



INVITATION FOR BID (IFB)

IFB No. 211-23

AUTOMATED ALGAE COUNTER & IDENTIFIER

Buyer of Record: Megan deGrood

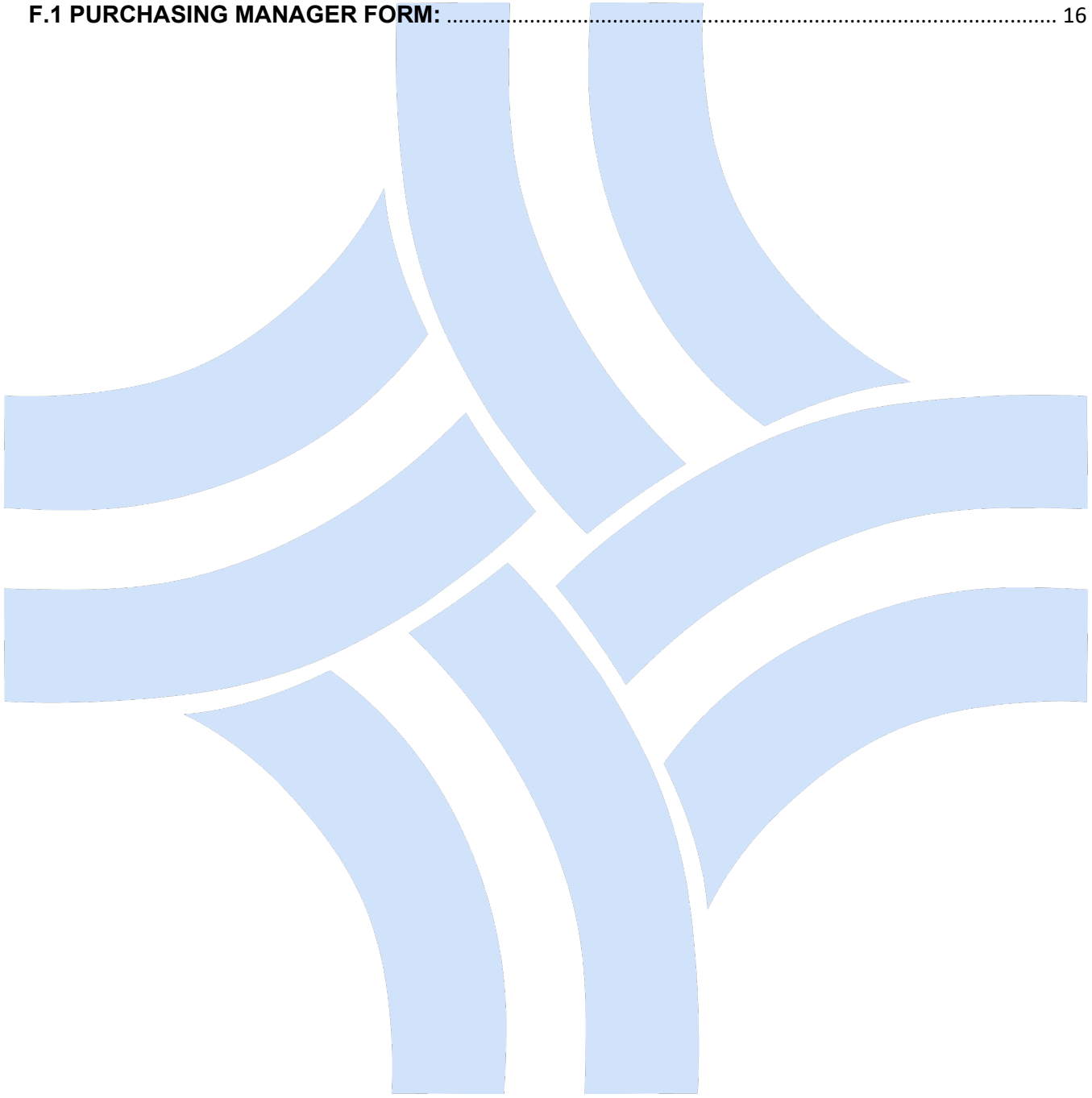
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SECTION A: SCHEDULE, BUYER OF RECORD, AND GENERAL SUMMARY OF NEEDS**A.1 SCHEDULE OF EVENTS:**

The following is a list of important items, dates, and times that pertain to this solicitation. All times listed below are in reference to the local Thornton, Colorado time.

<u>Solicitation Item</u>	<u>Date</u>	<u>Time</u>
Proposal Issued	4/12/2023	
Deadline to Submit Additional Questions	4/18/2023	
Response to Written Questions	4/20/2023	
Proposal Due Date	4/26/2023	3:00 P.M.

A.2 BUYER OF RECORD:

The Buyer of Record for this solicitation will be the central point of contact throughout the solicitation process. All questions and inquiries must be submitted in writing via a direct email to the Buyer. No communication is to be directed to any other Thornton personnel.

The Buyer of Record's contact information is as follows:

Buyer Name: **Megan deGroot**
Buyer Title: **Purchasing Manager**
Buyer Email: **megan.degroot@thorntonco.gov**

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase of an Automated Algae Counter and Identifier to be used for water quality monitoring and drinking water analysis.

