

**CITY OF LINCOLN
COUNTY OF LANCASTER**

Vince M. Mejer, CPPO, C.P.M.
Purchasing Agent

(402) 441-7410 Fax: (402) 441-6513

QUOTATION REQUEST

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

Date - 10/05/04
Order No. - 1563 OQ
Date Due - 10/13/04

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
4933200 Evaporators, Vacuum: Flash, Ro tating, etc. SEE ATTACHED SHEETS FOR EQUIPMENT SPECIFICATIONS	1	EA		
90100000055 Sales tax	1	EA		
SALES TAX @ 5.5%				

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 _____
ADDRESS _____
TELEPHONE _____
EMPLOYER FEDERAL ID NO. OR
SOCIAL SECURITY NUMBER _____

BY (PRINT NAME) _____
SIGNATURE _____
TITLE _____
DATE _____
DELIVERY SCHEDULE _____

DAYS ARO

SPECIFICATIONS

ONE (1) SOLVENT EVAPORATION SYSTEM

1. GENERAL INFORMATION

- 1.1 The City of Lincoln invites you to submit a sealed bid for the purchase of **one (1) SOLVENT EVAPORATION SYSTEM** for the Lincoln Water System (LWS), Lincoln, NE.
- 1.2 The purpose of this system is to perform evaporation of Solid Phase Extraction samples. Unit offered shall meet or exceed the requirements stated herein.

2. Bidding Procedure

- 2.1 The bidder is asked to quote a firm base bid price, plus separate quotations for service agreements and extended warranties (See Bidding Schedule and signature page).
- 2.2 The quotation shall be in accordance with these specifications with any exceptions, clarifications, or alternates clearly stated and outlined in detail.
 - 2.2.1 Please complete the enclosed check list indicating any variance to the specifications listed.
 - 2.2.2 The City reserves the right to determine if any variance is of material value to the City. All alternates will be considered.
- 2.3 The bidder shall guarantee performance of the SOLVENT EVAPORATION SYSTEM.
- 2.3 The quoted price shall remain firm for 60 days after the close of this solicitation, and shall include freight, installation, training and maintenance manuals as stated in the bid specifications

3. BID FORMAT

The bid shall be presented as follows :

- 3.1 Quoted price for required instrumentation/equipment.
- 3.2 Options to the bid shall be presented separately. These options include:
 - 3.2.1 Extended warranty (for 12 months).
 - 3.2.2 Service Contract Options, not otherwise specified
 - 3.2.3 On-site installation and training
 - 3.2.4 Additional set of evaporation vessel glassware
- 3.3 The bidder can provide a written summary of any additional features which are not listed in the specification.

DELIVERY, INSTALLATION AND PAYMENT

Bid prices offered shall be new, complete in every way, including freight and delivery costs, ready for use by the City.

- 4.1 Delivery shall be to:

Lincoln Water System
Ashland Water Treatment Plant
Attention: Laboratory Supervisor Lincoln Water Plant
401 Hwy. 6, P.O. Box 144
Ashland , Nebraska 68003.

- 4.2 Payment shall be 90 percent upon delivery and installations with the final 10 percent upon completion of the training and 30 days of satisfactory operation of the system, but not longer than six (6) months from the time the equipment is set up and placed in full operation by the bidder.

■ **SPECIFIC INFORMATION** - All questions regarding these specification must be made in writing to the following:

Tom Kopplin, Assistant Purchasing Agent
"K" Street Complex (SW Wing)
440 So. 8th Street
Lincoln, NE 68508
Email: tkopplin@ci.lincoln.ne.us
Phone: (402) 441-7414
Fax: (402) 441-6513

- 5.1 All questions must be received in the Purchasing Department by no later than, Wed., 10/3/04, 2004, to allow adequate time to prepare an addendum to mail to all known specification holders.
- 5.2 If the bidder is unable to meet all the required specifications, a written explanation shall be included.

FIRM NAME: _____

EQUIPMENT DETAILS - Complete and return with your offer (# _____).

SOLVENT EVAPORATION SYSTEM: As per specifications listed herein.

