

REQUEST FOR PROPOSAL



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

TABLE OF CONTENTS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

INSTRUCTIONS TO BIDDERS 1

1. SUBMITTAL RECEIPT AND OPENING 1

2. PRE-BID CONFERENCE 1

3. INFORMATION REQUESTS 1

4. SOLICITATION QUESTIONS 2

5. APPROVED ALTERNATES 2

6. ENVIRONMENTAL PROCUREMENT POLICY 3

7. PURCHASING WEB SITE 4

8. DOWNLOADING SOLICITATIONS 4

9. EMAIL NOTIFICATION 4

10. CITY OF SCOTTSDALE PROCUREMENT CODE 4

11. PROSPECTIVE BIDDER’S CONFERENCE 4

12. BIDDER’S PRESENTATION 5

13. INELIGIBLE BIDDER 5

14. OBLIGATIONS 5

15. NON COLLUSION AFFIDAVIT 5

16. IMMIGRATION LAW COMPLIANCE 5

17. LAWFUL PRESENCE IN THE UNITED STATES FOR PERSONS 6

18. TAXES/LICENSES 6

19. CONTRACTOR’S LICENSING REQUIREMENTS 8

20. LITIGATION 9

21. SUBCONTRACTOR’S LIST 9

22. SUBCONTRACTORS 9

23. CONFIDENTIAL INFORMATION 9

24. SMALL BUSINESS 10

25. TITLE VI NOTICE 10

26. INTERPRETATIONS, ADDENDA 10

27. SUBMITTAL PROCEDURE 11

28. AWARD DETERMINATION 12

29. REJECTION OF BIDS 12

30. PROTESTS 12

31. CONTRACT AWARD NOTIFICATION 14

32. AWARD OF CONTRACT 14

33. BID BOND 15

GENERAL TERMS AND CONDITIONS 16

1. ADDITIONAL SERVICE REQUESTED 16

2. ADVERTISING 16

3. ARIZONA LAW 16

4. ASSIGNMENT 16

5. ATTORNEY’S FEES 16

6. AUTHORITY 16

7. CANCELLATION OF CITY CONTRACTS 17

8. CAPTIONS/HEADINGS 17

9. CERTIFICATE OF INSURANCE 17

10. CHANGES IN THE WORK 17

11. CHEMICALS 18

12. COMPLIANCE WITH FEDERAL AND ARIZONA STATE IMMIGRATION LAWS 18

13. COMPLIANCE WITH FEDERAL AND STATE LAWS 19

14.	CONFLICT OF INTEREST	19
15.	CONTRACT ADMINISTRATOR DUTIES	19
16.	CONTRACTOR ON SITE SAFETY REPORTING REQUIREMENTS.....	20
17.	CO-OP USE OF CONTRACT	20
18.	COUNTERPARTS	20
19.	ENDANGERED HARDWOODS	20
20.	ENTIRE AGREEMENT	21
21.	EQUAL EMPLOYMENT OPPORTUNITY.....	21
22.	ESTIMATED QUANTITIES	21
23.	EXECUTION OF CONTRACT.....	21
24.	FORCE MAJEURE.....	21
25.	FUNDS APPROPRIATION.....	21
26.	INDEMNIFICATION	22
27.	INDEPENDENT CONTRACTOR.....	22
28.	INSURANCE REQUIREMENTS.....	22
	Insurance Representations and Requirements.....	22
	Required Coverage	24
29.	LITIGATION	25
30.	LOCAL CONDITIONS, RULES AND REGULATIONS.....	25
31.	MODIFICATIONS.....	25
32.	NO PREFERENTIAL TREATMENT OR DISCRIMINATION.....	26
33.	NO WAIVER	26
34.	ORDER OF PRECEDENCE.....	26
35.	PATENTS	26
36.	PAYMENT TERMS	27
37.	PRICE REDUCTION.....	27
38.	RECORDS AND AUDIT RIGHTS.....	27
39.	REGISTERED/LICENSES	28
40.	REQUEST FOR TAXPAYER I.D. NUMBER & CERTIFICATION IRS W-9 FORM.....	28
41.	RISK OF LOSS	28
42.	SCOTTSDALE CITY SEAL AND CITY SYMBOL	28
43.	SEVERABILITY.....	29
44.	SUCCESSORS AND ASSIGNS	29
45.	TERMINATION	29
46.	TESTING OF MATERIALS.....	30
47.	TIME IS OF THE ESSENCE	30
48.	WARRANTY	30
	SPECIAL TERMS AND CONDITIONS.....	31
1.	ACCEPTANCE / AGREEMENT	31
2.	CITY OBSERVED HOLIDAYS	31
3.	DESCRIPTIVE LITERATURE	31
4.	FREIGHT	32
5.	FUEL SURCHARGES.....	32
6.	INVOICING	32
7.	KEY PERSONNEL.....	32
8.	PRICE ESCALATION.....	33
9.	PRICING	33
10.	PURCHASING PROCEDURE.....	34
11.	QUALITY STANDARDS OF MATERIAL	34
12.	QUANTITY.....	34
13.	SINGLE AWARD.....	34
14.	TERM OF AGREEMENT	34
15.	THIRD PARTY BENEFICIARY.....	35
16.	WARRANTY REQUIREMENTS	35
	SPECIFICATIONS.....	36
1.	INTENT	36
2.	GENERAL QUALIFICATIONS	36
3.	SYSTEM SPECIFICATIONS.....	36
4.	COMPUTER AND SOFTWARE REQUIREMENTS.....	38

5. BLIND SAMPLE ANALYSIS.....	39
6. INSTALLMENT REQUIREMENTS	40
7. TRAINING REQUIREMENTS	40
8. HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT REQUIREMENTS	41
9. OPTION – HIGH PERFORMANCE LIQUID CHROMATOGRAPHY (HPLC) SYSTEM.....	42
10. TRADE-IN CREDIT OPTION	42
SUBMITTAL REQUIREMENTS CHECKLIST	43
EVALUATION CRITERIA.....	47
OFFER AND ACCEPTANCE	49
PRICING PROPOSAL FORM	50
SUBCONTRACTOR’S LIST.....	52
REFERENCES	53
BIDDER GENERAL DISCLOSURE FORM.....	54
BIDDER LITIGATION DISCLOSURE FORM	55
HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT	1-13

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

The City of Scottsdale invites sealed submittals for the purchase and installation, including on-going maintenance & software support for an Inductively-Coupled Plasma Mass Spectrometer (ICP-MS). The ICP-MS will be used for analysis of environmental samples to detect selected metals and non-metals in accordance with EPA Methods 200.8 and 6020 and Standard Method 3125. The instrument will be used primarily for analysis of drinking water and wastewater samples as well as sludges, brines, and solids.

SOLICITATION CRITICAL DATES

SUBMIT CONTACT INFO FOR MAILING OF SAMPLES: 3:00 P.M. LOCAL TIME, AUGUST 25, 2016

(page 40 sec. 5.4)

BID/PROPOSAL SUBMITTAL DUE: 3:00 P.M., LOCAL TIME, SEPTEMBER 26, 2016

QUESTIONS DUE: 10:00 A.M., LOCAL TIME, SEPTEMBER 2, 2016

APPROVED ALTERNATE SUBMITTALS DUE: 10:00 A.M., LOCAL TIME, SEPTEMBER 2, 2016

1. SUBMITTAL RECEIPT AND OPENING

SEALED SOLICITATION SUBMITTALS WILL BE RECEIVED until **3:00 P.M., LOCAL TIME, SEPTEMBER 26, 2016**, at the Purchasing Department Front Desk, located on the second floor of the Scottsdale Corporation Yard Building at 9191 E. San Salvador Dr., Scottsdale, AZ 85258. **All submittals must be date and time stamped at the Purchasing Department front desk on or before the submittal receipt time and date. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

To allow staff to complete required internal administrative functions, submittals will be opened, read and the name of each bidder recorded, as a matter of public information, within thirty (30) minutes after the receipt time and date have past.

No submittal will be considered unless it is submitted on the forms contained herein. **All submittals must be presented in a sealed envelope or box.** The outside of the submittal must be clearly marked with the solicitation number, solicitation title and the submitting company's name. This includes envelopes delivered by Fed Ex, UPS, DHL or other carrier.

2. PRE-BID CONFERENCE

(Not Applicable)

3. INFORMATION REQUESTS

Requests for additional information relating to this bid should be directed to:

Cheryl Champine, CPPB, PSCM
Bid & Contract Specialist
480-312-5719
cchampine@scottsdaleaz.gov

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

4. SOLICITATION QUESTIONS

The Bidder shall submit all questions, requests for clarification and inquiries in regards to this solicitation to Cheryl Champine, no less than eight (8) days prior to the original solicitation opening date. It is preferred that all questions be submitted via email to the appropriate Purchasing Staff, cchampine@scottsdaleaz.gov, where possible. When submitting any questions the Bidder should indicate the page number, Section Number/Clause Title and if possible paragraph number that is being questioned.

It is your responsibility to give notice, in the form of written questions before the bid opening on any item or issue in this solicitation that you believe should not be included or contained in any amendment to this solicitation or that the City failed to include in this solicitation that should have been included, and by your notice, the City could have cured the problem if the item or issue had been timely raised or objected to.

Failure to give notice may constitute a waiver of your right to object to the inclusion or lack of inclusion of the item or issue in this solicitation in any subsequent protest filed by you.

All questions, regardless of the method they are communicated (email, regular mail or hand delivered), must be clearly marked as "Solicitation Questions" and state the solicitation number in the subject line of the email or on the outside of the envelope. If questions are not submitted via email, the submittal envelope **MUST** be clearly marked with solicitation number and words "SOLICITATION QUESTIONS", or it may be mistaken as an actual bid submittal and not be opened immediately.

All solicitation questions **MUST** be received by the Purchasing Division by **10:00 A.M., LOCAL TIME, SEPTEMBER 2, 2016**. Any inquiries received after the specified time will be reviewed on an individual basis by the Purchasing Staff to determine if a response would be advantageous for the City.

5. APPROVED ALTERNATES

Specifications and plans, if applicable, may contain references to service requirements, equipment and/or materials (patented or unpatented) or "approved alternate(s)." Such references shall be regarded as establishing a standard of quality, finish, appearance, performance or as indicating a selection or design based upon compatibility with existing equipment, materials or details of construction (if applicable) inherent to the project design. Such references shall not be construed as limiting the selection to a specified item, source or design detail. The use of an alternate or substitute, item or source as an approved alternate will be permitted, subject to the following procedure and pursuant to ARS 34-104 if the subject matter of this solicitation involves construction.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

5. APPROVED ALTERNATES – CONT'D

- a. The Bidder shall submit a written Request for Alternate to the contact person listed on page one of this solicitation at least eight (8) days prior to the original deadline for receiving bids. Requests for alternates submitted to the City's contracted Consultant or other City Staff shall not be reviewed. The submittal envelope must be clearly marked with solicitation number and "**REQUEST FOR APPROVED ALTERNATE**". Requests must be time stamped by the Purchasing Division by **10:00 A.M., LOCAL TIME, SEPTEMBER 2, 2016**. The approved alternate request shall include all information necessary for proof of quality and suitability for substitution including benefits, engineering design and data (calculations) and/or detailed plan modifications which may be required by the substitution. The Bidder shall submit additional information and/or samples when required.

The Contract Administrator or his representative, will evaluate the information submitted, perform tests when necessary and make comparisons in order to approve or reject the proposal. If rejected, the Contract Administrator shall give notice of rejection to the Bidder submitting the request for approved alternate.

- b. Purchasing, if the request for approved alternate is accepted, shall issue a written addendum to the solicitation specifying the approved alternates and publish the modification in the same manner as the original solicitation documents.
- c. The Specifications may reference equipment or materials "or alternate". The reference to "or alternate" shall be construed to mean "or approved alternate" in every instance. Use of an alternate or substitute item shall be allowed only if approval was received as outlined in this section.
- d. For purposes of submitting a Request for Approved Alternate, the "Bidder" is defined as the person or firm entering a submittal to the City in response to this solicitation. Therefore the City will not entertain any submittal for an approved alternate from any party not meeting the definition of Bidder.

6. ENVIRONMENTAL PROCUREMENT POLICY

The City has established an Environmental Procurement Policy which encourages the inclusion of environmentally responsible products and services available to meet the intended purpose. We encourage the offer of alternatives that broaden the range of environmentally responsible products or services that will meet the performance requirements of this solicitation. IF YOU WISH TO SUBMIT AN ALTERNATIVE, follow the procedures specified in the Instructions to Bidders, Approved Alternate Section of this document., unless the approved alternate clause has been deemed not applicable.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

7. PURCHASING WEB SITE

The Purchasing web site provides a wide variety of information; including the capability to download solicitations and plan sheets (if applicable), how to introduce your products, a list of the Buyer's commodity lines, etc. The web site can be accessed at <http://www.scottsdaleaz.gov/purchasing>. Registering and downloading a solicitation will also provide the supplier with notices of all addenda that are issued.

8. DOWNLOADING SOLICITATIONS

All solicitation documents; plan sheets/drawings if applicable and addenda are available for download in .pdf format. Bidders may print their own copies of these documents or provide the files to any reprographics/copy center in their area. Bidders will no longer be able to pick-up these documents at the Purchasing Department and plan shipments will no longer be available. There will be one set of plan sheets/drawings (if applicable) available for onsite review only at the Purchasing Office located at 9191 E. San Salvador Dr., Scottsdale, AZ 85258.

It is imperative that you download the solicitation from the Purchasing web site at <https://eservices.scottsdaleaz.gov/eservices/solicitations/> in order to be notified of associated addenda.

9. EMAIL NOTIFICATION

The City of Scottsdale does not maintain a Bidder list; however, on the Purchasing web site, lower right side, see "Subscribe to Solicitation Opportunities", enter your email address and click subscribe to receive a notification of Solicitation Opportunities twice weekly at <http://www.scottsdaleaz.gov/purchasing>.

10. CITY OF SCOTTSDALE PROCUREMENT CODE

All procurement activities, conducted by the City of Scottsdale, are in conformance with the rules and regulations of the Scottsdale Procurement Code. A copy of the Code is available for review in the Office of the City Clerk located at City Hall, 3939 Drinkwater Boulevard and the Purchasing Office, located at 9191 E. San Salvador Drive, Scottsdale, Arizona. A copy of the Code is also available from the Purchasing website at <http://www.scottsdaleaz.gov/purchasing>.

A hard copy of the Code is available for purchase, for a fee of \$10.00, at the Purchasing Office.

11. PROSPECTIVE BIDDER'S CONFERENCE

A prospective Bidder's conference may be held. If scheduled, the date and time of this conference will be indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the City's position. This conference will also give Bidders an opportunity to submit any questions and discuss any questions previously submitted.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

12. BIDDER'S PRESENTATION

Bidders may be invited to make a presentation. If invited, Bidders will be notified of the date and time of the presentation by the City of Scottsdale Purchasing Department.

13. INELIGIBLE BIDDER

The preparer of the bid specifications is not eligible to submit a bid or proposal on the solicitation for which they prepared the specification, nor is the preparer eligible to supply any product to a Bidder or Offeror on the solicitation for which they prepared the specification.

14. OBLIGATIONS

The issuance of this solicitation does not obligate the City to pay any costs incurred in the preparation and submission of proposals.

15. NON COLLUSION AFFIDAVIT

By signing the Offer Form/Signature Page of the solicitation, or other official contract form, the Bidder certifies that:

In connection with the performance of this solicitation or any resulting Contract, the Bidder is stating and certifying that the Contractor/Company has not either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with the preparation or submission of its submittal in response to this solicitation or any potential resulting Contract.

