



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
#16-0060
GAS CHROMATOGRAPH/MASS SPECTROMETER

May 31, 2016

PURPOSE

Sedgwick County, Kansas, will be accepting bids for a Gas Chromatograph, Mass 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 USB) 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 June 14, 2016**. 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 5 p.m. on June 2, 2016. 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 June 7, 2016.

Kara Kingsley
Purchasing Agent

RFB #16-0060
Sedgwick County...Working for you

Table of Contents

- I. County Background**
- II. Minimum Requirements and Specifications**
- III. Payment Terms**
- IV. Tentative Time Line**
- V. Insurance Requirements**
- VI. Indemnification**
- VII. Request for Bid Conditions**
- VIII. General Contract Provisions**

Attachment – Pricing Information Form

Attachment – Bid Response Form

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
Gas chromatograph (GC)			
1. Single capillary column			
2. Split/split-less injection with electronic pressure control			
3. Programmable oven (10+ ramp profiles) and injector temperature control			
4. Autosampler: 10 mcl syringe adjustable injection speed/volume and 100 sample capacity			

Mass spectrometer (MS)			
1. Ionization mode: inert ion source/electron impact			
2. Filaments: dual			
3. Mass filter: quadrupole			
4. Pump: turbo			
5. Limit of detection: 25 fg or less			
6. EI scan S/N: 500:1 or greater			
7. Transfer line temp: 100-350 degree C			
8. Ion source temp: 100-350 degree C			
9. Quadrupole temp: up to 200 degree C			
10. Mass range: 10-1000 AMU with unit resolution			

PC Bundle (must be compatible with operating and data systems)			
1. Windows 7 or newer			
2. 320 bit system			
3. 3 GHz processor or faster			
4. GB RAM or better			
5. 250 GM hard drive or better			
6. 24” Monitor, keyboard and mouse			
7. B/W LaserJet printer; 40 ppm or faster			
8. All necessary cables and accessories			

Data systems			
1. Data capture with automated SIM/ITC scan capabilities			
2. Qualitative and Quantitative capabilities			
3. Autotune capability/control			
4. Communication between GC and MS platforms			
5. Pre-populated Autotune Parameters on Chromatography Print-Outs			

Miscellaneous			
1. Shipping and handling			
2. One year warranty			
3. Installation and finalization			
4. He regulator			
5. 15mx0.25mm DB-5 MS capillary column			
6. NIST 2014 or newer MS library			

Optional			
1. Extended warranty: 1-5 years			

III. PAYMENT TERMS

Payments for all specified service(s) and/or product(s) to the successful Vendor can be made with the following criteria taken into consideration:

- Successful completion of delivery of the service(s) or products(s) requested;
- Completion of any necessary forms and/or service results;
- Receipt of a detailed invoice, emailed to ap_invoices@sedgwick.gov or faxed to (316) 941-5127. All payment and invoice and provisions can be found at:

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

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.

Distribution of Request for Proposal to interested parties	May 31, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	June 2, 2016
Addendum Issued by 5:00 p.m. CDT	June 7, 2016
Sealed Proposal due before 1:45pm CDT	June 14, 2016
Evaluation Period	June 14 – July 7, 2016
Board of Bids and Contracts Recommendation	July 7, 2016
Board of County Commission Award	July 13, 2016

V. INSURANCE REQUIREMENTS

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers’ compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers’ Compensation:

Applicable coverage per State Statutes

Employer’s Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Bodily Injury:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Property Damage:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage \$500,000.00

General Aggregate \$500,000.00

Professional Liability

If required

VI. INDEMINIFICATION

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider’s performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney’s fees. This indemnification shall not be affected by any other portions of the agreement relating to

insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

VII. 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/Bid%20Terms%20%20Conditions.pdf

VIII. 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%20Contractual%20Provisions.pdf

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., Gas chromatograph	\$
Manufacturer and model	
2. EA., Mass spectrometer	\$
Manufacturer and model	
3. EA., PC bundle	\$
4. EA., LaserJet printer	\$
5. EA., License	\$
6. Installation fee	\$
7. Shipping and handling	\$
Overall total	\$

Options:	Price
1. Extended warranty	\$

1. Is the proposed instrumentation “turn-key”, meaning a complete product that is ready for immediate use?
2. Will the final delivery be within 60 days of final approval/receipt of PO? If not, please list a delivery time outline.
3. What are the response times for returning inquiries (phone calls and emails)?
4. What are the response times for an engineer to be onsite?
5. Does your proposed instrument include a start up kit? If so, please describe.
6. Please provide three references, all of whom should have or be using the proposed instrument.

BID RESPONSE FORM

#16-0060

GAS CHROMATOGRAPH/MASS 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 bidder 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.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__ African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__ Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__ Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__ Asian Pacific-Woman Owned (60) __ Subcontinent Asian-Woman Owned (65) __ Hispanic Woman Owned (70)

__ Native American-Woman Owned (75) __ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: __ Yes __ No

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 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 #: _____

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 _____ Dated _____

*RFB #16-0060
Sedgwick County... Working for you*