Specify brand/model: _____

MEETS SPEC.
YES NO

SYSTEM SPECIFICATION

SOLVENT EVAPORATION SYSTEM

- | | | |
|-----|-----|---|
| ___ | ___ | 1. <u>General Description:</u> One evaporation system will be supplied. The standard system shall be able to perform the following capabilities: |
| ___ | ___ | 1.1 Unattended solvent evaporation for solid phase extractions |
| ___ | ___ | 1.2 Combination of gas, vacuum, heat and/or vortex motion for evaporation |
| ___ | ___ | 1.3 Evaporation of six (6) more samples at one time |
| ___ | ___ | 1.4 Programmable automated evaporation control |
| ___ | ___ | 1.5 Sealed vessels for cross-contamination prevention |
| ___ | ___ | 1.6 Ability for Nitrogen blow-down of samples |
| ___ | ___ | 1.7 Automated heater shut-off |
| ___ | ___ | 1.8 Sample vessels to contain 200 mls or less (suitable for solid phase extracts) |
| ___ | ___ | 2. <u>Miscellaneous:</u> The following items shall be provided with the Evaporation system by the vendor. |
| ___ | ___ | 2.1 One complete set of evaporation glassware |
| ___ | ___ | 2.2 One (1) year warranty |
| ___ | ___ | 2.3 The instrument shall include all fittings to connect to a standard US gas system |
| ___ | ___ | 3. <u>Power Requirements:</u> All power specifications for the Evaporation system and all components must be made clear in bid submittal documents. Any special, unique or non-standard requirements must be made known by the bidder |
| ___ | ___ | 4. <u>Warranty:</u> The bidder shall warrant all materials and workmanship for all equipment supplied for a minimum of 12 months following delivery at the site. |
| ___ | ___ | 4.1 Any defective portions which are repaired or replaced shall be guaranteed for an additional 90 days |
| ___ | ___ | 4.2 All costs for warranty work shall be borne by the bidder |
| ___ | ___ | 4.3 Extended warranty (parts, labor and travel) for 12 months following expiration of the initial 12 month warranty shall be quoted as an option to the bid. |
| ___ | ___ | 4.4 Warranty Repair Location: _____ |
| ___ | ___ | 4.5 Number of Technicians certified to repair this equipment: _____ |
| ___ | ___ | 5. <u>Operation and Maintenance Manuals:</u> Adequate operation and maintenance information shall be supplied for all equipment requiring maintenance or other attention. One copy of each manual shall be produced on CD Rom and/or in bound hard copy |
| ___ | ___ | 5.1 Operation and maintenance manuals shall include the following: |
| ___ | ___ | 5.1.1 Table of Contents and Legends Abbreviations listing |
| ___ | ___ | 5.1.2 Equipment, normal operating characteristics and limiting conditions |
| ___ | ___ | 5.1.3 Assembly, installation, adjustment and checking instructions |
| ___ | ___ | 5.1.4 Operating instructions for start-up, routine and normal operation, shutdown and emergency conditions |
| ___ | ___ | 5.1.5 Maintenance instructions |
| ___ | ___ | 5.1.6 Guide to "troubleshooting" |
| ___ | ___ | 5.1.7 Bills of Materials and spare parts lists |
| ___ | ___ | 5.1.8 Test data and performance curves, where applicable |

FIRM NAME: _____

MEETS SPEC.
YES NO

SYSTEM SPECIFICATION

- ___ ___ 5.2 The operation and maintenance manuals shall be in addition to any instructions or parts lists packed with or attached to the equipment when delivered, or which may be required by Owner
- ___ ___ 5.4 Shipment of equipment shall not be considered complete until all required manuals have been received

6. REFERENCES

Provide three references for governmental agencies, or private organizations that are currently using this proposed equipment.

Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 Phone Number: _____ Fax: _____
 Approximate date and number of units installed: _____

Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 Phone Number: _____ Fax: _____
 Approximate date and number of units installed: _____

Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 Phone Number: _____ Fax: _____
 Approximate date and number of units installed: _____

COMMENTS:

_____ Signature _____ Date

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.