If any company is jointly owned or associated through common officers/employees with another company(s) that is/are responding to the same solicitation, both/all of those companies must take all precautions so as to make sure the preparation of their Bid or Proposal submittal is done completely independent of the other company(s) or individual(s). Specifically, any individual working on preparation, approving or signing one submittal can have no knowledge of or interaction with any other bid or proposal submission from a different company for that same solicitation.

If the subject matter of this solicitation is construction, the Bidder shall submit a completed and Notarized Non Collusion Affidavit, stating and certifying that said Bidder/Company has not either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with the preparation or submission of its submittal in response to this solicitation or any potential resulting Contract. The Bidder is to return the completed and notarized Non Collusion Affidavit with their submittal.

16. IMMIGRATION LAW COMPLIANCE

By signing the Offer Form/Signature Page of this solicitation, the Bidder certifies and warrants that for all solicitations for services (including construction services) it has complied with the E-Verify Program as required by ARS §23-214(A) or will have complied with the requirements of the E-Verify Program before award. Failure to comply with the E-Verify Program may result in the automatic disqualification of the submittal as being non-responsive or the termination of any Contract awarded and the possible forfeiture of any applicable bond.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

16. IMMIGRATION LAW COMPLIANCE – CONT'D

The City will include specific “Compliance with Federal and Arizona State Immigration Laws” language in any Contract or Subcontract it enters into with the successful Bidder. In addition, this language must be included in any Subcontracts that the successful bidder enters into with its Subcontractors.

17. LAWFUL PRESENCE IN THE UNITED STATES FOR PERSONS

Arizona State law A.R.S. §1-502 (H.B. 2008) requires that all PERSONS who will be awarded a Contract and apply for public benefit, must demonstrate through a signed affidavit and the presentation of a copy of documentation, that they are lawfully present in the United States.

A PERSON is defined as all NATURAL PERSONS/INDIVIDUALS/SOLE PROPRIETORSHIPS as indicated by your W9 Filing. *(This law does not apply to LLP's, LLC's, PLLC's, Corporations, Limited Partnerships or General Partnerships)*

By submitting your quote, bid or proposal to the City, you are agreeing that if you are selected as the awardee and meet the criteria as a PERSON, you will abide by this law and sign and submit an AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES and attach the appropriate copy of your documentation in proof of that statement. Types of acceptable documentation copies are an Arizona Driver's License issued after 1996, Arizona nonoperating identification license, U.S. Birth Certificate, U.S. Passport, I-94 Form with photograph and several others that are all listed on the Affidavit Form that the City will send to you for your completion prior to issuing any Contract.

If you have previously done business with the City and already have filed the above Affidavit with copies of an acceptable documentation please indicate when you submitted it. If your acceptable Affidavit is already on file with the City, that will be sufficient to meet this requirement.

If you fail to complete and provide a completed Affidavit and accompanying acceptable copy of your documentation, or not advise us of your prior filing within 10 calendar days of being requested by then you may be considered non responsive and disqualified from that award consideration. You can obtain the complete Affidavit form from the Purchasing Department at (480) 312-5700 or the Purchasing web site at <http://www.scottsdaleaz.gov/Purchasing> on the lower right side of the page under Forms.

18. TAXES/LICENSES

Federal Excise Taxes:

The City of Scottsdale is exempt from certain federal excise taxes. The most common areas where the City is exempt from Federal excise taxes are:

1. Fuel that is used by the City
2. Communication
3. Heavy trucks, trailers and tractors
4. Certain Superfund activity

If there is a specific circumstance that is in doubt you should contact the City to resolve that status of that Federal Excise tax and its applicability.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

18. TAXES/LICENSES – CONT'D

Transaction Privilege (Sales) Taxes on the City:

The City of Scottsdale is not exempt from being charged the appropriate Arizona State, County, and City privilege (sales) taxes on the goods and services that we procure. For suppliers within the State of Arizona, the City expects to be charged the appropriate privilege taxes on the invoice. For out of state suppliers that do not have the ability to collect Arizona State privilege taxes, the City will self-accrue such Arizona State and City use taxes for collection and payment to the State of Arizona and City of Scottsdale.

Transaction Privilege (Sales) Taxes on the Supplier / Contractor: Certain business services and activities may have a City of Scottsdale Privilege (sales) tax liability. To determine the City of Scottsdale tax treatment, please visit the following website and view the City of Scottsdale Tax Code and other Privilege and Use tax resources.

Questions pertaining to the applicability of taxes shall be directed to the City of Scottsdale Tax & License Section at 480-312-2400. The Contractor shall be responsible for payment of all applicable taxes due on Contract income whether or not such taxes are specifically separated in the bid amount.

<http://www.scottsdaleaz.gov/taxes/>

Certain Business Services and Activities may have a State Privilege (sales) tax liability. To determine the State tax treatment, please visit the following website or contact the Arizona Department of Revenue at 602-716-6578 or 602-716-6657.

<http://azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=42>

To obtain a State of Arizona Privilege (Sales) Tax License Application, please go to the following website:

<http://www.azdor.gov/Business.aspx>

The City of Scottsdale requires a license for service-oriented businesses located in Scottsdale that do not have a City of Scottsdale transaction privilege (sales) tax liability. This includes all activities or acts including, but not limited to service, professionals, trades and occupations, personal or corporate. To engage or continue in business the owner must obtain a Business, Occupational and Professional License. Service oriented businesses located outside the City limits are NOT required to obtain a Business, Occupational and Professional License from the City of Scottsdale.

Please visit the following website for the City of Scottsdale Transaction Privilege & Use Tax License and the Business, Occupational and Professional License applications:

<http://www.scottsdaleaz.gov/taxes>

Bidder is solely responsible for any and all tax obligations which may result out of the Bidder's performance of this Contract. The City has no obligation to pay any amounts for taxes, of any type incurred by the Bidder.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

18. TAXES/LICENSES – CONT'D

Construction Related Transaction Privilege (Sales) Taxes Responsibility of the Contractor:

The Contractor shall be responsible for payment of all applicable State of Arizona and City of Scottsdale transaction privilege (sales) taxes due on construction income whether or not such taxes are specifically separated in the bid amount. The taxes are to be reported on either a progressive billing (accrual) basis or cash receipts basis, depending on the method chosen at the time application was made for the Privilege (sales) Tax License.

City Privilege (sales) tax exemptions/deductions may be applicable to certain projects. We advise you to consider this as you prepare your bid. Please review, in detail, Sections 415, 465, and 110 of the Scottsdale Revised City Code, Appendix C to determine if exemptions/deductions are applicable. For tax guidance, please reference the City Code and other tax resources at the following website:

<http://www.scottsdaleaz.gov/taxes/>

The State of Arizona has similar exemptions; please reference ARS Title 42 at the following website:

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=42>

To determine tax treatment of design/build Contracts, please contact the Arizona Department of Revenue at 602-255-2060 and the City of Scottsdale Tax Audit Section at 480-312-2629.

Construction bids will be evaluated and recommended for award based on the total bid cost including tax.

19. CONTRACTOR'S LICENSING REQUIREMENTS

If applicable, the Contractor shall state his Arizona State Contractor's License Number and Classification on the Bid Form and Bid Form Signature Page, as evidence that he is licensed to contract the work indicated in the specifications at the time of bid submittal.

In accordance with Article 3, Regulation 32-1151 of the Arizona Registrar of Contractors Statutes and Rules, it is unlawful for any person, firm, partnership, corporation, association or other organization, or a combination of any of them, to engage in the business of, submit a bid or respond to a Request for Qualification/Quotation or a Request for Proposals for construction services as, act or offer to act in the capacity of or purport to have the capacity of a Contractor without having a Contractor's license in good standing in the name of the person, firm, partnership, corporation, association or other organization at the time of bid submittal, if such licensing is a requirement of the Arizona Registrar of Contractors.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

20. LITIGATION

The Bidder will disclose any issue or potential issue that may have a material bearing on the financial condition, solvency or credit worthiness of the organization. Disclosure includes any material contingent liabilities or uninsured potential losses, involuntary contract terminations in other jurisdictions and any voluntary or involuntary bankruptcy filings over the past 7 years. The Bidder will also disclose any litigation in which the Bidder has been involved in, either as a plaintiff or defendant, within the past 3 years, and the Bidder shall agree to notify the City within 7 days of any litigation or significant potential for litigation of which the Bidder becomes aware. Further, the Bidder will be required to warrant that it will disclose in writing to the City all litigation involving the Bidder, the Bidder's related organization, owners and key personnel.

21. SUBCONTRACTOR'S LIST

If, at the time of bidding, any Bidder intends to Subcontract any portion of this Contract, the Bidder must complete the information required on the Subcontractor's List preceding the Bid Form and include this list with bid submittal documents.

22. SUBCONTRACTORS

During the performance of the Contract, the Contractor may engage any additional Subcontractors as may be required for the timely completion of this Contract, unless specifically prohibited by the specification. The addition of any Subcontractors must first receive the approval of the City. The awarded Contractor may relieve Subcontractors of City Tax liability by providing them with a completed Subcontractor Written Declaration form.

In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Contract rests with the Contractor. The Contractor assumes responsibility for the proper performance of the work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract documents is intended or deemed to create any legal or contractual relationship between the City and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

23. CONFIDENTIAL INFORMATION

Requests for nondisclosure of confidential information such as trade secrets and other proprietary data must be made known to the City within the bid submittal.

Bidders are instructed to clearly identify any proprietary information that may be submitted, and, if feasible, package such information in a separate, sealed envelope labeled "Confidential" or "Proprietary".

The City is subject to Arizona statutes and City Charter provisions that permit the inspection of public records. The City cannot ensure confidentiality of any portion of a submittal document in the event a public inspection request is made.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

23. CONFIDENTIAL INFORMATION – CONT'D

However, in accordance with Section R2-188.23 pertaining to Request for Proposals and Section R2-188.6 pertaining to Invitation for Bids, of the City's Procurement Code, the City shall examine the portions of your proposal noted as "Confidential" and/or "Proprietary". If a determination to disclose the information is made, you shall be so informed.

This is the only notification concerning confidential information that will be given to potential bidders, and this provision should be taken into consideration prior to submitting a bid.

After Contract award, and unless otherwise instructed by the Bidder, the City shall destroy all information identified as confidential or proprietary in accordance with public records retention requirements.

24. SMALL BUSINESS

Small, minority owned businesses (MBE/WBE/DBE) are encouraged to respond to City of Scottsdale solicitations.

25. TITLE VI NOTICE

"The City of Scottsdale, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

26. INTERPRETATIONS, ADDENDA

THE CITY OF SCOTTSDALE WILL NOT BE RESPONSIBLE FOR BIDDERS ADJUSTING THEIR SUBMITTAL BASED ON ORAL INSTRUCTIONS BY ANY MEMBER OF THE CITY STAFF OR BY THE CITY'S CONTRACTED CONSULTANT OR AGENT. SUBMITTALS DEVIATING FROM THE SPECIFICATIONS CONTAINED HEREIN BY ANY MEANS OTHER THAN AN AUTHORIZED ADDENDUM BY THE PURCHASING DIVISION WILL BE SUBJECT TO REJECTION.

Should a Bidder find an ambiguity, inconsistency or error in the Plans if applicable or Specifications, or should he be in doubt as to their meaning, he shall at once notify the contact person listed on page one of this solicitation, who will prepare a written addendum. The City will not be responsible for oral instructions or information.

All questions shall be submitted as per the Solicitation's Questions Clause.

Any addenda issued by the City will become a part of the Contract. By signing and submitting a bid or proposal, the Bidder/Proposer is acknowledging that they will abide by all addenda issued prior to the opening of the bids/proposals and agreeing that all pricing takes into account all such addenda.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

26. INTERPRETATIONS, ADDENDA – CONT'D

A Notice of Addenda will be emailed to those who have registered as a downloader and provided their email address; or provided by other appropriate means to each bidder, person or firm recorded on the Plan Holder's list. The bidder/proposer can return to the City's website under Solicitation Opportunities to verify how many addenda have been issued against a specific solicitation. If they feel they are missing any addenda, they can register again as a downloader to obtain access to all issued addenda. A viewing copy of the addenda will also be available wherever the solicitation documents are kept. It is the responsibility of the Bidder/Proposer to be aware of ALL addenda before submitting their final bid/proposal. The City takes no responsibility for any addenda that a bidder/proposer has failed to address in their submittal, and will hold the Bidder/Proposer responsible that their pricing encompasses all issued addenda.

27. SUBMITTAL PROCEDURE

No submittal will be considered unless it is submitted on the Bid Forms contained herein (or as otherwise requested). Faxed or emailed submittals will not be considered. Erasures, interlineations or other modifications in the submittal shall be initialed by the authorized person signing the Offer & Acceptance/Proposal Signature Page document.

The Bid Form/Pricing Proposal page (if applicable) containing the pricing must be completed. The name of the Contractor/Company must be listed on the page.

To be considered responsive, the Offer and Acceptance Form/Proposal Signature page must be signed and dated by an authorized person(s) eligible to sign Contract documents for the Contractor and is part of the original bid/proposal submittal due at the stated date and time indicated in the solicitation. Consortia, joint ventures, or teams entering submittals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Bidder or one legal entity. The submittal must indicate the responsible entity.

Submitters should be aware that joint responsibility and liability will attach to any resulting Contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

If you wish to mail your submittal, please note that it is the submitter's responsibility to ensure the submittal is received at the Front Desk of the Purchasing Office with enough time to have it time and date stamped on or before the solicitation receipt date and time. Faxed or emailed submittals will not be accepted. **LATE SUBMITTALS WILL NOT BE CONSIDERED.**

Submittals received after the time and date specified will be returned to the bidder unopened. A submittal may be withdrawn prior to the time set for opening submittals.

No submittal may be withdrawn for a period of one hundred and twenty (120) days after the date set for receipt of submittals.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

27. SUBMITTAL PROCEDURE – CONT'D

At any time prior to the specified solicitation due time and date, a Bidder may withdraw the bid. Faxed withdrawals will not be considered.

Submittals received by the City with the signed Offer on the Offer and Acceptance Form/Proposal Signature document constitutes a legally binding offer by the Contractor.

All submittals are to be completed on City of Scottsdale (COS) forms without any alterations; failure to do so may result in your submittal being rejected.

28. AWARD DETERMINATION

Responsive proposals will be evaluated based on the evaluation criteria established within the solicitation document. Various elements of the proposal submittal will be reviewed and evaluated against the solicitation requirements. There may or may not be a requested presentation from the top proposals to further understand their proposal and how it responds to the solicitation requirements. Proposers should not assume there will be an opportunity for presentations and should therefore make their proposal submittals comprehensive in response to the solicitation requirements.

Upon conclusion of all of the evaluations, a recommendation is made to award to the Proposer that best meets the City's needs and provides the best value to the City.

Notwithstanding any other provision of the Request for Proposal, the City expressly reserves the right to:

- (1). Waive any immaterial defect or informality; or
- (2). Reject any or all Proposals, or portions thereof; or
- (3). Reissue a Request for Proposal.
- (4). To award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

29. REJECTION OF BIDS

The Purchasing Director or City Council reserves the right, as the interest of the City requires, to reject any or all submittals, to waive any informality in submittals received, to award a Contract by accepting or rejecting any alternate submittal(s) (additive or subtractive) and reserves the right to reject the submittal(s) of any Bidder who has previously failed to perform competently in any Contract with the City.

30. PROTESTS

Pursuant to the City of Scottsdale Procurement Code Section 2-213 an aggrieved person may protest any aspect of a solicitation prior to award of a Contract. As used herein, the phrase "any aspect of a solicitation" shall be limited in its interpretation to mean an alleged violation of the City's Procurement Code as it relates to the bid solicitation, its evaluation, or its award.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

30. PROTESTS – CONT'D

A protest must be filed within ten (10) calendar days after the protestor, exercising reasonable diligence, knew or should have known of facts and circumstances upon which the protest is based. Failure to protest any issue, fact or circumstance the protestor knew or should have known upon the exercise of reasonable diligence within said ten (10) calendar day period shall forever preclude a hearing based upon that issue, fact or circumstance.

