questions/clarifications due date and time.

If you need assistance please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1 again.

### General Comments

- DOCUMENTS INCLUDED WITH THIS SOLICIATION:
  1. Request for Proposal FMD Mill
  2. Attachments FMD Mill
  3. Sample Contract and Exhibits FMD Mill
  4. Event Bid Package
  5. Addendum 1

### General Questions

Question	Response
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DIVERSITY AND INCLUSION

Is your business based in Minnesota and considered small according to the OSP small business size standards? The link below provides size standard requirements. Please note (all web addresses can be copied and pasted into a web browser for further review)  
<https://mn.gov/admin/business/vendor-info/oep/sbcp/size/>

And:

Is your business a for-profit business that is majority owned, operated and controlled by:

- a racial minority,
- a woman,
- a person with a substantial physical disability,

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- a veteran or service-disabled veteran, or is your business
- located in, or the owner lives in, an economically disadvantaged county?  
 ( <http://mn.gov/admin/business/vendor-info/oep/sbcp/ed/counties> )

If your company meets these basic criteria, it may be eligible for certification in the state's Small Business Procurement Program. For more information on eligibility requirements please visit <https://sbcp.mn.gov/>. You can also contact the Office of Equity in Procurement at [Procurement.Equity@state.mn.us](mailto:Procurement.Equity@state.mn.us) or 651-201-2402 for further information.

- Do you believe your company meets the criteria listed above?
- Your response to this question is for informational purposes only. If you select YES, and are not certified, a member of the Office of Equity in Procurement will contact you to provide additional information regarding the State's Small Business Procurement Program. (Responders must select Yes or No to continue submitting their response.)

Yes

**Response Comments**

Upload all required or requested attachments here.

**A file attachment is required to satisfy this question.**

**Response Comments**

If you fail to upload attachments requested in the solicitation, your response may be disqualified. Have you uploaded the required or requested attachments?  
 (Yes / No)

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Question	Response
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Yes

**Response Comments**

**RESPONSIBLE CONTRACTOR:**

1) I am an owner or officer of the responding company, and I certify under oath that my company is in compliance with each of the applicable provisions as set forth in Minn. Stat. § 16C.285, subd. 3, and will provide verification upon request by the contracting agency.

1.1) I certify that my company has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative. Contact the Office of the Minnesota Secretary of State with questions about satisfying this requirement before submitting your response to this solicitation.

2) If my company is awarded a contract, I will submit a supplemental verification confirming subcontractor compliance with Minn. Stat. § 16C.285, subd. 5, clause (7) (see attachment), and

3) If my company retains additional subcontractors with which it will have a direct contractual relationship following contract award, I will submit supplemental verification confirming subcontractor compliance with Minn. Stat. § 16C.285, subd. 5, clause (7) within 14 days after retaining any such additional subcontractors (see attachment).

4) Selecting the yes button and submitting a response to this solicitation will constitute a signed statement affirming compliance with each of the applicable provisions as set forth in Minn. Stat. § 16C.285, subd. 3.

Yes

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#### Response Comments

#### SOLICITATION SECURITY:

Responses that exceed \$50,000 must be accompanied by a surety bond of a surety company duly authorized to do business in the State of Minnesota; in an amount equal to five percent (5%) of the total amount of the response, which is submitted as a solicitation security conditioned upon the Responder entering into a contract with the State of Minnesota in accordance with the terms of the solicitation. If the solicitation security is in the form of a certified check, cashier's check, or money order made payable to the State of Minnesota, it must be received by the Contracting Agency at the address identified within this Event in a clearly marked and sealed envelope no later than the due date and time indicated in the Event. Late submissions will result in rejection of your response. Facsimile or copies of a certified check, cashier's check, or money order will not be accepted.

If your response exceeds \$50,000, have you provided the correct amount of solicitation security?

If your response exceeds \$50,000 and you are providing solicitation security in the form of a surety bond, you may attach your surety bond here.

Yes

#### Response Comments

#### INSURANCE:

If awarded, will you provide proof of insurance as detailed in the event? Review Exhibit B Insurance Requirements contained in the Sample Contract and Exhibits document.

Yes

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#### Response Comments

#### UPLOAD SAMPLE INVOICE

A sample invoice must be submitted as a part of the response. The sample invoice should include itemized detail and line item pricing as it will be presented to customers. Elements of the sample invoice will be incorporated into the contract and must be utilized for all business conducted under the contract.

Please review both the terms of the contract and the price schedule detailed in the event prior to attaching your samples.

Attach your sample contract invoice here.

**A file attachment is required to satisfy this question.**

#### Response Comments

#### DISTRIBUTOR OR MANUFACTURER'S REP:

Distributor or Manufacturer's Representative. If a distributor or manufacturer's representative, as defined in MN Rules 1230.0150, is submitting an offer on behalf of the Original Equipment manufacturer (OEM), it must either:

A. Be listed on the OEM's website as an authorized distributor or an authorized manufacturer's representative, or

B. Provide a letter from the OEM, on the OEM letterhead, stating the responder is authorized to sell the specific product listed in the Solicitation/Event, or the OEM's full line of products, and that all OEM equipment warranties are applicable. (This requirement can be met by attaching the OEM letter to the Solicitation/Event response). Failure to meet this requirement by the Solicitation/Event due date and time may result in the vendor's response being rejected. The Contract Vendor shall be the single contact through which customers will arrange warranty work that is still covered under the original equipment manufacturer's warranty on the equipment that is purchased.

Pursuant to MN Rules 1230.0150, responses from brokers will not be accepted.

**Select One**

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Question	Response
OEM Authorized Distributor Manufacturer's Representative Broker	Options: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Response Comments**

## Event Details (cont.)

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### Line Details

<b>Line:</b> 1	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> LOT	<b>Bid Qty:</b>	<input style="width: 50px; height: 20px;" type="text"/>				
				<b>1</b>					

**Reserve Price:** No

**Description:** Total Cost for Project

**Question**

What is the total cost including all labor, materials, tools, equipment, transportation and all applicable Local, State, or Federal sales, excise or use tax necessary to furnish, deliver, and install the State approved milling machine?

**Response**

**Response Comments**

## Event Details (cont.)

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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

## Event Details (cont.)

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## Appendix A - Line Specifications

Line: 1    Item ID:    Line Qty: 1    UOM: LOT  
 Description: Total Cost for Project

Item Specifications	
<b>Manufacturer:</b>	
<b>Mfg Item ID:</b>	
<b>Item Length:</b> 0	<b>Item Height:</b> 0
<b>Item Width:</b> 0	<b>Dimension UOM:</b>
<b>Item Volume:</b> 0	<b>Volume UOM:</b>
<b>Item Weight:</b> 0	<b>Weight UOM:</b>
<b>Item Size:</b>	<b>Item Color:</b>

Shipping Information	
<b>Schedule:</b> 1	<b>Ship To:</b> ADMIN OSP EVENTS
<b>Quantity:</b> 1	ADMIN OSP EVENTS
<b>Due Date:</b> 05/09/2026	United States
<b>Freight Terms:</b>	
<b>Ship Via:</b>	

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## Appendix B - Terms & Conditions

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1. Please review the attached Terms and Conditions attached to the event.

Last Updated: 12/24/2018