



City of Fayetteville, Arkansas
Purchasing Division – Room 306
113 W. Mountain
Fayetteville, AR 72701
Phone: 479.575.8220

TDD (Telecommunication Device for the Deaf): 479.521.1316

INVITATION TO BID

INVITATION TO BID: BID 09-71, Phosphate and Ammonia Analyzers
DEADLINE: Tuesday, November 24, 2009 at 3:00 PM, Central Standard Time
DELIVERY LOCATION: Room 306 – 113 W. Mountain, Fayetteville, AR 72701
PURCHASING AGENT: Andrea Foren, CPPB, aforen@ci.fayetteville.ar.us, 479.575.8220
DATE OF ISSUE AND ADVERTISEMENT: Monday, November 16, 2009

INVITATION TO BID
BID 09-71, Phosphate and Ammonia Analyzers

No late bids will be accepted. Bids shall be submitted in sealed envelopes labeled “Bid 09-71, Phosphate and Ammonia Analyzers” with the name and address of the bidder.

All bids shall be submitted in accordance with the attached City of Fayetteville specifications and bid documents attached hereto. Each bidder is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and City Purchasing Manager.

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

City of Fayetteville
Bid 09-71, Phosphate and Ammonia Analyzers
Project & Product Information

1. All bids shall be submitted in a sealed envelope and must be submitted on forms acquired by the vendor from the City of Fayetteville Purchasing website (www.accessfayetteville.org). Bids with missing pages or missing any requested attachment will be deemed incomplete.
2. The item bid and the bid number shall be stated on the face of the sealed bid envelope.
3. Bids received after the date and time set for receiving bids will not be considered.
4. The City reserves the right to accept or reject any or all bids, waive formalities in the bidding and make a bid award deemed to be in the best interest of the City.
5. The quantities listed are based on the needs of the City and availability of funds at the time bids are posted. The City shall be able to purchase more or less than the quantity indicated subject to availability of funds or change in needs.
6. The bid price shall remain good and firm until project is completed. Payment to the vendor by the City will be made within 30 days following delivery and acceptance in accordance with these specifications and the City's Purchase Order to the vendor. Faster payment is offered through acceptance of Visa.
7. All products delivered shall comply with applicable standards of quality.
8. Any exceptions to the specification requirements of the City of Fayetteville must be noted on the Bid Form.
9. Prices shall include all labor, materials, overhead, profit, insurance, shipping, freight, etc., to cover the furnishing of the items bid. **Sales tax is not to be included in the bid price.** Applicable Arkansas sales tax laws will apply to this bid, but will not be considered in award of the bid.
10. Each bidder shall state on the face of the bid form the anticipated number of days from the date of receipt of an order for delivery of equipment and installation to the City of Fayetteville. Failure to deliver on or before the time specified in the contract may subject the contractor to payment of damages or other appropriate sanctions.
11. Copy of the warranty shall accompany the bid, and any exceptions to the warranty shall be clearly noted on the bid form. Written warranties shall specify the greater of the manufacturer's standard warranty or the minimum warranty specified herein by the City.
12. Bidders must provide the City with their bids signed by an employee having legal authority to submit bids on behalf of the bidder. The entire cost of preparing and providing responses shall be borne by the bidder.
13. The City reserves the right to request any additional information it deems necessary from any

or all bidders after the submission deadline.

14. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by bidder in preparation of bid.
15. If products and/or components other than those described in this bid document are proposed, the bidder must include complete descriptive literature and technical specifications. All requests for additional information must be received within five working days following the request. Each apparent low bid will be reviewed line by line to ensure compliance with specifications prior to recommendation for award.
16. Bids must be received by mail or hand delivery in the **Purchasing Office, Room 306, 113 W. Mountain St. Fayetteville, AR 72701**, on or before the time of closing listed on the face of the bid. **No bids shall be accepted via e-mail or fax.**
17. The City will not be responsible for misdirected bids. Vendor should call the Purchasing Office at (479) 575-8220 to insure receipt of their bid documents prior to opening time and date listed on the bid form.
18. Items bid must be delivered FOB City of Fayetteville West Side Wastewater Treatment Plant, 15 S. Broyles Road, Fayetteville, AR 72701. Units must be fully assembled, serviced, and ready for operation as delivered unless otherwise specified. No dealer/distributor logo or other identification will be installed other than standard manufacturer name badges and specification plates.
19. Any discrepancy between the specifications and plans should be brought to attention immediately, in writing, to Andrea Foren at aforen@ci.fayetteville.ar.us.
20. Any reference to a particular brand or manufacturer is done in an effort to establish an acceptable level of quality for this project. Brands or manufacturers that are included in bid that are of at least equal quality, size, design, and specification as to what has been specified, will be acceptable for consideration only if approved by the City of Fayetteville Purchasing Division. The City of Fayetteville reserves the right to accept or reject any requested equal.
21. Price bid shall include warranty, including but not limited to parts and labor, at no additional cost to the City of Fayetteville, as specified herein.
22. **NOTE: Any uncertainties shall be brought to the attention to Andrea Foren immediately via telephone (479.575.8220) or e-mail (aforen@ci.fayetteville.ar.us). It is the intent and goal of the City of Fayetteville Purchasing Division to provide bid packets that provide a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all bidders to be on equal bidding terms & documents.**
23. "Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises."

24. The City of Fayetteville shall take ownership of product when products bid arrive undamaged at the specified shipping location.

25. ANY EXCEPTION TAKEN TO THESE SPECIFICATIONS AND BID DOCUMENTS SHALL BE NOTED ON THESE DOCUMENTS. BIDDERS SHALL NOTE THE DIFFERENCE NEXT TO THE RELATED SPECIFICATION. THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT EXCEPTIONS TO SPECIFICATIONS.

City of Fayetteville
Bid 09-71, Phosphate and Ammonia Analyzers
Product Information & Specifications

1.0 Description

1.1 The City of Fayetteville is soliciting bids for the replacement of one phosphate and one ammonia continuous analyzers at the Paul R. Noland Wastewater treatment plant. This bid is for the replacement of the existing system: Hach Phosphax[®] Compact Phosphate Analyzer, and Hach Amtax[®] Compact Analyzer; both of which are jointly supplied filtered sample by a Hach Filterprobe sc[®] Ultrafiltration System.

2.0 Detailed Instrument Specifications

2.1 Complete System Requirements

- 2.1.1 One phosphate and one ammonia analyzer must be supplied.
- 2.1.2 Devices must be capable of accurately and precisely measuring phosphate and ammonia concentrations in wastewater.
- 2.1.3 Both devices must be controlled by a single controller. The controller must have a probe module and a display module.
- 2.1.4 Analyzers must be supplied with an integrated filtering apparatus.
- 2.1.5 Sampling and reporting time must total less than five minutes.
- 2.1.6 Sampling frequency must be adjustable by user with a frequency of at least one sample every five minutes.
- 2.1.7 Instruments must maintain stated accuracy and reproducibility at pH range of 5-9 pH and operation temperature of -20 to 45 °C.
- 2.1.8 Both analyzers must self clean and calibrate.
- 2.1.9 Controller output must be 4-20mA with networking capability.

2.2 Phosphate Analyzer Requirements

- 2.2.1 Phosphate concentrations must be reported as mg Orthophosphate-phosphorus/L.
- 2.2.2 Measurement range must encompass a range of at least 0.05 to 15 mg phosphate-P/L.
- 2.2.3 Accuracy and reproducibility for measuring phosphate must be at least $\pm 2\%$ at 0.05 mg phosphate/L.

2.3 Ammonia Analyzer Requirements

- 2.3.1 Ammonia concentrations must be reported as mg ammonia/L.
- 2.3.2 Measurement range must encompass a range of at least 0.05 to 20 mg ammonia/L.