Notice of Awards will be given either through the City Council Meeting Agendas for those Contracts being awarded by City Council (i.e. ,for construction and professional services) or through a Notice of Intent to Award posting, seven (7) calendar days prior to award, on the Purchasing section of the City's Internet Web Site for all administratively awarded Contracts. Award of Contracts shall be final and no protest pursuant to this section may be filed after award.

A protest must be in writing and shall:

- State the name and address of the aggrieved person.
- Identify the contracting activity and the number of the solicitation.

Contain a statement of all the grounds for the protest that the protestor then knows or should know based upon the exercise of reasonable diligence. Include supporting exhibits, evidence or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

Material submitted by a protester shall not be withheld from an interested party except to the extent that the withholding of information is permitted or required by law or as determined pursuant to code provisions for confidential material.

If the protester believes the protest contains material that should be withheld, a statement advising the Director of this fact shall accompany the protest submission.

The written protest must be filed with the Purchasing Director at the following address:

City of Scottsdale
Purchasing Services Department
9191 E San Salvador Dr.
Scottsdale, AZ 85258
Attn: James Flanagan, Purchasing Director

The Director may dismiss a protest, upon a written determination, before scheduling a hearing if:

The protest does not state a valid basis for protest; or

The protest is untimely pursuant to Procurement Code Section 2-213.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

30. PROTESTS – CONT'D

If the Director determines a hearing is appropriate under the circumstances, the Director shall notify the protestor of the time and place set for a hearing on the protest. The Director may also give notice of the hearing to any other persons involved in the solicitation whose interests may be affected by the ruling requested from the Director. Any person whose interest is affected shall be permitted to intervene and participate in such hearing.

Nothing contained herein shall require that the protest hearing be held prior to the award, if evidence from the solicitation, its evaluation or its award cannot be released to the public until after the award in order to protect the competitive process or in the best interests of the City.

31. CONTRACT AWARD NOTIFICATION

Intent to Award notices for Contracts conducted as formal solicitations will be posted on Purchasing's website on the Intent to Award listing. Informal solicitations will be posted to the Award listing upon award. Intent to Award and award information can be found at the link provided below:

<https://eservices.scottsdaleaz.gov/eServices/Solicitations/Awards.aspx?CID=0>

The City Council must approve award of Contracts for construction and professional services exceeding the formal procurement limit. Any Contract award going to City Council for approval is not binding on the City until after approval by the City Council, even if previously signed by the Contractor and a City representative. All other Contracts exceeding the formal procurement limit may be administratively awarded by the Purchasing Director.

It is the submitter's responsibility to access this information from the City of Scottsdale Purchasing website link provided above. This is the only notification you will receive regarding the posting of Notices of Intent to Award and Award.

32. AWARD OF CONTRACT

By signing the Offer portion of the Offer/Acceptance Form as a part of the Response to the solicitation, the Contractor is making a non-contingent offer to Contract with the City strictly based upon the terms, conditions, and specifications contained in the City's solicitation. The City is under no obligation to accept any identified exceptions. These bid or proposal offers do not become Contracts until after the Purchasing Director has signed the acceptance portion of the Offer/Acceptance Form. The Contract is then considered awarded to the successful Contractor, eliminating the signing of a separate Contract.

For that reason, all of the terms, conditions and specifications of the procurement Contract are contained in the solicitation, unless any of the terms, conditions or specifications are modified by an addendum to the solicitation, a Contract amendment, or by mutually agreed written terms and conditions in the Contract documents.

The effective date of this Contract shall be the date the Purchasing Director signs the Offer and Acceptance Form, unless another date is specifically stated as the effective date.

INSTRUCTIONS TO BIDDERS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

32. AWARD OF CONTRACT – CONT'D

The Contractor is cautioned not to begin any billable work or provide any materials or services under this Contract until the Contractor receives a Purchase Order document or separate Notice to Proceed.

Once the City has awarded the Contract by signing the acceptance portion of the Offer/Acceptance Form, Notice of Contract Award and presenting it to the Contractor, the Contractor is required to provide all additional Bonds and/or Insurance Certificates, and other documentation required to issue the Purchase Order or Notice to Proceed; within ten (10) calendar days after the date of this Acceptance of Offer or Notice of Contract Award. If the Contractor fails to furnish the required documents within the stated ten (10) calendar days, they may be considered in default and may risk forfeiture of any applicable required Bid Bond. All required documents shall be sent to the Purchasing Representative listed in the solicitation.

33. BID BOND

(Not Applicable)

GENERAL TERMS AND CONDITIONS



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP #17RP002

1. ADDITIONAL SERVICE REQUESTED

Any service requested which is not specifically authorized by the Contract or written adjustments thereto, requires the issue of a separate purchase order by the City for authorization to perform, and separate billing by the Contractor for payment.

2. ADVERTISING

No advertising or publicity concerning the City using the Contractor's services shall be undertaken without prior written approval of such advertising or publicity by the City of Scottsdale Contract Administrator and by the City Attorney.

3. ARIZONA LAW

The Contract and all Contract documents are considered to be made under, and will be construed in accordance with and governed by the laws of the State of Arizona without regard to the conflicts or choice of law provisions. Any action to enforce any provision of this Contract or to obtain any remedy under this Contract will be brought in the Superior Court, Maricopa County, Arizona, and for this purpose, each party expressly and irrevocably consents to the jurisdiction and venue of this Court.

4. ASSIGNMENT

Services covered by this Contract may not be assigned or sublet in whole or in part without first obtaining the written consent of the Purchasing Director and Contract Administrator.

5. ATTORNEY'S FEES

In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Contract, or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

6. AUTHORITY

Each party hereby warrants and represents that it has full power and authority to enter into and perform this Contract, and that the person signing on behalf of each has been properly authorized and empowered to enter this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

7. CANCELLATION OF CITY CONTRACTS

The City may cancel any Contract or Agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the City's departments or agencies is, at any time while the contract or any extension of the Contract is in effect, an employee of any other party of the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract. The cancellation shall be effective when written notice from the City is received by all other parties to the Contract, unless the notice specifies a later time (A.R.S. 38-511).

8. CAPTIONS/HEADINGS

The headings used in the Contract documents are for ease of reference only and will not in any way be construed to limit or alter the meaning of any provision.

The captions used in this Contract are solely for the convenience of the parties, do not constitute a part of this Contract and are not to be used to construe or interpret this Contract.

9. CERTIFICATE OF INSURANCE

The successful vendor(s) will be required to furnish the City of Scottsdale a Certificate of Insurance on a standard insurance industry ACORD™ form or its equivalent when separate insurance requirements are listed under clause #28-Insurance Requirements. The ACORD™ form must be issued by an insurance company authorized to transact business in the State of Arizona. A sample of a standard insurance industry ACORD™ form with the required additional insured language can be found on the Purchasing web site under forms at: <http://www.scottsdaleaz.gov/Purchasing>. Failure to provide a Certificate of Insurance with the appropriate verbiage will result in rejection of your certificate and/or may be cause for Contract default. Additionally, Certificates of Insurance submitted without referencing the solicitation number will be subject to rejection and discarded.

10. CHANGES IN THE WORK

The City may at any time, as the need arises, order changes within the scope of the work without invalidating the Contract. If such changes increase or decrease the amount due under the Contract documents, or in the time required for performance of the work, an equitable adjustment shall be authorized by written Change Order.

The City will execute a formal Change Order based on detailed written quotations from the Contractor for work related changes and/or a time of completion variance. All Change Orders are subject to approval by the City.

Contract Change Orders are subject to the Rules and Procedures within the City's Procurement Code. Change Orders to Contracts may be executed, according to established rules, when provided for in the original Contract.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

10. CHANGES IN THE WORK – CONT'D

The Contractor will not perform any additional services without a written Change Order approved by the City. If the Contractor performs additional services without a Change Order, the Contractor will not receive any additional compensation.

11. CHEMICALS

Contractors must agree to provide Material Safety Data Sheets (MSDS) for all substances that are delivered to the City of Scottsdale, that come under the Federal requirements of 29CFR 1910 Subpart Z - Toxic and Hazardous Substances, which includes 29CFR 1910.1200 - Hazard Communication

All Contractors using chemicals on City of Scottsdale property shall use only the safest chemicals, with the least harmful ingredients. These chemicals shall be approved for use by a City of Scottsdale representative prior to bringing them on property.

Contractors shall make every attempt to apply approved chemicals with highly volatile organic compounds, outside of working hours. Adequate ventilation shall be used at all times during the application of these approved chemicals.

In conjunction with the Occupational Safety and Health Standards, Subpart-Z Toxic and Hazardous Substances, and Section 1910.1200 Hazard Communication, Contractors are hereby informed of the presence of (or possible presence) of chemicals in the area where the work requested will be performed. It is the responsibility of all selected Contractors to contact the City of Scottsdale for specific information relative to the type of chemicals present and location of appropriate material safety data sheets.

12. COMPLIANCE WITH FEDERAL AND ARIZONA STATE IMMIGRATION LAWS

Under the provisions of A.R.S. §41-4401, the Bidder warrants to the City that the Bidder and all its Subcontractors will comply with all Federal Immigration Laws and Regulations that relate to their employees and that the Bidder and all its Subcontractors now comply with the E-Verify Program under A.R.S. §23-214(A).

A breach of this warranty by the Bidder or any of its Subcontractors will be considered a material breach of this Contract and may subject the Bidder or Subcontractor to penalties up to and including termination of this Contract or any subcontract.

The City retains the legal right to inspect the papers of any employee of the Bidder or any Subcontractor who works on this Contract to ensure that the Bidder or any Subcontractor is complying with the warranty given above.

The City may conduct random verification of the employment records of the Bidder and any of its Subcontractors to ensure compliance with this warranty. The Bidder agrees to indemnify, defend and hold the City harmless for, from and against all losses and liabilities arising from any and all violations of these statutes.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

12. COMPLIANCE WITH FEDERAL AND ARIZONA STATE IMMIGRATION LAWS – CONT'D

The City will not consider the Bidder or any of its Subcontractors in material breach of this Contract if the Bidder and its Subcontractors establish that they have complied with the employment verification provisions prescribed by 8 USCA §1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A). The "E-Verify Program" means the employment verification pilot program as jointly administered by the United States Department of Homeland Security and the Social Security Administration or any of its successor programs.

The provisions of this Article must be included in any Contract the Bidder enters into with any and all of its Subcontractors who provide services under this Contract or any Subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or Subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property. The Contractor will take appropriate steps to assure that all subcontractors comply with the requirements of the E-Verify Program. The Contractor's failure to assure compliance by all its' Subcontractors with the E-Verify Program may be considered a material breach of this Contract by the City.

13. COMPLIANCE WITH FEDERAL AND STATE LAWS

The City has entered into this Contract with the Bidder relying on his knowledge and expertise to provide the services contracted for. As a part of that reliance, the Bidder represents that he knows and understands the relevant and applicable federal and state laws that apply to the services provided through this Contract, and agrees to comply with these relevant and applicable federal and state laws.

The Bidder understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction Contracts: The Bidder must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

14. CONFLICT OF INTEREST

The City may cancel any Contract or Agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the City's departments or agencies is, at any time while the Contract or any extension of the Contract is in effect, an employee of any other party of the Contract with respect to the subject matter of the Contract. The cancellation shall be effective when written notice from the City is received by all parties to the Contract, unless the notice specifies a later time (A.R.S. 38-511).

15. CONTRACT ADMINISTRATOR DUTIES

The Contract Administrator shall be responsible to audit the billings, approve payments, establish delivery schedules, approve addenda, and assure Certificates of Insurance are in City's possession and are current and conform to the Contract requirements.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

16. CONTRACTOR ON SITE SAFETY REPORTING REQUIREMENTS

For any non-construction City supplier whose service Contract(s) (either singular or in aggregate) results in the Contractor working 500 or more hours on site at a City of Scottsdale location(s) in any one calendar quarter, the following documentation must be provided by the Contractor to the Contract Administrator (CA):

- the Contractor's most recent OSHA 300A (if applicable);
- all accident reports for injuries that occurred in the city under the Contract during the most recent review period;
- the Contractor's current worker's compensation experience modifier;
- the above information is to be provided to the CA initially and every February thereafter as long as the Contract is in force;
- the CA will provide this information to Risk Management when requested.

17. CO-OP USE OF CONTRACT

In addition to the City of Scottsdale, this Agreement may be extended for use by other municipalities, government agencies and governing bodies, including the Arizona Board of Regents, and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter and/or rules and regulations of the respective entity and the approval of the Contractor.

18. COUNTERPARTS

This Contract may be executed in one or more counterparts, and each originally executed duplicate counterpart of this Contract shall be deemed to possess the full force and effect of the original.

19. ENDANGERED HARDWOODS

Any construction, building addition or alteration project which is financed by monies of this state or its political subdivisions shall not use endangered tropical hardwood unless an exemption is granted by the Director of the State of Arizona, Department of Administration.

The Director shall only grant an exemption if the use of endangered tropical hardwood is deemed necessary for historical restoration or to repair existing facilities and the use of any substitute material is not practical. Any lease-purchase agreement entered into by this state or its political subdivisions for construction shall specify that no endangered tropical hardwood may be used in the construction unless an exemption is granted by the Director. As used in this subsection, "endangered tropical hardwood" includes ebony, lauan, mahogany or teak hardwood.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

20. ENTIRE AGREEMENT

This Contract constitutes the entire understanding of the parties and supersedes all previous representations, written or oral, with respect to the services specified herein. This Contract may not be modified or amended except by a written document, signed by authorized representatives of each party.

21. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, the Bidder will follow the Federal government's guidelines to ensure that employees or applicants applying for employment will not be discriminated against because of race, color, religion, sex or national origin. The City of Scottsdale Diversity Office can be reached at 480-312-2727.

22. ESTIMATED QUANTITIES

All quantities referenced in this solicitation document are subject to adjustment dictated by City requirements. Quantities at variance with stated bid quantities may be purchased as required.

23. EXECUTION OF CONTRACT

The Contractor shall provide all the required documentation, which can include but may not be limited to, applicable bonds, insurance certificates, IRS W-9 Form and other documentation required to issue the Purchase Order or Notice to Proceed within ten (10) calendar days after the date of the Acceptance of Offer or Notice of Contract Award by the City. If a separate City Contract is required, the Contractor must execute it within ten (10) calendar days and return it to the City. Failure to complete these requirements within ten (10) calendar days may place the Contractor in default.

24. FORCE MAJEURE

The City shall not be held responsible for acceptance of all or any part of the materials tendered for delivery under this Agreement due to federal, state or municipal action, statute, ordinance or regulation, strike or other labor trouble, fire, windstorm or other incidents outside of the City's control which shall make such acceptance impossible or impractical.

Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include, but not be limited to, acts of God, riots, acts of war, epidemics, governmental regulations imposed after the fact, fire, communication line failures, or power failures.

25. FUNDS APPROPRIATION

If the City Council does not appropriate funds to continue this Contract and pay for required charges, the City may terminate this Contract at the end of the current fiscal period. The City agrees to give written notice to the Contractor at least 30 days before the end of its current fiscal period and will pay the Contractor for all approved charges incurred through the end of this period.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

26. INDEMNIFICATION

To the fullest extent permitted by law, Bidder, its successors, assigns and guarantors, shall defend, indemnify and hold harmless the City of Scottsdale, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of, or resulting from any negligent or willful actions, acts, errors, mistakes or omissions by Bidder relating to work or services performed under this Contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Bidder's and Subcontractor's employees.

