

**CITY OF LINCOLN
COUNTY OF LANCASTER**

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QUOTATION REQUEST

Quote Prices F.O.B. Destination
Lincoln, Nebraska

Date - 2/13/03
Order No. - 1329 OQ
Date Due - 02/20/03

QUOTATIONS MUST BE RECEIVED IN
THE PURCHASING DIVISION OFFICE BY
THE DUE DATE SPECIFIED ABOVE

PLEASE MAKE NECESSARY VENDOR
INFORMATION CORRECTIONS ON THIS FORM:

VENDOR INFORMATION

Return Quotation Request To:

Purchasing Division
K-Street Complex
440 S 8th St Ste 200
Lincoln NE 68508
Kopplin, Tom - Quotes

Buyer

Item Number / Description	Quantity	UM	Unit Price	Total Price
4909300 FLOW METERING EQUIPMENT	5	EA		

Hydrogen sulfide monitors as per attached specifications.

VENDOR MUST COMPLETE THE FOLLOWING

The undersigned represents and warrants that he/she has full and complete authority to submit this quotation and to enter into a contract upon acceptance by the City/County. The undersigned agrees to comply with all conditions above and on reverse side of this document.

COMPANY NAME _____

BY (PRINT NAME) _____

ADDRESS _____

SIGNATURE _____

TITLE _____

TELEPHONE _____

DATE _____

EMPLOYER FEDERAL ID NO. OR
SOCIAL SECURITY NUMBER _____

DELIVERY SCHEDULE _____

DAYS ARO

PURCHASING DIVISION
CITY OF LINCOLN AND LANCASTER COUNTY, NEBRASKA
INSTRUCTIONS TO BIDDERS

1. **BIDDING PROCEDURE** - A bid by a corporation must be signed in the name of such organization by a duly authorized official thereof. Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization. Most departments of the City of Lincoln and Lancaster County agencies are exempt from federal excise taxes and state and local sales and use taxes. Kindly bid without taxes. The City/County will be responsible for paying any taxes which may be due.
2. **FAIR EMPLOYMENT PRACTICES** - Each bidder agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religion, ancestry, national origin, disability, sex or marital status, and that he will take affirmative action to assure that applicants are employed and that employees are treated during employment without regard to age, race, color religion, ancestry, national origin, disability, sex or marital status.
3. **DATA PRIVACY** - Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent rights. The bidder agrees to hold the City/County harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.
4. **INDEPENDENT PRICE DETERMINATION** - By signing and submitting this bid, the bidder certifies that: The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
5. **CLARIFICATION OF SPECIFICATION DOCUMENTS** - Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents. Interpretations, corrections and changes made to the specification documents will be made by written addenda. Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City/County; and bidders shall not rely upon such interpretations or changes. No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except: An addendum withdrawing or postponing the invitation to bid.
6. **BRAND NAMES** - If and wherever in the material specifications or proposal form brand names, make, manufacturer, trade name, or vendor catalog number is specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow. It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the City/County that said item is equal to or better than the product specified. If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City/County's specifications.
7. **DEMONSTRATION/SAMPLES** - If requested, the bidders shall, at bidder's expense, demonstrate and/or furnish samples of the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City/County.
8. **DELIVERY** - Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. F.O.B. to the City/County at the location specified by the City/County, with all transportation charges paid.
9. **WARRANTIES, GUARANTEES AND MAINTENANCE** - A copy of the manufacturer's warranties and/or guarantees for the items being bid must accompany your proposal. A copy of your company's maintenance policies and costs must also accompany your proposal. Replacement parts of defective components shall be shipped to the City/County at no cost. If defective parts are required to be returned to the bidder, the shipping costs shall be borne by the bidder.
10. **ACCEPTANCE OF MATERIAL** - The finished materials must be new, the latest make or model, of the best quality, unless otherwise specified, and the highest grade workmanship. The material delivered under this proposal shall remain the property of the bidder until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted by the City/County. The material delivered must be fully in accord with specification documents. In the event the material and/or services supplied to the City/County is found to be defective or does not conform to specification documents, the City/County reserve the right to cancel the order upon written notice to the bidder and return materials to bidder at the bidder's expense. Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln or Lancaster County, Nebraska, as required by the contract documents or purchase orders. Selling dealer's advertising decals, stickers or other signs shall not be affixed to the equipment; vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forings, stampings, nameplates and logos are acceptable.
11. **BID EVALUATION AND AWARD** - The signed bid shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City/County of purchase orders, contract award notifications, or other contract documents appropriate to the work. No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid. In case of a discrepancy between the unit prices and their extensions, the unit price shall govern. The City/County reserve the right to accept or reject any or all bids, or part of bids, to waive irregularities and technicalities, and to request rebids on the material described in the specification documents.
12. **TERMS OF PAYMENT** - Unless other specification provisions state otherwise, payment in full will be made by the City/County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.
13. **LAWS** - The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