2.3.3 Sample accuracy must be at least $\pm 3\%$ at 0.05 mg ammonia/L, with reproducibility of at least $\pm 2\%$ at 0.05 mg ammonia/L.

2.4 Installation Requirements

2.4.1 Include necessary mounting kit.

2.4.2 Provide manufacture representative on-site for support during instrument startup.

NOTE: ANY EXCEPTION TAKEN TO THESE SPECIFICATIONS AND BID DOCUMENTS SHALL BE NOTED ON THESE DOCUMENTS. BIDDERS SHALL NOTE THE DIFFERENCE NEXT TO THE RELATED SPECIFICATION. THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT EXCEPTIONS TO SPECIFICATIONS.

City of Fayetteville
Bid 09-71, Phosphate and Ammonia Analyzers
Bid Form

***GUARANTEED DELIVERY DATE:** _____

F.O.B. Paul R. Noland Wastewater Treatment Plant, 1400 N. Fox Hunter Rd, Fayetteville, AR 72701

ITEM:	DESCRIPTION:	QUANTITY:	*PRICE EACH:	*TOTAL PRICE
1.	Whole System (per details)	1	\$ _____	\$ _____

Please Specify for Unit(s) Bid:

***MANUFACTURER:** _____ **MODEL:** _____

TOTAL BID PRICE: \$ _____

EXECUTION OF BID -

Bidders are requested to indicate by check mark or "Yes/No" on each line of the Technical Specifications the compliance of the item bid. Actual specification of any deficient item must be noted on the bid sheet or separate attachment. If specifications of item bid differ from provided literature, deviation must be documented and certified by the manufacturer as a regular production option.

Upon signing this Bid, the bidder certifies that:

1. He/she has read and agrees to the requirements set forth in this proposal, including specifications, terms, standard conditions, and any pertinent information regarding the articles being bid on.
2. Unless otherwise noted and explained, the unit bid and listed meets or exceeds all of these requirements as specified by The City of Fayetteville.
3. The Bidder can and will comply with all specifications and requirements for delivery, documentation and support as specified herein.
4. The City of Fayetteville reserves the right to award the bid in its whole, by line item, or all rejection.

Unsigned bids will be rejected. Items marked * are mandatory for consideration.

***NAME OF FIRM:** _____

Purchase Order/Payments shall be issued to this name

***BUSINESS ADDRESS:** _____

***CITY:** _____ ***STATE:** _____ ***ZIP:** _____

***PHONE:** _____ **FAX:** _____

***E-MAIL:** _____

***BY: (PRINTED NAME)** _____

***AUTHORIZED SIGNATURE:** _____

***TITLE:** _____

City of Fayetteville
Bid 09-71, Phosphate and Ammonia Analyzers
Statement of No Bid (submit if applicable)

In order to assist the Purchasing Division of Fayetteville in evaluating and improving our solicitation process, we are asking for completion of this form and returning via fax or e-mail. By submitting this form, it will assist us in evaluating all response, improving our bid solicitation process, and to maintain a positive relationship with our vendors.

We, the undersigned, have declined to bid for the following reason(s):

1. _____ We do not offer this service/product
2. _____ Our schedule would not permit us to perform
3. _____ Unable to meet specifications
4. _____ Insufficient time to respond to the Invitation to Bid
5. _____ We are unable to meet bond requirements
6. _____ Other (Explain)

*NAME OF FIRM: _____

*BUSINESS ADDRESS: _____

*CITY: _____ *STATE: _____ *ZIP: _____

*PHONE: _____ FAX: _____

*E-MAIL ADDRESS: _____

*BY :(PRINTED NAME) _____

*AUTHORIZED SIGNATURE: _____

*TITLE: _____ *DATE: _____

*PLEASE LIST OTHER COMMENTS BELOW:

*Please note: We appreciate your feedback on this form and are very interested in your reason for not bidding. Please do not hesitate to contact us at 479-575-8220 if you have questions, comments, or concerns regarding these bid documents.