Insurance provisions set forth in this agreement, if any, are separate and independent from the indemnity provisions of this paragraph and shall not be construed in any way to limit the scope and magnitude of the indemnity provisions. The indemnity provisions of this paragraph shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.

27. INDEPENDENT CONTRACTOR

The services Contractor provides under the terms of this Contract to the City are that of an Independent Contractor, not an employee, or agent of the City. The City will report the value paid for these services each year to the Internal Revenue Service (I.R.S.) using Form 1099.

City shall not withhold income tax as a deduction from contractual payments. As a result of this, Contractor may be subject to I.R.S. provisions for payment of estimated income tax. Contractor is responsible for consulting the local I.R.S. office for current information on estimated tax requirements.

28. INSURANCE REQUIREMENTS

Insurance Representations and Requirements

General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Without limiting any obligations or liabilities of Contractor, must purchase and maintain, at its own expense, this Contract's stipulated minimum insurance with insurance companies properly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City of Scottsdale. Failure to maintain insurance as specified may result in termination of this Contract at City of Scottsdale's option.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

28. INSURANCE REQUIREMENTS – CONT'D

Insurance Representations and Requirements – Cont'd

No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, the City of Scottsdale does not represent that coverage and limits will be adequate to protect Contractor. City of Scottsdale reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract, but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor be construed or considered a waiver of, its obligation to maintain the required insurance at all times during the performance of this Contract.

Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by the City of Scottsdale, unless specified otherwise in this Contract.

Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract, and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to City of Scottsdale. Contractor is solely responsible for any deductible or self-insured retention amount. City of Scottsdale, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional Letter of Credit.

Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting City of Scottsdale and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

28. INSURANCE REQUIREMENTS – CONT'D

Insurance Representations and Requirements – Cont'd

Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish City of Scottsdale with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City of Scottsdale will reasonably rely upon the Certificate of Insurance as evidence of coverage but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. City of Scottsdale, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Excess Liability - Follow Form to underlying insurance as required.
2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability insurance, if applicable, waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

Required Coverage

Commercial General Liability

Contractor must maintain "occurrence" form Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

28. INSURANCE REQUIREMENTS – CONT'D

Required Coverage – Cont'd

Vehicle Liability

Contractor must maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Contract. If any hazardous material, as defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an MCS 90 endorsement is required providing \$5,000,000 per occurrence limits of liability for bodily injury and property damage. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

Workers Compensation Insurance

Contractor must maintain Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of work or services under this Contract and must also maintain Employers' Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit.

Installation Floater

Contractor shall purchase all risk property insurance for the full value of the equipment that is the subject of this agreement. Such property insurance shall remain in force until the equipment is installed and accepted by the contract administrator.

29. LITIGATION

The Bidder will disclose any issue or potential issue that may have a material bearing on the financial condition, solvency or credit worthiness of the organization. Disclosure includes any material contingent liabilities or uninsured potential losses, involuntary Contract terminations in other jurisdictions and any voluntary or involuntary bankruptcy filings over the past 7 years. The Bidder will also disclose any litigation in which the Bidder has been involved in, either as a plaintiff or defendant, within the past 3 years, and the Bidder shall agree to notify the City within 7 days of any litigation or significant potential for litigation of which the Bidder becomes aware during the course of any contract with the City. Further, the Bidder will be required to warrant that it will disclose in writing to the City all litigation involving the Bidder, the Bidder's related organization, owners and key personnel.

30. LOCAL CONDITIONS, RULES AND REGULATIONS

The Bidder shall familiarize himself with the nature and extent of the Contract documents, work to be performed, all local conditions, and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the work.

31. MODIFICATIONS

Any adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of this Contract must be made by written Change Authorization approved by the Contract Administrator, Purchasing Director and the Contractor.

If Contractor performs any modification without written Change Authorization, the City shall not be obligated to accept said modification.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

32. NO PREFERENTIAL TREATMENT OR DISCRIMINATION

In accordance with the provisions of Article II, Section 36 of the Arizona Constitution, the City will not grant preferential treatment to or discriminate against any individual or group on the basis of race, sex, color, ethnicity or national origin. The City of Scottsdale Diversity Office can be reached at 480-312-2727.

33. NO WAIVER

The failure of either party to enforce any of the provisions of the Contract documents or to require performance of the other party of any of the provisions of this Contract will not be construed to be a waiver of those provisions, nor will it affect the validity of the Contract documents, or the right of either party to enforce each and every provision.

No delay or failure of either party in exercising any right hereunder, and no partial or single exercise thereof, shall be deemed to constitute a waiver of such right or any other rights hereunder. All waivers must be in writing and signed by the party to be charged. Any waiver by either party of any requirement hereunder shall be deemed to be a specific limited waiver, and shall not be deemed to be a continuing waiver nor a waiver of any other requirement hereof.

34. ORDER OF PRECEDENCE

In the event of a conflict in the provisions of this solicitation or resulting Contract, as accepted by the City and as they may be amended, the following shall prevail in the order set forth below:

1. Signed and fully executed separate Contract or Offer and Acceptance Sheet
2. Special Terms & Conditions of the Solicitation
3. General Terms & Conditions of the Solicitation
4. Statement or Scope of Work (SOW)
5. Specifications
6. Attachments
7. Exhibits
8. Instructions to Bidders
9. Other documents referenced or included in the Solicitation or Contract

35. PATENTS

The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City of Scottsdale and its agents or bidders for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this Contract and the Contractor further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein.

The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

36. PAYMENT TERMS

The City of Scottsdale's payment terms are payment within thirty (30) days except in Title 34 circumstances where payment is required within fourteen (14) days. Payment may be sooner where cash discounts are offered for early payment; however, cash discounts offered will not be considered in determining lowest Bidder. In no event will payment be made prior to receipt of an original invoice containing invoice and Purchase Order numbers and receipt of purchased item. The City is not liable for delays in payment caused by failure of the vendor or Contractor to send invoice to the address specified below:

CITY OF SCOTTSDALE
ACCOUNTS PAYABLE
7447 E. INDIAN SCHOOL ROAD, #210
SCOTTSDALE, ARIZONA 85251-4468

37. PRICE REDUCTION

If Contractor's, manufacturer, or supplier at any time during the course of this Contract, makes a general price decrease, to the Contractor, the Contractor shall promptly notify the City in writing and extend such decrease to the City effective on the date of such general price decrease.

38. RECORDS AND AUDIT RIGHTS

Bidder's and Subcontractor's books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Contract (all the foregoing hereinafter referred to as "Records") shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City of Scottsdale, or its authorized representative, to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims based on Bidder's or Subcontractor's actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Contract. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the City of Scottsdale or its authorized representative shall have access to said Records from the effective date of this Contract for the duration of the work and until three (3) years after the date of final payment by the City of Scottsdale to Bidder pursuant to this Contract.

The City of Scottsdale or its authorized representative shall have access, during normal working hours, to all necessary Bidder and Subcontractor facilities, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of this Article. The City of Scottsdale shall give Bidder or Subcontractor reasonable advance notice of intended audits.

Bidder shall require Subcontractors to comply with the provisions of this Article by insertion of the requirements hereof in any Subcontract pursuant to this Contract.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

38. RECORDS AND AUDIT RIGHTS – CONT'D

If an audit in accordance with this article, discloses overcharges, of any nature, by the Contractor to the City in excess of one percent (1%) of the total Contract billings, the actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of City's findings to Contractor.

39. REGISTERED/LICENSES

To be considered responsive, Contractors must be registered/licensed in the State of Arizona, if such registration/license is normally a requirement.

40. REQUEST FOR TAXPAYER I.D. NUMBER & CERTIFICATION IRS W-9 FORM

Upon request, the Contractor shall provide the required I.R.S. W-9 FORM which is available from the IRS website at www.IRS.gov under their forms section.

41. RISK OF LOSS

Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered as a result of this Invitation for Bid which occur prior to delivery to the City; and such loss, injury, or destruction shall not release Contractor from any obligation hereunder.

The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City of Scottsdale and its agents or vendors for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this contract and the Contractor further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein.

The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires.

42. SCOTTSDALE CITY SEAL AND CITY SYMBOL

The Scottsdale City seal (as defined in S.R.C. § 2-1) and the City symbol are **registered marks and are reserved solely for the City's use**. Any other use or **reproduction of the City's registered marks in any print, digital, or other media and without the City's express, written consent is prohibited**. As a breach of this prohibition may impair the City's reputation, dilute its mark(s), or otherwise cause the City irreparable harm, the City shall be entitled to an immediate injunction enjoining such use in addition to any other legal or equitable remedies.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

43. SEVERABILITY

If any provision of the Contract documents or the application of them to any person or circumstance is invalid, illegal or unenforceable to any extent, the remainder of the Contract documents and their application will not be affected and are enforceable to the fullest extent permitted by law.

44. SUCCESSORS AND ASSIGNS

No right or interest covered by this Contract shall be assigned in whole or in part without the prior written consent of the City.

The Contractor and the City agree that the provisions of the Contract documents are binding upon the parties, their employees, agents, heirs and assigns. This Contract extends to and is binding upon the Contractor, its successors and assigns, including any individual, company, partnership or other entity with or into which the Contractor merges, consolidates or is liquidated, or any person, corporation, partnership or other entity to which the Contractor sells its assets.

45. TERMINATION

Termination for Convenience: City reserves the right to terminate this Contract or any part hereof for its sole convenience with thirty (30) days written notice. In the event of such termination, Contractor shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and Subcontractors to cease such work. Contractor shall be paid a reasonable termination charge consisting of a percentage of the order price reflecting the percentage of the work performed prior to the notice of termination, plus actual direct costs resulting from termination.

Contractor shall not be paid for any work done after receipt of the notice of termination, nor for any costs incurred by Contractor's suppliers or Subcontractors which Contractor could reasonably have avoided. Contractor shall not unreasonably anticipate the requirements of this Contract.

Cancellation for Cause: City may also terminate this Contract or any part hereof with seven (7) days' notice for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any of the terms and conditions of this Contract. Late deliveries, deliveries of products which are defective or do not conform to this Contract, unsatisfactory performance as judged by the Contract Administrator, or failure to provide City, upon request, with adequate assurances of future performance shall all be causes allowing City to terminate this Contract for cause.

In the event of termination for cause, City shall not be liable to Contractor for any amount, and Contractor shall be liable to City for any and all damages sustained by reason of the default which gave rise to the termination. If it should be determined that City has improperly terminated this Contract for default, such termination may be deemed a termination for convenience.

In the event Contractor is in violation of any Federal, State, County or City law, regulation or ordinance, the City may terminate this Contract immediately upon giving notice to the Contractor.

GENERAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

46. TESTING OF MATERIALS

When required in the course of any service or Contract, the procedures and methods used to sample and test material, will be determined by the City. Unless otherwise specified, samples and tests will be made in compliance with the following: The City of Scottsdale Minimum Sampling Frequency Guide, The City of Scottsdale Material Testing Manual and the standard methods of AASHTO or ASTM, DSPM and MAG supplements.

The City will provide a pre-qualified City or Independent Testing Laboratory and will pay directly for initial City Acceptance Testing. When the first and subsequent tests indicate noncompliance with the specifications, the cost associated with that noncompliance will be paid for by the Contractor. When the first and subsequent tests indicate noncompliance with the specifications, all retesting will be performed by the same testing agency.

Rejected materials shall be immediately removed and shall not be used in any form for any other part of the work.

47. TIME IS OF THE ESSENCE

The City and the Contractor mutually agree that time is of the essence with respect to the dates and times contained in the Contract documents.

48. WARRANTY

Contractor expressly warrants that all goods or services furnished under this agreement shall conform to all specifications and appropriate standards, will be new, and will be free from defects in material or workmanship. Contractor warrants that all such goods or services will conform to any statements made on the containers or labels or advertisements for such goods, or services, and that any goods will be adequately contained, packaged, marked and labeled. Contractor warrants that all goods or services furnished hereunder will be merchantable, and will be safe and appropriate for the purpose for which goods or services of that kind are normally used. If Contractor knows or has reason to know, the particular purpose for which City intends to use the goods or services, Contractor warrants that such goods or services will be fit for such particular purpose. Contractor warrants that goods or services furnished will conform in all respect to samples. Inspection, test, acceptance of use of the goods or services furnished hereunder shall not affect the Contractor's obligation under this warranty, and such warranties shall survive inspection, test, acceptance and use.

Contractor's warranty shall run to City, its successors, and assigns. Contractor agrees to replace or correct defects of any goods or services not conforming to the foregoing warranty promptly, without expense to City, when notified of such nonconformity by City, provided City elects to provide Contractor with the opportunity to do so. In the event of failure of Contractor to correct defects in or replace nonconforming goods or services promptly, City, after reasonable notice to Contractor, may make such corrections or replace such goods and services and charge Contractor for the cost incurred by City in doing so. Contractor recognizes that City's requirements may require immediate repairs or reworking of defective goods, without notice to the Contractor. In such event, Contractor shall reimburse City for the costs, delays, or other damages which City has incurred.

SPECIAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

1. ACCEPTANCE / AGREEMENT

Contractor shall act under the authority and approval of the Contract Administrator for the City, further named herein, to provide the services required by this Contract.

Any Contract/Agreement made pursuant to this solicitation must be accepted in writing by the Offeror. If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of City's Contract which adds to, varies from or conflicts with the terms herein are hereby objected to. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties and may hereafter be modified only by written instrument executed by the authorized representatives of both parties.

2. CITY OBSERVED HOLIDAYS

City holiday time frame to be 6:00 P.M. the eve of the holiday until 6:00 A.M. on the day after the holiday.

City Holidays Include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (plus Day after Thanksgiving), Christmas Day.

- | | |
|---------------------------|--|
| a. New Year's Day | January 1st (or Friday before or Monday after) |
| b. Martin Luther King Day | 3rd Monday in January |
| c. President's Day | 3rd Monday in February |
| d. Memorial Day | Last Monday in May |
| e. Independence Day | July 4th (or Friday before or Monday after) |
| f. Labor Day | 1st Monday in September |
| g. Thanksgiving Day | 4th Thursday in November |
| h. Day after Thanksgiving | 4th Friday in November |
| i. Christmas Day | December 25th (or Friday before or Monday after) |

3. DESCRIPTIVE LITERATURE

All Offerors shall submit manufacturers' descriptive literature regarding the equipment they propose to furnish. Literature shall be sufficient in detail and technical information in order to allow full and fair evaluation of the offer submitted. This information should provide specific information about the proposed system and highlight key features and specifications of the ICP-MS system. The Bidder shall also include information and documentation regarding any laboratory pre-installation requirements.

The Department may, at its discretion, require demonstration of the equipment/material as part of the bid evaluation process. The bidder at no cost shall provide the equipment/material to the Department for a period of time deemed sufficient to properly evaluate the product. The exact period of time and the conditions and terms of the evaluation shall be established when it is determined that a demonstration is required.

SPECIAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

4. **FREIGHT**

All shipments of goods covered under the scope of this Contract are F.O.B. City of Scottsdale. All standard freight and/or delivery charges shall be included in the unit pricing quoted/bid herein. The only allowable freight and/or delivery charges shall be if the Contract Administrator specifically requests other than standard freight and/or delivery (e.g., overnight delivery, etc.). Special freight charges shall be quoted to and authorized by the Contract Administrator prior to invoicing.

5. **FUEL SURCHARGES**

Fuel surcharges shall NOT be allowable during the term of this Contract.