**BID SPECIFICATIONS
FOR
PORTABLE HYDROGEN SULFIDE MONITORING EQUIPMENT**

1. GENERAL REQUIREMENTS

1.1 Overview and Scope

- 1.1.1 Hydrogen Sulfide Monitors – The wastewater division of the City of Lincoln (owner) intends to purchase and install hydrogen sulfide loggers at various locations.
 - 1.1.1.1 This system is intended to provide accurate, sensitive, convenient and reliable method for determination of pretreatment system needs.
 - 1.1.1.2 The system is intended to provide hydrogen sulfide data within +/- 1.0%.
- 1.1.2 Contractor Obligations - The logging monitor contractor shall be responsible for the manufacture, procurement and furnishing of all materials, communications devices and software to properly place into operation the monitoring system
- 1.1.3. The contractor will supply all hardware and firmware for each location consisting of:
 - 1.1.3.1 A hydrogen sulfide logger installed in the collection system functioning as a data logger.
 - 1.1.3.2 A communication method to allow for downloading information from the logger.
- 1.1.4 Contractor shall supply the Owner with Operations and Maintenance Manuals for the each logger purchased, up to maximum of five manuals.

2. QUALIFICATION AND BID REQUIREMENTS

2.1. Experience

- 2.1.1 The Contractor acknowledges that the wastewater system, consisting of sewer lines and access holes, is a hostile environment for collecting information.
 - 2.1.1.1 The Contractor is required to have extensive knowledge and expertise based on a minimum of three years of related experience in hydrogen sulfide monitoring.

2.2 Detailed Technical Submittals

- 2.2.1 A complete technical submittal, with descriptive brochures and engineering data covering the items of equipment offered, shall be submitted with the bid.
 - 2.2.1.1 The Technical Submittals shall describe in detail how the contractor's system complies with each specification requirement of this document.

- 2.2.1.2 Copies of typical charts, graphs, tabulations and reports from projects of similar scope and complexity shall be included.
- 2.2.1.3 Any deviations from the specifications must be noted in the Specifications Check List.
- 2.2.2 The Technical Submittal shall include a standard Operations and Maintenance Manual for the H2S logging units and software.
 - 2.2.2.1 The manual shall include all the information needed to operate and maintain the loggers and shall include a discussion of equipment operations theory, a description of standard operating procedures, and preventive maintenance.
- 2.3 **Contractor Experience**
 - 2.3.1 Contractor shall have a minimum of three (3) years of successful, documented experience in the assembly of hydrogen sulfide monitoring equipment.
- 2.4 **References**
 - 2.4.1 The contractor shall submit a list of three (3) specific references.
 - 2.4.1.1 The references shall consist of names, titles, addresses, and telephone numbers of individuals who have responsibility for operation of hydrogen sulfide monitoring equipment that has been manufactured by the contractor and is comparable in design, construction and use to the units specified that the contractor has furnished.
- 2.5 **Patent and Hold Harmless Certifications**
 - 2.5.1 The contractor shall provide certification that they hold or have license to all applicable patents and shall indemnify and save harmless the Owner from all liabilities, judgments, costs, damages and expenses which may result from the infringement of any patents, trademarks, and copyrights by reason of the use of any proprietary materials, devices, equipment or processes incorporated in or used in the performance of the work under this contract.

