



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
#14-0098
FOURIER TRANSFORM INFRARED SPECTROMETER

September 19, 2014

PURPOSE

Sedgwick County, Kansas, will be accepting bids for a Fourier Transform Infrared Spectrometer. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended bid. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

SUBMITTALS

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or flash drive) of the Bid Response Form with any supplementary materials to:

ATTN: Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main St., Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m., CDT, Tuesday October 14, 2014. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m., on the due date.

QUESTIONS AND CLARIFICATIONS

All requests for clarifications of the RFB process and document content should be directed to Kara Kingsley at email Kara.Kingsley@sedgwick.gov. Questions are due **in writing** no later than 3 p.m. on October 1, 2014. Any questions of a substantive nature will be responded to in addendum form to be sent to all vendors no later than 5 p.m. on October 3, 2014.

Kara Kingsley
Kara Kingsley
Purchasing Agent

RFB #14-0098
Sedgwick County...Working for you

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I. COUNTY BACKGROUND

Sedgwick County, located in south-central Kansas, is the most populous of Kansas’ 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

II. MINIMUM SPECIFICATIONS AND REQUIREMENTS

The specifications outlined in this document are **intended to serve as minimum specifications**, and bidders responding to this document shall meet or exceed the specifications outlined. **Any exceptions to the specifications should be clearly identified and detailed in your response.**

	YES	NO	COMMENT
FTIR Spectrometer			
1. Deuterated Triglycine Sulfate (DTGS) Detector			
2. Mid-infrared KBr beam splitter			
3. Spectral resolution of 4 cm ⁻¹ or better			
4. Spectral range of 7,500 cm ⁻¹ – 400 cm ⁻¹ or better			
5. Sealed and desiccated optics with rechargeable desiccant			
6. Integrated NIST traceable polystyrene film validation wheel			
7. Single-bounce diamond ATR accessory			
8. Instrument software/license <ul style="list-style-type: none"> a. Data acquisition and analysis b. Daily performance verification function utilizing validation wheel 			
9. Basic warranty			

	YES	NO	COMMENT
PC Bundle			
1. Windows 7 or newer <ul style="list-style-type: none"> a. 32-bit system b. 3GHz processor or better c. 4GB RAM or better d. 250GB hard drive or better 			
2. Monitor			
3. Color laser jet printer, 20 ppm or better			
4. Cables and accessories (keyboard and mouse)			

	YES	NO	COMMENT
Miscellaneous			
1. Installation			
2. Training/familiarization			
3. Shipping and handling			

	YES	NO	COMMENT
Optional			
1. Forensic spectra library			
2. Extended warranty			
3. Trade-in credit <ul style="list-style-type: none"> a. Thermo Nicolet Avatar 360 FTIR (S/N AEA9901275) b. Smart Orbit Diamond ATR accessory c. Smart Orbit Diffuse Reflectance accessory 			

III. PAYMENT TERMS

Payment for all specified services or products to the successful vendor will be made following:

- Delivery of requested product(s)
- Receipt of invoicing, emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127.

IV. TENTATIVE TIME LINE

The following dates are provided for informational purposes and are subject to change without notice. Contact Kara Kingsley, Kara.Kingsley@sedgwick.gov, to confirm any and all dates.

Request for Bid Released.....	September 19, 2014
Questions and Information Deadline.....	3:00 p.m. October 1, 2014
Addendum Released.....	5:00 p.m. October 3, 2014
Bid Response Due.....	1:45 p.m. October 14, 2014
Evaluation Period.....	October 15–October 29 2014
Board of Bids and Contracts Recommendation.....	October 30, 2014
Board of County Commission Meeting.....	November 5, 2014

V. REQUEST FOR BID CONDITIONS

All times indicated in this solicitation document are central standard/central daylight as applicable.
In submitting a response to this Request for Bid, vendors hereby understand the following as applicable:
http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

VI. GENERAL CONTRACT PROVISIONS

In submitting a response to this Request for Bid, vendors hereby understand the following as applicable:
http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

BID RESPONSE FORM
#14-0098
FOURIER TRANSFORM INFRARED SPECTROMETER

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

FIRM NAME _____
CONTACT _____
ADDRESS _____ CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ HOURS _____
TAX PAYER I.D. NUMBER _____
COMPANY WEBSITE ADDRESS _____ E-MAIL _____
NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____
TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____
Sole Proprietorship ___ Partnership ___ Minority Business ___ Woman-Owned Business ___ Small Business ___
GENERAL NATURE OF BUSINESS _____
Manufacturer ___ Distributor ___ Retail ___ Dealer ___ Service _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to <http://www.sedgwickcounty.org/finance/purchasing.asp>.

NO._____, DATED _____; NO._____, DATED _____; NO._____, DATED _____
 Yes, I would like to be on the emergency vendor list. No, I would not like to be on the emergency vendor list.
After Hours Phone #: _____ Emergency Contact Name: _____
After Hours Fax #: _____ After Hours Email #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____
Print Name _____ Date _____

PRICING INFORMATION

Vendors shall provide information/specifications on all items bid. Please see pages 3 and 4 for all specifications. The County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets our required needs, quality levels and budget constraints.

	Price
1. ea. FTIR Spectrometer	\$
Manufacturer and model	
2. ea. Single-bounce diamond ATR accessory	\$
3. ea. PC bundle (PC, monitor, printer, cables and accessories)	\$
4. ea. Instrument software/license	\$
5. Installation fee	\$
6. Basic warranty	\$
7. Training/familiarization	\$
8. Shipping and handling	\$
Overall total	\$

Option	Price
1. Forensic spectra library	\$
2. Extended warranty	\$
3. Trade-in credit	\$

Days for delivery _____