6. **INVOICING**

All invoices submitted for work done under the scope of this Contract **MUST BE ITEMIZED**. Itemized invoices shall contain a **MINIMUM** of the following information:

- Vendor Name
- Remit to Address
- Purchase Order Number
- Invoice Date
- Invoice Number
- Date service/work was completed
- Complete description of work completed
- Location where service/work was performed
- Itemized list of all charges (quantity, description, unit pricing per the contract)
- Tax Amount (if applicable)
- Total Invoice Amount

The Contractor shall submit invoices with all supporting documentation within thirty (30) days after the service/work is completed and approved by the Contract Administrator.

7. **KEY PERSONNEL**

The Contractor shall provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of Contract work. The Contractor shall assign the specific individuals identified in its proposal to key positions. The Contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) identified and/or described in the Contractor's offer. Therefore, no substitution of such specified individuals and/or personnel shall be made without prior written approval of the CA. Any substitution of personnel under this Contract shall be equal or better than those identified in the Contract. The City's approval of a personnel substitution shall not be construed as an acceptance of the substitution's performance potential. No approval shall be unreasonably withheld of a proposed substitution of personnel. The Contractor shall bear all transitional expenses incurred for any costs associated with removing or replacing Key Personnel who are performing work under the Contract.

SPECIAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

8. PRICE ESCALATION

Price increases may only be requested by the Contractor, thirty (30) days prior to the anniversary date of the Agreement. Failure to do so may result in the denial of any increase requested.

A requested price increase will become effective only after approval by the Contract Administrator and the Purchasing Director. Once approved the price increase will be adjusted into a new base price for the remainder of the contract period. Any future requested price increases to the base price will only be reviewed at annual renewal time and require the approval of the Contract Administrator and Purchasing Director.

The proposed increased rate shall be based upon presentation by the Contractor and review by the Contract Administrator; however, the Contract Administrator shall evaluate the Contractor's performance, services and records documentation to determine the appropriateness of the increase requested.

The percentage increase in the unit pricing may not exceed the percent in the U.S. City Average "Consumer Price Index" (C.P.I.) All Items, 1982-84=100 for All Urban Consumers for the Percentage Change from the previous twelve (12) months, as published by the U. S. Department of Labor Bureau of Labor Statistics.

9. PRICING

Pricing shall be listed on the Pricing Proposal Form page. Prices quoted by the Offerors shall be applicable during the entire initial term of the Contract.

For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

All charges associated with this Contract **MUST** be shown on the Pricing Proposal Form returned by the Offeror or other supporting documentation. Any charges not listed on the Pricing Proposal Form or supporting documentation submitted with the Offeror's proposal shall not be allowed during the Contract period and any applicable extensions.

Unit prices quoted herein shall be all inclusive and include all pertinent additional fees normally associated with this type of service. This shall include, but not be limited to, environmental fees, shop supplies, clean-up, transportation, etc. No additional charges beyond the quoted unit price (except applicable sales tax) shall be allowed, unless authorized by the Contract Administrator before final invoicing.

Unit prices quoted shall be applicable for any quantity ordered by the City of Scottsdale, or differentiated on the Pricing Proposal Form or other supporting documentation.

SPECIAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

10. PURCHASING PROCEDURE

All orders require a City of Scottsdale purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a City of Scottsdale purchase order. Any invoices received from the Contractor without a City of Scottsdale purchase order number, referenced on the invoice, may remain unpaid.

All shipments from the Contractor shall contain a priced packing slip or invoice. Shipments will be checked in by City Staff only. All priced packing slips must match the final invoice sent to the City of Scottsdale's Accounts Payable department.

11. QUALITY STANDARDS OF MATERIAL

If desired by the City, items/services bid shall be subjected to testing, dissection or analysis by a recognized testing laboratory or consultant selected by the City to determine that the material(s)/services(s) submitted for bid conform to the bid specifications. The cost of testing, dissection or analysis shall be borne by the bidder.

12. QUANTITY

The estimated quantities that will be required during the initial term of this Contract are indicated on the Pricing Proposal Form contained herein.

The actual service requests, and service requests for future years may be more or less, and any quantities listed herein should be used for information purposes only.

13. SINGLE AWARD

The City of Scottsdale reserves the right to award this solicitation as deemed in the best interest of the City. While multiple awards are possible, the preferred procedure is to make a single award as a result of this solicitation process.

14. TERM OF AGREEMENT

The term of this Contract shall be for a six (6) month period from the award of the contract or until the installation and acceptance of product as well as requested training has been completed as outlined in this solicitation's Specification Section.

The City and Contractor may mutually agree to extend this Contract for Maintenance Services and Software Support only for a minimum of four (4) additional one (1) year periods, upon the recommendation of the Contract Administrator, concurrence of the Purchasing Director and/or City Council, depending on the Contract.

SPECIAL TERMS AND CONDITIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

15. *THIRD PARTY BENEFICIARY*

Nothing under the Contract Documents will be construed to give any rights or benefits in the Contract Documents to anyone other than the City and the Consultant, and all duties and responsibilities undertaken in accordance with the Contract Documents will be for the sole and exclusive benefit of the City and the Consultant and not for the benefit of any other party.

16. *WARRANTY REQUIREMENTS*

All workmanship and materials provided under the scope of this solicitation shall be warranted for a **MINIMUM** of one (1) year.

ALL WARRANTIES SHALL START FROM THE CITY OF SCOTTSDALE IN SERVICE DATE.

All warranty items/issues/concerns shall be resolved at no charge to the City of Scottsdale. This shall include, but not be limited to, parts, labor, freight, travel, etc. All warranty items/issues/concerns shall be resolved within a time frame determined by the Contract Administrator.

The Contractor shall warranty all parts and services provided by a subcontractor just as if supplied directly by the Contractor.

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

1. INTENT

- 1.1 The City of Scottsdale (COS) Arizona intends to award a contract for the purchase and installation of one Inductively-Coupled Plasma Mass Spectrometer (ICP-MS) system and its peripherals for the analysis of environmental samples for the detection of selected metals and non-metals in the City of Scottsdale Water Quality Laboratory. Applications are primarily environmental for analysis of drinking water and wastewater samples as well as sludges, brines, and solids.
 - 1.1.1 The City will also contract for the Hardware and Software Maintenance Support of the Unit.
- 1.2 The City is also interested in the optional purchase of high-performance liquid chromatography (HPLC) system in front of ICP-MS for speciation work. The HPLC system is an option that may be picked up by the City of Scottsdale and should be listed in the quote as a separate line item.
- 1.3 The System shall meet or exceed the specifications set forth in the EPA Methods 200.8 and 6020 and Standard Method 3125.

2. GENERAL QUALIFICATIONS

- 2.1 The Bidder shall be in compliance with all applicable Federal, State, Local, ANSI and OSHA laws, rules and regulations and all other applicable regulations for the term of this contract.
- 2.2 The Bidder, without additional expense to the City, shall be responsible for obtaining and maintaining any necessary licenses and permits required in connection with the completion of the required services herein.
- 2.3 The Bidder may not subcontract any segment or services covered herein, without prior approval of the Contract Administrator. All subcontractors used under the scope of this contract shall meet all requirements, terms and conditions set forth herein. All subcontracted services shall be warranted by and be the responsibility of the Contractor.
- 2.4 The Bidder shall furnish all labor, materials and equipment necessary for the delivery and installation of the proposed system and related services.

3. SYSTEM SPECIFICATIONS

- 3.1 The ICP-MS system must include at minimum, the following:
 - a) ICP-MS auto sampler (include detailed information)
 - b) ICP-MS heat exchanger (include detailed information)
 - c) All necessary accessories in order to setup the instrument for fully automated analysis. (include detailed information)

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

3. SYSTEM SPECIFICATIONS – CONT'D

- 3.2 The ICP-MS system must have a solid state radio frequency (RF) generator that provides a robust plasma with dynamic frequency impedance matching that compensates for changes in sample types and solvents.
- 3.3 The output power of the RF generator should have at minimum 1500 watts adjustable over a wide range in small increments.
- 3.4 Bidders shall describe in detail the type of sample introduction system (nebulizer/spray chamber/torch/roller) installed in their proposed ICP-MS system.
- 3.5 Bidders shall describe what gas regulators are used to control the flow of plasma, coolant, and nebulizer gasses.
- 3.6 The ICP-MS must be able to eliminate any secondary discharges between the load coil and plasma.
- 3.7 Bidders shall describe the typical oxides (CeO^+/Ce^+) and doubles (Ce^{+2}/Ce^+) levels for the proposed system.
- 3.8 On Bidders proposed system the ion focus system must prevent photons and neutrals from reaching the detector while, at the same time, allowing for the highest degree of ion transmission resulting in high sensitivity for both low and high masses. Bidders shall describe how this process works on their system.
- 3.9 The ICP-MS must have cell technology (KED or reaction or both) to minimize isobaric interferences encountered in environmental analyses. Bidders shall describe what gas regulators are used to control the flow of gasses into the cell.
- 3.10 The quadrupole must have a mass range capable of analyzing metals from 6Li to ${}^{238}U$. Bidders' proposal shall state the mass range, scan speed, stability, and resolution of the quadrupole mass analyzer of their proposed system.
- 3.11 The ICP-MS system must be able to handle samples containing varying concentrations of metals ranging from sub-ppb to high ppm levels. Bidders shall describe how the instrument/software would approach the analysis of samples containing sub-ppb (0.1 – 5 ppb) levels of trace metals in the presence of minerals at high concentrations (100 – 500 ppm).

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

3. **SYSTEM SPECIFICATIONS – CONT'D**

- 3.12 Bidders shall describe the detection limits for analytes listed in EPA method 200.8 rev. 4.4 for the proposed ICP-MS system.
- 3.13 The system must be equipped with prepFAST autosampler from Elemental Scientific (ESI). Bidders shall describe how the autosampler software from ESI works with the ICP-MS software.

4. **COMPUTER AND SOFTWARE REQUIREMENTS**

- 4.1 Bidder's specifications for desktop computers and software must meet at minimum, the following specifications:

A. Current Desktop Hardware Standards – Minimum Specifications

- 1) AMD X2 Athlon computers
- 2) CPU speed of 2.2GHZ (Dual Core)
- 3) RAM size of 1GB
- 4) Hard Disk of 80GB (average 20GB used)

B. Current Desktop Software Standards

- 1) Microsoft Windows 7 or later
- 2) Microsoft Office Professional 2010 or later (Office Suite)
- 3) Patches are applied within a 4 – 6 week period as released from Microsoft
- 4) Microsoft Outlook 2010 (E-Mail & Calendar)
- 5) Microsoft Systems Center Configuration Manager 2012 or later
- 6) Microsoft Internet Explorer 11.0 or later (browser)
- 7) Trend Micro Officescan 11.x or later (virus protection)

- 4.2 Bidder must provide detailed information regarding preferred hardware specifications necessary to operate the ICP-MS System.
- 4.3 The City of Scottsdale IT Department will provide a computer that meets or exceeds the Bidders specifications.
- 4.4 The City of Scottsdale provided computer will be installed as an off-network PC with virus protection software (4.1.B.7). Bidders must state if the virus protection software will interfere with the operation of the ICP-MS software.
- 4.5 Bidder shall provide all and any accessories and equipment specific for connectivity (i.e. cables, boards, cards, etc.) necessary to interface the ICP-MS System with the computer.
- 4.6 The software must be Windows based (Windows 7, 64 bit native application is preferred). Front-end application must run with GUI (Graphical User Interface).

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

4. COMPUTER AND SOFTWARE REQUIREMENTS – CONT'D

- 4.7 The software must have a full control of the instrument and its accessories as well as powerful tools to analyze and process data including tuning, data acquisition, data analysis, reporting, and data reprocessing. Bidders shall describe this process in their proposal.
- 4.8 The software must be able to export data to 3rd party software and Laboratory Information Management System (LIMS). Currently, the City of Scottsdale Water Quality Laboratory uses Perkin Elmer's LABWORKS LIMS. Bidders shall describe this process in their proposal.
- 4.9 The software must be able to reprocess the data without the need to rerun the sample in case the analyst needs to modify certain parameters such as calibration information, QC association, sample type, interference equations, and other information. Bidders shall describe this process in their proposal.
- 4.10 The software must have capability for qualitative, quantitative, and time resolved analysis.
- 4.11 If Bidder's proposed software has the capability of isotope ratio, and isotope dilution analysis detailed information on this feature should be provided within their proposal.
- 4.12 The software must be capable of generating standardized EPA protocol reports.
- 4.13 In addition to the standardized EPA protocol reports, Bidder shall describe what information can be obtained in non-standardized; user defined, custom reports the proposed software is capable of generating.
- 4.14 Bidders shall provide samples of the custom reports as part of their proposal.

5. BLIND SAMPLE ANALYSIS

- 5.1 The City of Scottsdale Water Quality Laboratory will employ High Purity Standards to make four (4) samples for evaluation of the ICP-MS system. These samples will be directly mailed to each Bidder from ERA once the RFP has posted and the City is in receipt of your contact information as outlined in 5.4 below.
- 5.2 Each set of samples will contain the following:
 - A. 100 mL of custom stock standard A (trace metals/minerals);
 - B. 100 mL of custom stock standard B (trace metals/minerals);
 - C. 100 mL of custom stock standard C (mercury);
 - D. 100 mL of custom stock standard D (tungsten);
 - E. 4 ICP-MS evaluation samples;
 - F. Detailed instructions pertaining to analysis of the ICP-MS evaluation samples.

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

5. **BLIND SAMPLE ANALYSIS – CONT'D**

- 5.3 Bidders shall include as part of their proposal the results for each sample. The results shall have at minimum, the following information:
- Raw data
 - Copy of the method (acquisition parameters and interference equations) associated with the analysis of the ICP-MS evaluation samples.
- 5.4 Bidders shall provide their contact information where these samples can be mailed for analysis to Cheryl Champine, Bid & Contract Specialist cchampine@ScottsdaleAZ.gov. No later than **3:00 P.M. LOCAL TIME, AUGUST 25, 2016**.
- 5.5 If you do not supply your contact information and DO NOT provide sample analysis reports your proposal may be considered non-responsive and disqualified from further evaluation.
- 5.6 Blind sample analysis reports must be submitted as part of Bidders proposals.

6. **INSTALLMENT REQUIREMENTS**

- 6.1 The System shall be installed at the City of Scottsdale Water Quality Laboratory: 8787 E. Hualapai Dr., Scottsdale, AZ 85255 within ninety (90) days after receipt of a Purchase Order.
- 6.2 Installation of the System must be performed by factory trained service personnel.
- 6.3 The Contractor must demonstrate, after installation, and prior to acceptance, the system capability regarding the stated instrument performance.
- 6.4 The Contractor shall provide all necessary supplies, accessories, instrument components and all other items required for complete installation and initial operation of their proposed system.

7. **TRAINING REQUIREMENTS**

- 7.1 Bidders shall submit detailed information pertaining to initial (on-site) operator training to be provided after installation, setup, and certification of the system and upon acceptance by the City. At minimum two day training must be provided at the City of Scottsdale Water Campus facility. The training shall include system and software overview, operation, analysis, preventative maintenance, and troubleshooting.
- 7.2 Proposers shall submit detailed information pertaining to prepFAST autosampler training. This training should be scheduled after the installation of the system.
- 7.3 Contractor shall also include a minimum of two 8-hour days of on-site application training for method optimization and advanced user techniques for three (3) COS laboratory personnel. This training shall be scheduled within six (6) months of the ICP-MS installation.
- 7.4 Comprehensive training including theory of operation and advanced topics must be provided within the first year for two (2) COS laboratory personnel. The training must be offered and completed at a manufacturer's facility, using the same instrument model as the purchased system. The proposed facility for this training must be located in the United States.