3. **SCOPE OF SERVICES**

3.1 **Demonstration Performance Checklist**

- 3.1.1 The Demonstration Performance Checklist (found in Appendix A) will be used by the Owner to evaluate the contractor's ability to meet the hardware and software specifications contained in the contractors bid.
 - 3.1.1.1 This form and only this form will be used for recording the results.
 - 3.1.1.2 The completed Performance Checklist will remain with the Owner.
 - 3.1.1.3 The contractor will receive a summary report noting pass, pass with reservation, or fail, along with reasons for reservations or failure.

3.2. Installation

- 3.2.1 Each hydrogen sulfide logger shall be completely installed and activated by the Owner.

4. DETAILED MONITOR SPECIFICATIONS

- 4.1 **Equipment** - The equipment shall consist of a hydrogen sulfide monitor - installed in the collection system functioning as a data logger. Appropriate hardware for installation of the logger shall be provided.

4.1.1 Data Logger

- 4.1.1.1 **Sensor Type & Housing**- Electrochemical Hydrogen Sulfide housed in a chemically resistant, dust-tight, corrosion resistant enclosure with a mounting flange and/or handle designed to be installed in the collection system.

- 4.1.1.1.1 The desired total weight of the unit shall be 2 pounds or less.

- 4.1.1.2 **Mounting** - Data Logger shall be able to be mounted to the access hole wall or rung.

- 4.1.1.2.1 Logger shall have a handle that is easily grasped to facilitate installation and removals.

- 4.1.1.3 **Power Supply** - Non-rechargeable AA size alkaline batteries with a minimum life of six months at 5 minute sample rate (logging H₂S) shall be used.

- 4.1.1.4 **Electronics** - Shall utilize LCD display . Shall be able to store 32, 000 readings or data points.

- 4.1.1.5 **On-Site Communications** - Shall be capable of infrared communications for the express purpose of data retrieval to an IBM compatible PC.

- 4.1.1.6 **Data Recording Interval** - Shall support data recording rates at intervals of 1, 5, 15, and 30 minutes or 1 hour, with the capability of storing fourteen (14) days data, or more, in all cases.

- 4.1.1.7 **Temperature and Humidity Ranges** - Shall function with temperatures between -10 and 50⁰ C and shall retain functionality in atmospheres that measure up to 90 per cent relative humidity.

- 4.1.1.8 **Data Range**- Shall be capable of accurate measurement of H₂S in all anticipated quantities.

- 4.1.1.8.1 The instrument must be capable of accurately measuring H₂S quantities up to 1000 ppm.

- 4.1.1.8.2 No exceptions to this portion of the specifications will be allowed.

5. SOFTWARE

5.1 Logger Software

5.1.1 General Requirements - All of the Configuration, Communication and/or Diagnostic Software will meet the following minimum requirements:

5.1.1.1 Shall operate on a all Microsoft® Windows® modules including 98, 2000 or Windows XP platform.

5.1.2 Configuration Software - Shall maintain a copy of the current configuration settings.

5.1.3 Communication Software - Shall function remotely via Infrared link only.

5.1.3.1 Shall support on-demand activation of the monitors.

5.1.3.2 Shall support the generation of communication logs each time the data logger is activated, collected and/or confirmed.

5.1.3.3 Shall support the upload of the complete data logger memory and user-defined dates and time and data types.

5.1.3.4 Shall provide a tool to review the uploaded data in both graphical and tabular format.

5.1.4.4 Shall include a status of the data logger memory including the oldest data stored, most recent data stored, and the data logger communication status.

5.1.4.5 The software shall alert the user when the battery has reached a critical level and needs to be replaced.

5.2 Data Analysis Software

5.2.1 Software Requirements - The data analysis software shall have the following minimum requirements:

5.2.1.1 General Requirements

5.2.1.1.1 Software shall function on all Microsoft Windows modules including 98, 2000, and Windows XP operating systems.

5.2.1.1.2 Use the Windows Explorer interface.

5.2.1.1.3 Shall support Online Help that will include as a minimum: object help, and standard Windows, Content, Index, and Find Help.