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

8. HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT REQUIREMENTS

- 8.1 The Contractor shall provide maintenance for the instrument and software support services available following the one year warranty.
- 8.2 The Contractor, at a minimum, shall provide telephone maintenance support that includes a response from the contractor within twenty-four (24) hours of a COS telephone request for telephone support for the instrument and software.
- 8.3 The Contractor, at a minimum, shall provide on-site maintenance support that includes the Contractor's on-site support within forty-eight hours (48) of a COS telephone request for on-site support for the instrument and software.
- 8.4 All components (equipment / parts / products) furnished under the scope of this contract shall be new and shall be the standard product of a manufacturer, who is fully experienced, reputable, qualified and regularly engaged in the manufacture of the component to be furnished.
- 8.5 All products supplied by the Contractor shall meet all applicable Federal, State, Local, ANSI, and OSHA laws, rules, and regulations pertaining to the products covered under the scope of this contract.
- 8.6 Bidders shall propose a maintenance services schedule for contract extensions; year two (2) year three (3) year four (4) and year five (5) that includes at minimum the following:
 - 8.6.1 Preventative maintenance (including repair if applicable)
 - 8.6.2 On-call services (including repair if applicable)
 - 8.6.3 Software Support
- 8.7 Annual maintenance years six (6) through ten (10) shall not exceed a five percent (5%) increase in price over the prior year's price.

Example:

Year five (5) annual maintenance fee = X

Year six (6) annual maintenance fee shall not exceed year five (5) times 5%

Year seven (7) annual maintenance fee shall not exceed year six (6) times 5%

Year eight (8) annual maintenance fee shall not exceed year seven (7) times 5%

- 8.8 Bidders shall submit a Catalog or Replacement Parts Price List with their proposal. The list shall at minimum include the following:
 - 8.8.1 Item or part number
 - 8.8.2 Item or part description
 - 8.8.3 Item or part price
- 8.9 A separate Hardware & Software Maintenance and Support agreement will be executed with the winning Contractor upon award. A draft sample copy is attached for review.

SPECIFICATIONS



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP #17RP002

9. OPTION – HIGH PERFORMANCE LIQUID CHROMATOGRAPHY (HPLC) SYSTEM

As an option the City is interested in purchasing a High-Performance Liquid Chromatography (HPLC) system for speciation work (mainly arsenic, chromium, and selenium). Bidder shall provide detailed information about the proposed HPLC system that will be interfaced with ICP-MS and any relevant application notes.

Bidders proposing the HPLC system Option shall indicate this in their proposals as "HIGH PERFORMANCE LIQUID CHHROMATOGRAPHY (HPLC) SYSTEM-OPTION and shall be priced separately as outlined on the Pricing Proposal Form.

This Option will **not** be part of the technical or pricing evaluation.

10. TRADE-IN CREDIT OPTION

As an option the City would like Bidders to offer credit against the new purchase for the trade of the currently owned ICP-MS, Agilent Technologies 7500ce ICP-MS, Serial #JP51201623, purchased in 2006. This is desired but **not** mandatory; Bidder can choose to not accept any trade-in and not offer any credit.

SUBMITTAL REQUIREMENTS CHECKLIST



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP # 17RP002

NOTICE: Bidders are **not** required to return a copy of the solicitation and/or any addenda issued by the City of Scottsdale, with your submittal. Please review the submittal requirements below for the list of information to be included with your submittal.

It is preferred that all submittals be prepared on 8½" X 11" paper and printed on one (1) side only. Foldout pages should be kept to a minimum. Bidders are reminded that the Evaluation Committee's ability to evaluate the proposals is dependent upon the organization, detail and readability of the submittal documents. A clear, complete and adequate response is very important. Please format your response to correspond with the areas listed below in the order they are listed below.

The Bidder's submittal should not exceed a **MAXIMUM of 30** pages in length (single sided 8½" X 11" paper) and **MUST** include a **MINIMUM** of the following items listed below. **NOTE:** Total page count excludes cover letter, section dividers, table of contents, pre-printed material (City's Signature Page, Firm and Staff Qualification Summary Letter, and Disclosure Forms.), and all required submittal attachments included in the Bidder's proposal.

To constitute a valid responsive proposal by the Bidder to this solicitation, the Bidder's submittal **MUST** include a **MINIMUM** of the following items:

- Offer/Acceptance Document (COS Form)** – Complete Offer portion of the document, signed in ink.
- General Disclosure Form (COS Form)** – Fully completed General Disclosure Form, signed in ink.
- Litigation Disclosure Form (COS Form)** – Fully completed Litigation Disclosure Form, signed in ink.
- Pricing Proposal Form(s) (COS Form)** – Fully completed Pricing Proposal Form(s).
- Firm and Staff Qualification Summary Letter** - The Bidder shall submit a Firm and Staff Qualification summary document that is a **MAXIMUM** of ten (10) pages in length (single sided – 8½" X 11"). Firm and Staff Qualification summary documents that are larger than ten (10) pages may be considered non-responsive. The summary letter shall illustrate the Bidder's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Bidder and employee's abilities to successfully complete the scope of work represented in this solicitation. The Firm and Staff Qualifications document shall include, at a **MINIMUM**, of the following items:
 - Bidder's document shall contain a synopsis of the firm's history, including a statement indicating the length of time the Bidder has been doing business in the Phoenix Metropolitan area.
 - Bidder's document shall demonstrate previous experience performing work similar to the size and scope of the work identified herein; indicate the number of years of experience.
 - Bidder's document shall demonstrate an understanding of the goals identified herein for this contract, and provide a basic overview for the accomplishment of these goals.
 - Bidder's document shall identify the key issues and potential obstacles with respect to the scope of work identified herein. Offer's documents should provide a basic methodology to address and overcome all identified issues and obstacles.
 - Bidder's document shall contain a comprehensive description of all equipment (peripherals), and services that shall be provided.
 - Bidders shall indicate if they are an authorized seller of the product(s) being proposed.

SUBMITTAL REQUIREMENTS CHECKLIST



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP # 17RP002

- Key Personnel Resume and Qualifications** – Bidder’s proposal shall include the qualifications of the key personnel that will be involved in projects covered by the scope of this solicitation. The qualifications provided shall include resumes, academic credentials, applicable training classes, Professional Certifications, Professional Association Memberships, etc.
 - Bidder’s document shall contain an organizational chart that identifies key project personnel by name and title.
 - Include relevant experience and expertise for the last two years. All resumes shall be limited to one page and include a brief summary of qualifications as they relate to this solicitation.

- Subcontractor List (COS Form)** – Bidder shall provide a complete list of all the anticipated subcontractors the Bidder intends to use to complete the work covered under the scope of this Contract. Bidder shall identify the role envisioned by the subcontractor in the project. The Bidder shall supply a **MINIMUM** of the following information for each subcontractor:
 - Subcontractor Name
 - Subcontractor Address
 - Subcontractor Phone Number
 - Subcontractor Contact Name
 - Subcontractor License Numbers (If applicable)
 - Extent of Work Subcontractor will do for the BidderNote: if the Bidder does not plan to use any subcontractors, then the Bidder must indicate that in this section.

- Key Project Areas** – Bidder’s document shall demonstrate an understanding of the goals identified herein for this project, and provide a basic overview for the accomplishment of these goals. Bidder’s proposal shall identify the key project areas, issues and potential obstacles with respect to the scope of work identified herein. Offer’s documents should provide a basic methodology to address each project area and overcome all identified issues and obstacles. Bidder’s proposal shall address a **MINIMUM** of the following key project areas:
 - Identification of companies
 - Design of company questionnaire
 - Data collection
 - Other possible data collection or creation
 - Database Creation
 - City staff interaction before, during and after project.

- Project Approach** – Bidder’s document shall demonstrate an understanding of the goals identified herein for this project, and provide a basic overview for the accomplishment of these goals. Bidder’s proposal shall address a **MINIMUM** of the following key project areas:
 - Descriptions of proposed Inductively-Coupled Plasma Mass Spectrometer (ICP-MS) including on-going maintenance & software support
 - Pre-Installation requirements
 - Description of one (1) year system warranty guarantee from date of installation
 - Description of maintenance agreements must be made available as an option for this purchase after the one (1) year warranty has expired. Detail should include hours of availability, guaranteed response times for equipment repair, on-site services provided, loaner equipment provided, location of service provider, toll-free number(s) and remote support offerings.
 - Description of on-site and off-site training.

SUBMITTAL REQUIREMENTS CHECKLIST – CONT'D



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP # 17RP002

- Industry Knowledge/Additional Information** - Bidder's proposal shall identify the Bidder's familiarity with the issues pertinent to this project which enhances your qualifications to successfully submit this product and related services. At a minimum the following is hereby requested:
 - Identify your company's familiarity with this product and the specifications identified in this solicitation
 - Describe your company's ability to purchase, deliver, install and provide on-going technical support of the proposed product for the initial year as required
 - Describe service and support for the second and additional years

- Project Schedule** – Provide a detailed project schedule that identifies significant issues/tasks, relationships between tasks, and time frames required to address the items of work covered in this solicitation. Exact start date of project will be determined after contract award.

- Manufacturer's Product Literature & Technical Information** – Proposal shall include the product specifications and technical information, brochures, etc. on all equipment being proposed. This information shall provide specific information regarding the proposed system and highlight key features of the equipment.

- Reference List (COS Form)** – Bidder's proposal shall demonstrate previous experience performing work similar to the size and scope of the work identified herein. Bidder shall provide a **MINIMUM** of three (3) recent and/or current, municipal/environmental companies using the current version (or family) of proposed instrument for reference checks. References supplied shall not be City of Scottsdale employees. The reference list provided should include a **MINIMUM** of:
 - Organization Name
 - Contact Name
 - Contact Phone Number
 - Contact Fax Number
 - Contact Email Address (if available)
 - Project Date
 - Project Description and Size
 - Ultimate Project Outcome and Results

- Sample Documents** – Bidder shall provide samples of the documentation that will be utilized by the Bidder to complete the scope of work as listed herein. The Bidder shall supply a **MINIMUM** of the following sample documents with their proposal:
 - Standardized EPA Protocol Reports as required in Section 4.12 of this solicitation.
 - Custom Reports as required in Section 4.14 of this solicitation.

- Blind Sample Analysis Reports** – Bidder shall submit the blind sample analysis reports per Section 5.0 of this Solicitation with their proposal submittal.

- Warranty Statement** – Bidder shall submit a statement of the warranty coverage for all products and labor covered by the scope of this contract. Warranty statement shall include all exclusions and conditions.

SUBMITTAL REQUIREMENTS CHECKLIST – CONT'D



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

- Exceptions** – Bidder shall include all exceptions taken in regards to terms and conditions as specified in this solicitation document, award documents, or attached contracts. All exceptions taken by the Bidder shall be clearly defined and the changes requested clearly identified. Exceptions taken by the Bidder shall be used in the evaluation process.

- Proposal Copies** – Identify and submit one (1) **unbound original** and four (4) copies of the Bidder's proposal (Proposal copies can be bound if the Bidder so desires). In addition, Bidder is requested to provide an electronic copy of the Bidder's complete proposal. This electronic copy shall be one (1) file, on a Compact Disc (CD), in Adobe® Acrobat format (PDF), and be an electronic representation of the Bidder's complete proposal document (signature page, quotation page, sample documents, all attachments, brochures, pamphlets, etc.). The CD shall be labeled with the solicitation number, along with the Bidder's company name.

NOTE:

“Please **do not** return a copy of the solicitation/addenda(s) with your proposal/submittal. Return only the required documents as referenced on the Submittal Checklist.”

All submittals are to be completed on the City of Scottsdale (**COS**) forms without any alterations; failure to do so may result in your submittal being rejected.

EVALUATION CRITERIA



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP # 17RP002

GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Bidder whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

The following is the weighting of criteria that will be used to review the proposals:

EVALUATION CRITERIA	WEIGHT %
Compliance with technical, functional and operational requirement, including; instrument design and operation, analysis of blind samples, software functionality and maintenance.	40
Price, including; initial purchase, consumable costs, service costs, ongoing operating costs	30
Technical support and service, initial and post-sale training	20
References, exceptions, overall proposal presentation, delivery and installation times, company and product information	10

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract, initial purchase, consumables, service costs, ongoing operating costs, training.
2. The Bidder's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
3. The ability and willingness of the Bidder to meet or exceed the specifications and standards of this solicitation and Bidder's understanding and perceived perception of the scope of work contained herein.
4. The content and quality of the Bidder's proposal and other presentation materials.

Bidder may be invited to make a presentation, but Bidder should not rely on a possible presentation to present their qualifications and offered services. If invited, the Bidder will be notified of the date and time of the presentation by the Contract Administrator. Results of any presentation may be used to determine the contract award.

Each proposal will be reviewed in entirety and assigned a score with respect to each of the criteria. The proposals will be ranked by the evaluation committee according to their total weighted ranking.

EVALUATION CRITERIA – CONT'D



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

The evaluation committee may establish a short list of those proposals considered most advantageous to the City of Scottsdale.

- Short-listed Bidders may be invited to make presentation. At the presentation, the evaluation committee will score each Bidder.
- At the conclusion of all presentations, an overall ranking of proposals will be performed, combining the results of the proposal evaluations and the presentations.

The City of Scottsdale intends to enter into negotiations with the top ranked Bidder determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Bidder fail to reach a satisfactory conclusion, the City of Scottsdale may at its sole discretion enter into negotiations with the second ranked vendor, or the City of Scottsdale may determine that no further negotiations will be conducted.



OFFER AND ACCEPTANCE

City of Scottsdale
 Purchasing Division
 9191 E. San Salvador Dr.
 Scottsdale, AZ 85258
 Phone: 480-312-5700 – Fax: 480-312-5701

SOLICITATION #	17RP002	SOLICITATION TITLE:	Inductively-Coupled Plasma Mass Spectrometer (ICP-MS) with Maintenance & Software Support Services
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OFFER

TO THE CITY OF SCOTTSDALE:

The undersigned hereby offers and agrees, in accordance with the undersigned's written offer submitted in response to this solicitation, to furnish the material and/or service(s) in compliance with all terms, conditions, specifications, scope of work, and addendums in the solicitation listed above, including written exceptions that are subject to the approval of the City prior to acceptance. The undersigned agrees that the entire solicitation listed above is hereby incorporated by reference as if fully set forth herein.

The Offeror's signature on this OFFER form certifies that he has read, understands and will comply with all terms, conditions and specifications stated in all documents constituting the solicitation. The bidder also certifies it is in compliance with the Non Collusion and all Federal and Arizona State Immigration Laws.

OFFER MADE - COMPANY INFORMATION		FOR CLARIFICATION OF THIS OFFER, CONTACT:	
Company Name		Printed Name	
Address		Title	
City	State	Zip	Phone
Signature for Offeror	Date	Fax	E Mail
Printed Name and Title of Authorized Signatory		Address (if different from Company info)	
Federal Employer Tax ID # or SSN as per W9 Statement		City, State, Zip (if different from Company info)	

**ACCEPTANCE OF OFFER, NOTICE OF CONTRACT AWARD
 (for City of Scottsdale Use Only)**

The contractor's offer is hereby accepted by the City of Scottsdale. The Contractor is now bound to sell the materials and/or service(s) and perform based upon the above solicitation , including all terms, conditions, specifications, scope of work, and addendums contained in the Solicitation, as well as any written exceptions that have been separately accepted by the City.

This contract shall henceforth be referred to as **Contract # 17RP002**

The contract consists of the following documents: 1) Solicitation # 17RP002 and all addendums (if applicable) as issued by the City; 2) The Contractor's Response to the City's solicitation; 3) This signed offer and acceptance and any other applicable contractual agreements, 4) All written exceptions and/or modifications to the solicitation requirements as agreed to by the City and the Contractor as per attachment _____, dated _____.

The Contractor is hereby cautioned not to commence any billable work or provide any material or service under this contract until the Contractor receives a purchase order document from the City.

The Contractor must provide the following checked items within ten (10) calendar days from the date of this Acceptance of Offer, Notice of Contract Award in order for the City to issue the required Purchase Order : Payment Bond Performance Bond, Insurance Certificate(s), I.R.S. Form W-9/Taxpayer ID No. & Certification, other documentation as identified. If the Contractor fails to furnish the required documents within the stated ten (10) calendar days they may be considered in default and may be at risk of forfeiture of any applicable Bid Bond posted. All required documents are to be sent to the Bid & Contract Specialist listed in the solicitation.

This document has been approved as to form on the 22nd day of July, 2012 by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

City of Scottsdale, a municipal corporation
 Offer Accepted and Awarded this _____ day of _____, 201__

Risk Management issues reviewed and approved as to form _____, 201__
 by City of Scottsdale Risk Management Director
 Recommended award approved _____, 201__
 by City of Scottsdale Contract Administrator

 J. E. Flanagan
 Or Designee _____
 As City of Scottsdale Purchasing Director

PRICING PROPOSAL FORM



INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH MAINTENANCE & SOFTWARE SUPPORT SERVICES

RFP # 17RP002

Table 1 - Inductively-Coupled Plasma Mass Spectrometer (Icp-Ms) Including Maintenance & Software Support Services for one (1) year:

QTY	DESCRIPTION	UNIT PRICE EXCLUDING TAX
A	Inductively-Coupled Plasma Mass Spectrometer (Icp-Ms) Including Maintenance & Software Support Services for one (1) year.	\$ _____
B	Trade in Value for ICP-MS Agilent Technologies 7500ce ICP-MS, serial #JP51201623, purchased in 2006	\$ _____
TOTAL COST FOR INSTRUMENT (Item A minus item B)		\$ _____

Table 2 – Maintenance & Software Support Services:

ITEM #	DESCRIPTION	TOTAL BID COST EXCLUDING TAX
A	Maintenance & Software Support Services for one (1) year. FIRST YEAR –WARRANTY YEAR	<u>\$0.00</u>
B	Lump Sum Annual Maintenance & Software Support Services for YEAR TWO (2)	\$ _____
C	Lump Sum Annual Maintenance & Software Support Services for YEAR THREE (3)	\$ _____
D	Lump Sum Annual Maintenance & Software Support Services for YEAR FOUR (4)	\$ _____
E	Lump Sum Annual Maintenance & Software Support Services for YEAR FIVE (5)	\$ _____
TOTAL MAINTENANCE & SOFTWARE SUPPORT SERVICES (ITEMS A-E)		\$ _____
Years six (6) through ten (10) maintenance shall not exceed 5% increases		

Table 3 – Training Costs:

ITEM #	DESCRIPTION	TOTAL BID COST EXCLUDING TAX
A	Two (2) day training consisting of system and software overview, operation, analysis, preventative maintenance, and troubleshooting (as required by Section 7.1)	\$ _____
B	Autosampler Training (as required by Section 7.2)	\$ _____
C	Two (2) eight hour (8/hr) days of on-site application training for method optimization and advanced user techniques (as required by Section 7.3)	\$ _____
D	Comprehensive training including theory of operation and advanced topics (as required by Section 7.4)	\$ _____
TOTAL TRAINING COSTS (ITEMS A-D)		\$ _____

COMPANY NAME: _____

PRICING PROPOSAL FORM – CONT'D



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

TABLE 4 – GRAND TOTAL:

GRAND TOTAL (TABLES 1-3)	\$ _____
---------------------------------	-----------------

***PRICING FOR “OPTION-HIGH PERFORMANCE LIQUID CHROMATOGRAPHY (HPLC) SYSTEM”
(Specifications, Section 9 above):***

DESCRIPTION-OPTIONAL INSTRUMENT	TOTAL BID COST EXCLUDING TAX
High Performance Liquid Chromatography (HPLC) System:	\$ _____

****TAXES**

1. Do not include any use, or federal excise tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.

DELIVERY DESTINATION

Delivery Location: Water Quality Laboratory 8787 East Hualapai Drive, Scottsdale, AZ 85255

1. Delivery terms are F.O.B. destination.
2. Delivery will be completed within _____ days after receipt of Purchase Order.
3. Prices quoted herein are effective through completion of delivery against this Contract.

TRADE-IN

ICP-MS Agilent Technologies 7500ce ICP-MS, serial #JP51201623, purchased in 2006, will be available for return seven (7) calendar days after installation of new unit.

ADDENDA

The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the City prior to the opening of this bid/proposal.

NO BID: If no bid please state reason:

If Applicable, Contractor’s License Number and Classification: _____

COMPANY NAME: _____

SUBCONTRACTOR'S LIST



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

COMPANY NAME: _____

If any Bidder intends to subcontract any portion of this contract, the Bidder must submit the name, address, license number (if applicable) of each subcontractor including the extent of such subcontracting and include with bid submittal documents. (Bidder may supply additional pages as needed to identify all subcontractors).

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

REFERENCES



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

List minimum of three (3) Arizona customers, excluding the City of Scottsdale, for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

YOUR COMPANY NAME: _____

BIDDER GENERAL DISCLOSURE FORM



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Debarment / Suspension Information – Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

YES

NO

If “YES”, in an attachment to this form identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

Surety Information – Has the Respondent or any of its principals ever had a bond or surety cancelled or forfeited?

YES

NO

If “YES”, in an attachment to this form identify the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

Bankruptcy Information – Has the Respondent or any of its principals ever been declared bankrupt or filed for protection from creditors under State or Federal proceeding in the last seven (7) years?

YES

NO

If “YES”, in an attachment to this form identify the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

Signature

Title

Printed Name

Date

COMPANY NAME: _____

BIDDER LITIGATION DISCLOSURE FORM



**INDUCTIVELY-COUPLED PLASMA MASS SPECTROMETER (ICP-MS) WITH
MAINTENANCE & SOFTWARE SUPPORT SERVICES**

RFP # 17RP002

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this contract ever been indicted or convicted of a felony or a misdemeanor involving theft or moral turpitude in the last five (5) years?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been terminated (for cause or otherwise) from any work being performed for the City of Scottsdale or any other Federal, State or Local Government?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been involved in any claim or litigation with the City of Scottsdale or any other Federal, State or Local Government during the last ten (10) years?

YES

NO

If you answered "YES", to any of the above questions, in an attachment to this form, please indicate the name(s) of the person(s), the nature, and status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable.

Signature

Title

Printed Name

Date

COMPANY NAME: _____



HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT (Equipment Purchase)

INSTRUCTIONS: This agreement will be used to purchase equipment that comes with software to operate it and requires support. There are several instructional lines throughout the document to assist you in preparing the contract. The instructional lines are formatted as Hidden Text and are recognizable by the dotted line under the text. To view the Hidden Text, go to the Home tab in the Paragraph Group, click on the Show/Hide button (looks like a paragraph marker). This will turn on the Show/Hide button and you can view the instructional lines. Delete these instructions before finalizing contract.

This Hardware and Software Maintenance and Support Agreement ("Contract") is entered into on the (day) of (month/year) ("Effective Date"), by and between the City of Scottsdale, an Arizona municipal corporation ("City") and _____ ("Contractor") having its principal place of business at _____, (hereafter referred to as a "Party" or the "Parties").

RECITALS

This is in support of contract # _____, which covers the purchase and installation of _____. This Hardware and Software Maintenance and Support Agreement augments # _____ and the requirements of such support.

The City seeks, and Contractor is willing to provide, certain maintenance and support services as to the Hardware and Software.

NOW THEREFORE, in consideration of the mutual promises and obligations set forth herein, the Parties hereto agree as follows:

1.0 SCOPE OF AGREEMENT

During the term of this Contract, Contractor agrees to provide the City maintenance and support services for the Hardware and Software and Documentation set forth in Exhibit A (collectively "Hardware" and "Software") and perform the services specified in Exhibit B, both Exhibits being attached to and incorporated by reference with this Contract. Such services shall be performed as specified within this Contract.

2.0 CONTRACT DOCUMENTS

The final agreement between the City and the Contractor shall consist of: the Hardware and Software Maintenance and Support Agreement; City Request for Proposal Number ___RFP___; and the Contractor's submitted proposal date and the following:
(insert all pertinent Exhibits and documents)

The Parties understand and agree that all such contract documents, taken together, shall compose and be construed as the basis of their agreement so long as the City continues to pay Contractor for Contractor's hardware and software maintenance and support. In the event of a conflict in language between any contract documents, the provisions of the following in order of precedence shall govern:

2.0 CONTRACT DOCUMENTS – CONT'D

1. Amendments to the Hardware and Software Maintenance and Support Agreement,
2. Hardware and Software Maintenance and Support Agreement;
3. Contract _____ Hardware Purchase & Installation;
4. Request for Proposals No. __RP__;
5. Contractor's proposal dated _____.

3.0 DEFINITIONS

- 3.1 Component(s)" shall mean any portion of the Hardware and Software supplied by Contractor that is subject to this Contract. Component(s) and Module(s) may be used interchangeably. Most commonly, the term Component implies a smaller scale portion of the Hardware and Software than does the term Module.
- 3.2 "Defect" shall mean for the purpose of the Hardware and Software, any error, problem or malfunction in the Hardware and Software, or any Component(s) or Module(s) thereof, if such error, problem or malfunction: (i) causes the Hardware and Software not to meet the specifications and requirements; (ii) causes the Hardware and Software to be incomplete, operate improperly or to produce inaccurate results; (iii) prevents the Hardware and Software from operating in accordance with the Documentation; or (iv) results in the corruption of data used with such Hardware and Software. Defects shall mean for purposes of any Documentation any error or omission in the Documentation, if such error or omission causes the Documentation to be incomplete or inaccurate.
- 3.3 "Documentation" shall mean Contractor's written materials detailing the Hardware and Software specifications and performance standards and user guides/instructions required by the City to use the Hardware and Software.
- 3.4 "Hardware" shall mean the (add system or purchase and details here)
- 3.5 "Intellectual Property Rights" shall mean all patents, patent rights, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks.
- 3.6 "Minor Release": A Minor Release offers Hardware and Software functionality enhancements while maintaining backward compatibility with the preceding release.
- 3.7 "Major Release": A Major Release offers new and innovative functionality to City, while providing no guarantees regarding backward compatibility.
- 3.8 "Hot Fix": Hot Fixes make critical updates available. Generally, a Hot Fix is only considered for the correction of blocking issues and is only made available if the issue has not been fixed in an active or mature Major Release, Minor Release, or Service Pack. Hot Fixes are not released according to a release schedule, but on a case by case basis.

3.0 DEFINITIONS – CONT'D

- 3.9 “Service Pack”: Service Packs, based on the corresponding Major or Minor Release, contain bug fixes and stability enhancements and do not include new functionality or functionality enhancements. Service Packs are self-contained for installation purposes and do not require any previous release to be installed.
- 3.10 “Response Time”: The Response Time is the elapsed time between City contacting the Contractor’s customer support department via telephone, email or via an online case management system and the time Contractor confirms receipt of the contact.
- 3.11 “Service Hours”: The following are the service hours defined per territory of purchase and implementation of the Hardware and Software:

From (add time) a.m. to (add time) p.m., from Monday through Friday (Eastern Standard and Daylight Savings Time), excluding the following bank holidays: January 1st (New Year), Memorial Day, Independence Day, Labor Day, Thanksgiving, Thanksgiving Day after, Christmas Eve, December 25th (Christmas Day).

(Add Contractor’s holidays if applicable)

- 3.12 “Support Case”: A Support Case means a support request being priority 1 – CRITICAL, 2 – HIGH, 3 – MEDIUM or 4 – LOW:
- “Support Case priority 1 – CRITICAL” means a business or implementation standstill, whereby a problem in the Hardware and Software completely prevents City from using the system, or prevents continuation of all system implementation services;
 - “Support Case priority 2 – HIGH” means a major functionality problem in the Hardware and Software that prevents the City from using a crucial part of the functionality of the system in a live environment, or affects a crucial part of implementation activities;
 - “Support Case priority 3 – MEDIUM” means minor Defects that impair the City’s standard business functions where a work-around is available;
 - “Support Case priority 4 – LOW” means all other Defects or issues concerning the use of the Hardware and Software, not being a priority 1 – CRITICAL, 2 – HIGH or 3 – MEDIUM Support Case, that slow, hinder, or impair City’s standard business functions where a work-around is available. Priority 4 may also be an enhancement request or user questions.

4.0 TERM

- 4.1 This Contract shall take effect upon the Effective Date as set forth in Exhibit A and continue thereafter for an initial one (1) year period.

4.0 TERM – CONT'D

4.2 Contractor grants to City the option to renew this Contract for up to four (4), additional, one (1) year terms, so long as the equipment is still in use. No later than sixty (60) days prior to the end of the initial term or any renewal thereof, City shall provide written notice of acceptance of an option to renew for an additional year. On or before commencement of a renewal term, City agrees to pay Contractor a Maintenance Fee in the amount set forth in Exhibit A, if and when due.

5.0 TERMINATION

Either Party has the right to terminate this Contract if the other Party is in default or breaches any material obligation, which default or breach is incapable of cure or which, being capable of cure, has not been cured within thirty (30) days after receipt of notice of such default or breach from the non-defaulting Party or within such additional cure period as the non-defaulting Party may authorize.

Notwithstanding anything to the contrary in this Contract, in the event that the City disputes in good faith and in writing a Contractor's allegation of the City's default, the Contractor agrees that it will not terminate this Contract or suspend or limit any of its performance obligations or warranties or repossess, disable or render the Hardware and Software unusable, unless i) the Parties agree in writing, or ii) an order of a court of competent jurisdiction determines otherwise.

6.0 MAINTENANCE FEE

Amount of Fee: In consideration of Hardware and Software Maintenance and Support provided by Contractor pursuant to this Contract, City agrees to pay Contractor the Maintenance Fees, at the times and in the amounts set forth in Exhibit A, plus applicable taxes pursuant to Section 7 below.

7.0 TAXES

Contractor will be solely responsible for any and all tax obligations which may result from the Contractor's services under this Contract. The City will have no obligation to pay any amounts for such taxes, of any type, incurred by the Contractor.

All payments hereunder shall be in U.S. dollars (USD) and shall be net of any taxes, tariffs or other governmental charges. Contractor shall be responsible for paying all taxes, fees, assessments and premiums of any kind payable on its income, employees, and operations. The City shall be responsible for the payment of sales taxes on delivered goods or hardware and software, if any.

8.0 OBLIGATIONS OF CITY

- 8.1 City Contact. The Contract Administrator for the City shall be (insert name) or designee. The Contract Administrator shall oversee the performance of this Contract, assist the Contractor in accessing the organization, audit billings, and approve payments. The Contractor shall channel all communications and requests through the Contract Administrator.
- 8.2 Installation. City agrees to install all corrections, Major Releases, Minor Releases, Service Packs, Hot Fixes, minor bug fixes and updates, including any enhancements, for the Hardware and Software in accordance with complete and accurate instructions and in the order of receipt from Contractor.
- 8.3 Facility and Personnel Access. Contractor access to City's facilities and personnel is subject to prior City approval. Any services performed at the City's facilities will be in accordance with the instructions from City and during normal business hours Contractor shall, when performing Services at City's premises, comply with all City security requirements, internal rules, and regulations in force at such time.
- 8.4 No Modification of Hardware and Software. City agrees not to modify, enhance or otherwise alter the Hardware and Software without the prior written consent of Contractor.
- 8.5 Error Documentation. Upon detection of any error in the Hardware and Software, City, agrees to provide Contractor a listing of output and any other data, including databases and backup systems that Contractor reasonably may request in order to reproduce operating conditions similar to those present when the error occurred.
- 8.6 City will maintain a current backup copy of all Hardware and Software and City-generated data.
- 8.7 City will properly train, or retain Contractor to train, its personnel in the use and application of the Hardware and Software and will provide sufficient supervision, control and management of the use of the Hardware and Software. City personnel who have successfully completed such training shall be designated as City points of contact, Communication Mechanisms for Support.