5.2.1.1.4 Shall store flow data in Microsoft® Access® database format allowing for easy export to other software applications.

5.2.1.1.5 Shall support display of data in different unit types without exiting the program.

5.2.1.1.6 A software user's guide shall be provided in both a hard-copy format as well as part of the installation CD.

5.2.1.2 Data Acquisition

5.2.1.2.1 Shall support performance of repeated edits throughout the data.

- 5.2.1.2.2 Shall support the display of the current value of the data type on the status bar as the cursor is moved across the graph.
- 5.2.1.2.3 Shall indicate to user if a point has been manually modified..
- 5.2.1.2.4 Shall support the creation of a new site based on a combination of user-defined sites; for example, create a new site C by adding sites A and B together.
- 5.2.1.2.5 User shall have option to store all data edits in a log on a per-site basis as a record of the modifications made to the data.
- 5.2.1.2.6 Shall support the storage of the preferred data edit mode so the user does not have to re-define the view of the data each time one of the data editing tools is accessed.

5.2.1.3 Data Reporting

- 5.2.1.3.1 Shall support the cut, copy and paste commands of Microsoft Windows.
- 5.2.1.3.2 Shall support the running of reports for individual locations and a group of locations.
- 5.2.1.3.3 Shall provide fully functional report templates for graphs and tabular reports.
 - 5.2.1.3.3.1 User shall be able to define headers and footers for reports.

6. PERIPHERALS

- 6.1 Computer Requirements - A laptop computer shall be furnished by the owner and will be the City of Lincoln Waste Water System standard Computer.

7. WARRANTY

- 7.1 All components of the metering system including sensors shall carry at a minimum, a one year warranty against defective materials and workmanship.
 - 7.1.1 Freight costs shall be included at no cost to the Owner.
- 7.2 The warranty period shall commence upon successful start-up and final acceptance of the system.

8. RECOMMENDED SPARE PARTS

- 8.1 Contractor shall provide a recommended list of spare parts to allow the Owner to maintain the system with minimal downtime.

Bid Specification Check List
For
PORTABLE HYDROGEN SULFIDE MONITORING EQUIPMENT

INDICATE IN THE SPACE PROVIDED: The specifications of the equipment you are proposing and indicate if you are taking any exceptions to the "Bid Specifications" and what those exceptions are.

MONITOR Exception taken

- | | | |
|-----------------------------|--|--|
| 1. Monitor Housing | | |
| 2. Sampling Intervals | | |
| 3. Battery Life | | |
| 4. Communication Method | | |
| 5. Temperature Range | | |
| 6. Sensor Type | | |
| 7. Resolution | | |
| 8. Accuracy | | |
| 9. Temperature Compensation | | |

SOFTWARE

- | | | |
|--------------------------------------|--|--|
| 10. Windows Compatible | | |
| 11. Graphics Provided | | |
| 12. Sensor/battery Failure Alarms | | |
| 13. Online Help | | |
| 14. Data Directly Available to Excel | | |

COMPUTER REQUIREMENTS

- 15. Processor _____
- 16. Hard Disk Drive _____
- 17. CD-ROM _____
- 18. Ram _____
- 19. Monitor _____
- 20. Printer _____

EXPLANATION OF EXCEPTIONS TAKEN

No. _____ Exception _____

No. _____ Exception _____

No. _____ Exception _____

No. _____ Exception _____

Proposal Submittal Check List

- 2.1. Experience _____
- 2.2. Technical Submittals _____
- 2.3. Contractor Resumes _____
- 2.4. Contractor Experience _____
- 2.5. Related Project Experience _____

2.6. References

2.7. Manufacturers Qualifications

2.8. Operations and Maintenance Qualifications

2.9 Patent and Hold Harmless Certification