9.0 OWNERSHIP

City acknowledges that Contractor owns all right, title, and interest to all Intellectual Property Rights in and to the Hardware and Software and any corrections, bug fixes, enhancements, updates or other modifications, including custom modifications, to the Hardware and Software.

10.0 WARRANTY

All maintenance and support work performed by Contractor pursuant to this Contract shall be performed in a professional and workmanlike manner by staff that have the proper skill, training, and background so as to be able to perform in a competent and professional manner.

The Contractor shall warranty all parts and services provided by a subcontractor just as if supplied directly by the Contractor. Contractor's maintenance and support services shall ensure the Hardware and Software operates and performs substantially in accordance with the Hardware and Software's warranted performance standards, specifications and requirements and its' Documentation throughout the Warranty Period.

11.0 FORCE MAJEURE

Neither Party will incur any liability to the other Party on account of any loss or damage resulting from a delay or failure to perform all or any part of this Contract to the extent such delay or failure is caused by events beyond the control and without negligence of the Parties, including, but not limited to, acts of God, strikes, lockouts, riots, acts of war, earthquakes, fire and explosions. In the event of any of the foregoing occurrences, the delayed Party shall provide written notice to the other, and shall use reasonable efforts to remedy its inability to perform.

12.0 ADMINISTRATIVE PROVISIONS

The following administrative provisions shall apply to this Contract:

This Contract shall be governed by and interpreted under the laws of the State of Arizona without regard to conflicts or choice of law provisions.

This Contract may be executed in counterparts, each of which shall be an original, and all of which shall constitute one and the same instrument.

Any amendment, modification or addendum to this Contract shall not be binding on either Party unless it is in writing and is executed by both Parties.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

The captions used in this Contract are solely for the convenience of the Parties, do not constitute a part of this Contract and are not to be used to construe or interpret this Contract. All recitals and attached Exhibits are deemed incorporated as part of this Contract by this reference.

13.0 NOTICES

All notices or demands required to be given pursuant to the terms of this Contract shall be given to the other Party in writing, delivered by hand, facsimile, e-mail, or registered or certified mail, at the addresses set forth below, or to such other address as the Parties may substitute by written notice given in the manner prescribed in this paragraph.

In the case of Contractor:

Attn:
Address

In the case of City:

Attn: (Contract Administrator)
Address
Scottsdale, AZ 85251

Notices shall be deemed received on date delivered if delivered by hand, on the date recorded by the hardware if sent by facsimile or email, and on the delivery date indicated on receipt if delivered by certified or registered mail. Each Party may change its address for notification purposes by giving the other Party written notice of the new address and the date upon which it shall become effective.

14.0 ASSIGNMENT

Neither Party shall assign this Contract without the prior written consent of the other Party, which shall not be unreasonably withheld. An authorized assignee of either Party shall be deemed to have all of the rights and obligations of the assigning Party as set forth in this Contract. The Parties agree no assignment shall release the assigning Party from any of its obligations hereunder.

15.0 SEVERABILITY

If any term or provision of this Contract or any Exhibit attached hereto is held invalid or otherwise unenforceable, then, notwithstanding such invalidity or unenforceability, this Contract and the Exhibits shall remain in full force and effect and such term or provision shall be deemed to be deleted.

16.0 NO WAIVER

A Party's delay or failure to exercise any right under this Contract shall not be deemed to constitute a waiver of such right or any other rights hereunder. All waivers must be in writing and signed by the Party to be charged. A Party's waiver of any requirement under this Contract shall be deemed to be a specific, limited waiver and shall not be deemed to be a continuing waiver nor a waiver of a Party's right to insist upon the strict performance of this Contract.

17.0 IMMIGRATION LAW COMPLIANCE

Under the provisions of A.R.S. §41-4401, the Contractor warrants to the City that the Contractor and all its subcontractors will comply with all Federal Immigration laws and regulations that relate to their employees and that the Contractor and all its subcontractors now comply with the E-Verify Program under A.R.S. §23-214(A).

17.0 IMMIGRATION LAW COMPLIANCE – CONT'D

A breach of this warranty by the Contractor or any of its subcontractors will be considered a material breach of this Contract and may subject the Contractor or subcontractor to penalties up to and including termination of this Contract or any subcontract. The Contractor will take appropriate steps to assure that all subcontractors comply with the requirements of the E-Verify Program. The Contractor's failure to assure compliance by all its subcontractors with the E-Verify Program may be considered a material breach of this Contract by the City.

The City retains the legal right to inspect the papers of any employee of the Contractor or any subcontractor who works on this Contract to ensure that the Contractor or any subcontractor is complying with the warranty given above.

The City may conduct random verification of the employment records of the Contractor and any of its subcontractors to ensure compliance with this warranty. The Contractor agrees to indemnify, defend and hold the City harmless for, from and against all losses and liabilities arising from any and all violations of these statutes.

18.0 FUNDS APPROPRIATION

If the City Council does not appropriate funds to continue this Contract and pay for charges hereunder, the City may terminate this Contract at the end of its then-current fiscal period. The City agrees to provide written notice of termination to the Contractor pursuant to Section 13 at least thirty (30) days prior to the end of its then-current fiscal period and will pay to the Contractor all approved charges incurred through the end of such period.

19.0 ENTIRE AGREEMENT AND AUTHORIZATION

19.1 This Contract and the documents incorporated or referenced herein constitute the entire agreement between City and Contractor with respect to the subject matter hereof and supersede all prior promises, proposals, representations, commitments and understandings both written and oral, unless such is referenced herein.

19.2 Each Party hereby warrants and represents that it has full power and authority to enter into and perform this Contract and that the person signing on behalf of each has been properly authorized and empowered to enter into this Contract. Each Party further acknowledges that it has read, understands, and agrees to be bound by this Contract.

20.0 ARIZONA LAW

The Contract and all Contract documents are considered to be made under, and will be construed in accordance with and governed by the laws of the State of Arizona without regard to the conflicts or choice by law provisions. Any action to enforce any provision of this Contract or to obtain any remedy under this Contract will be brought in the Superior Court, Maricopa County, Arizona, and for this purpose, each party expressly and irrevocably consents to the jurisdiction and venue of this Court.

(USE THIS SIGNATURE PAGE IF ADMINISTRATIVE AWARD) (If Council Awarded insert different signature page – pull from Software Services Agreement).

IN WITNESS WHEREOF, the Parties have executed this Hardware and Software Maintenance and Support Agreement by affixing their signatures hereto.

CITY OF SCOTTSDALE

CITY CONTRACT ADMINISTRATOR:

By: _____

CONTRACTOR:

By: _____

Printed Name

CITY OF SCOTTSDALE REVIEW:

Title

By: _____

James Flanagan
Purchasing Director

Company Address

By: _____

Brad Hartig
Information Technology, C.I.O.

APPROVED AS TO FORM:

Bruce Washburn, City Attorney

By: _____

Sr. Assistant City Attorney

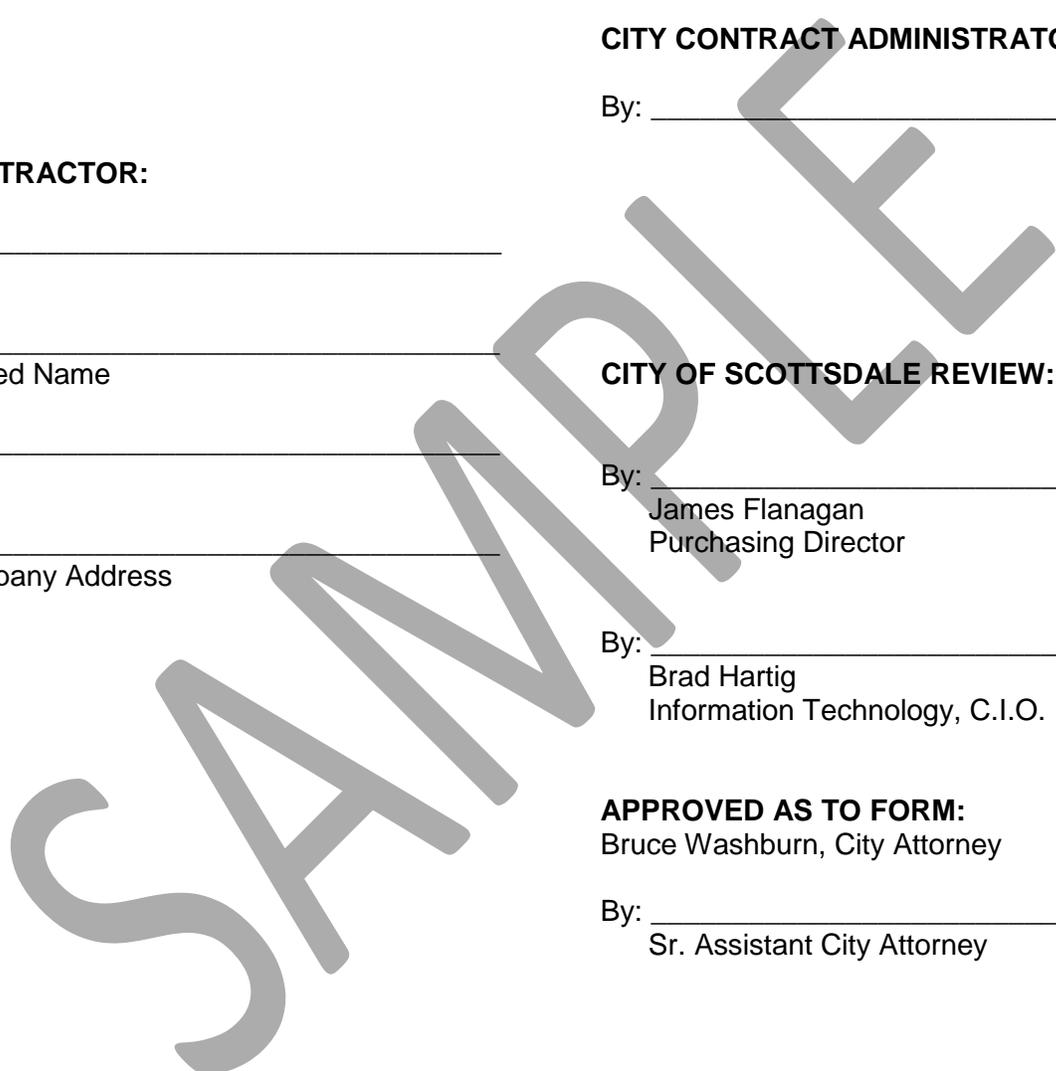


EXHIBIT A
Scope of Covered Hardware & Software, Effective and Termination Dates, and Fees for Hardware & Software Maintenance and Support Agreement

1. This Hardware and Software Maintenance and Support Agreement encompasses the following:

Hardware and Software:

(Add description of hardware and software covered under this agreement)

Documentation includes written materials detailing the Hardware and Software specifications and performance standards and user guides/instructions required by the City to use the Software as described above.

2. Effective Date (initial term): One (1) year from acceptance and commissioning of equipment.
3. Termination Date (initial term): The initial term shall terminate one (1) year following the Effective Date.
4. Renewals: Each annual renewal term will commence as of the anniversary of the initial term Effective Date.

5. Pricing and Maintenance & Support Fees:

- a. Initial Purchase of equipment \$ _____
 ➤ Initial warranty period: \$ No Charge
- b. Contract Year Two \$ _____
- c. Contract Year Three \$ _____
- d. Contract Year Four \$ _____
- e. Contract Year Five \$ _____

(OPTIONAL if language was included in solicitation)

- f. Contract Years six (6) through ten (10) \$ _____
(Shall not exceed a five percent (5%) in price over the prior years' price.)

Example:

Year five (5) annual maintenance fee = X
Year six (6) annual maintenance fee shall not exceed year five (5) times 5%
Year seven (7) annual maintenance fee shall not exceed year six (6) times 5%
Year eight (8) annual maintenance fee shall not exceed year seven (7) times 5%

EXHIBIT B
Scope of Services

MAINTENANCE SERVICES

a. Scope of Service (Customize support services section to conform w/solicitation)

The Contractor shall provide maintenance for the hardware and software support services available following the initial (indicate RFP required initial warranty) years' warranty.

"Support Services" consist of assistance during Service Hours by telephone, email or through Contractor's customer support portal. Support Services include:

- Registration of the Support Case in the Contractor's support case management system;
- Clarification of Software functions and features;
- Provision and clarification of the Software Documentation;
- Guidance in the operation of the Software;
- Error verification, analysis and reasonable correction efforts by telephone, emails and/or internet; and
- Access to online support case management system, user forum, and product downloads.

All components (equipment / parts / products) furnished under the scope of this contract shall be new and shall be the standard product of a manufacturer, who is fully experienced, reputable, qualified and regularly engages in the manufacture of the component to be furnished.

All products supplied by the Contractor shall meet all applicable Federal, State, Local, ANSI, and OSHA laws, rules, and regulations pertaining to the products covered under the scope of this contract.

"Maintenance Services" means the delivery of Hot Fixes, Service Packs, Minor and Major Releases and the provision of related Documentation.

Maintenance shall include the detection and correction of any defect and the implementation of all modifications, enhancements and upgrades to the extent set forth herein.

For each upgrade or enhancement, Contractor warrants and represents that the installation of such upgrade or enhancement shall not adversely affect the Hardware and Software performance.

During the time that the Hardware and Software is under Contractor maintenance, Contractor shall maintain the original functionality by:

- Correcting or replacing Hardware and Software or any Component or Module and providing services necessary to remedy any defect. Such correction, replacement or service shall be accomplished within the time frame set forth herein once the City has identified and notified the Contractor of any such error;
- Supplying technical bulleting and updated user guides and Hardware and Software documentation as necessary, for the City to maintain complete and current documentation of the Hardware and Software; and
- Making available to City upgrades and enhancements (Minor/Major Releases, Hot Fix, and Service Packs) which Contractor has installed at its other customers' locations.

b. Communication Mechanisms for Support

Telephone Support. Contractor shall maintain telephone service during (add customized times) Service Hours to assist the City in reporting errors and providing first-line support in the use and operation of the Hardware and Software.

Internet Email. Contractor shall maintain an email address for the express purpose of providing support. This special email address shall be managed by software which tracks problem progress on an incident-by-incident basis in order to ensure a timely turn-around for the City.

Limitations on Support. The City agrees that the point of contact for maintenance and support of the Hardware and Software shall be limited to two (2) designated employees at any one time, who will act as support liaison between the Contractor and the City.

c. Timeliness of Incident Resolution

Upon receipt of notice of an error, Contractor will assign a priority level as determined by the City to the error according to the Support Case priority.

Contractor will make reasonable efforts to correct the error or provide a work-around solution for each priority level and, if a work-around is the immediate solution, will make reasonable efforts to provide a final resolution of the error. Reasonable effort will be made to respond to the incident within the following time frames after receiving notice and sufficient information and support from the City:

EXHIBIT B – CONT'D
Scope of Services

Support Case Priority

Response Time

Response Time for a priority 1 – CRITICAL case:	eight (8) Service Hours
Response Time for a priority 2 – HIGH case:	twelve (12) Service Hours
Response Time for a priority 3 – MEDIUM case:	sixteen (16) Service Hours
Response Time for a priority 4 – LOW case:	twenty-four (24) Service Hours

(Proposed services from Contractor shall be inserted as Exhibit “C”)

SAMPLE