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS

B.1 CURRENT STATE:

The City of Thornton utilizes surface sources as its drinking water for its over one hundred sixty thousand (160,000) residents and customers. Due to the high levels of nutrients, shallow reservoir depths, and warming climate, Thornton routinely experiences algal blooms, particularly blue-green algae, which may cause taste and odor problems as well as health concerns from cyanotoxins and elevated disinfection byproducts from treatment. Water Quality staff manually analyze numerous water samples for algae types and counts to help prepare for and mitigate blooms of problematic algae. Staff currently use an optical microscope and cell counter for this purpose. To better characterize algae dynamics and minimize variability between different microbiologists going forward, the city is upgrading to an automated algae counter and identifier.

B.2 SCOPE OF WORK – GENERAL CONSIDERATIONS:

Thornton is requesting Bids for one (1) Automated Algae (particle) Counter and Identifier for use with water samples. Use the table below to state whether the equipment proposed meets or does not meet the minimum specifications as stated in the Description field, additional detail can be provided under Comments.

DESCRIPTION	MEETS	DOES NOT MEET	COMMENTS
Imaging and Optics			
Brightfield. Color.			
At least four (4) magnifications available. <i>List magnifications in the Comments.</i>			
Autoimaging with two (2) channel fluorescence.			
Particle characterization based on at least thirty (30) parameters including optical properties with image analysis.			
Particle Analysis			
Size Range: 5 µm to 1 mm.			
Counts up to 1000/second.			
Fluidics			
Continuous flow <u>without</u> sheath fluid.			

DESCRIPTION	MEETS	DOES NOT MEET	COMMENTS
Method of Operation			
Can operate <u>without</u> separate desktop computer.			
Autosampler is available. <i>Please describe capability and cost in the Comments.</i>			
Laser			
633 nm for fluorescence triggering.			
Power			
120 Volts.			
Industry Prevalence			
More than five hundred (500) instruments used for Plankton or Algae studies.			
Software			
Compatible with Windows 10 or 11.			
Ability to share database with other users.			
Maintenance and Warranty			
Minimum 1-Year Warranty included.			
Service plans available. If available, please describe service details and cost.			

B.3 ESTIMATED QUANTITIES:

The approximate quantities indicated for the material or equipment outlined herein are estimated as closely as possible. However, Thornton neither states nor implies any guarantee that actual purchases will equal the estimate. It is the intent of this proposal that Thornton will be supplied with more or less of the material or equipment according to actual needs.

B.4 F.O.B. POINT:

Prices quoted shall be F.O.B. Wes Brown Water Treatment Plant, 3651 E 86th Avenue, Thornton, CO, 80229, unloaded and installed.

B.5 DELIVERY CONSIDERATIONS:

Delivery is required on or before ninety (90) days from order date.

B.6 INVOICING REQUIREMENTS:

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors whom have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors off of quotes.

The Vendor must be capable of providing invoices that include the following details:

- Invoice number
- Invoice date
- Itemized charges, including unit of measurement
- Total charge
- Service date(s) or service period
- Delivery location (Building name and address)

Thornton's standard payment terms are net thirty (30) Calendar Days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

B.7 PALLET CHARGE:

All pallets supplied shall be non-returnable, no deposit.

B.8 COOPERATIVE PURCHASING:

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

SECTION C: PRICING AND PROPOSAL ITEMS**C.1 PRICING INFORMATION:**

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, etc. The requirements have been developed to allow Thornton to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for software, hardware, support etc. which is necessary to the success of the project and must be identified as a separate line item with pricing and included as part of this proposal. Thornton will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. Thornton reserves the right to purchase part or the entire proposal.

C.2 TARIFFS:

Thornton recognizes the ever-changing geopolitical climate and how this affects the Supplier's pricing. For the sake of convenience, all pricing submitted with this proposal shall contain all costs, including tariffs that are in place at the time of this proposal's posting.

If during an awarded period with Thornton, the Supplier sees an increase in the steel and/or plastic prices due to tariffs, then the awarded Supplier is to document this change and submit it with their requested pricing updates. No requested pricing update shall be allowed more than once in any given renewal period.

If during an awarded period with Thornton, the Supplier sees a decrease or elimination of the tariffs that are in place at the time of this proposal's publication, then Thornton will expect the awarded Supplier to immediately reduce their agreed upon pricing to Thornton by no less than what the reduced/eliminated tariffs had been set at.

C.3 PRICING:

All prices quoted shall be firm and fixed.

C.4 PROPOSAL ITEMS:

Note to Vendors: Unless listed as a separate line item, all pricing provided shall be considered as a delivered price. Both pricing and delivery time will be taken in to consideration when evaluating this bid.

	<u>DESCRIPTION</u>	<u>QTY.</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Automated Algae Counter and Identifier	1	\$ _____	\$ _____
2.	On-going annual maintenance cost, per year.	1	\$ _____	\$ _____
3.	Shipping/Freight Cost			\$ _____
Total Quotation Price Submission				\$ _____
Shipping Schedule (Number of Days Aro)				_____ Days
Proposed Make:				
Proposed Model, Item, or Part No.				
Have you submitted all product literature, including information on software?				Yes or No (Circle One)
Standard One (1) Year Warranty submitted with Quotation				Yes or No (Circle One)
Warranty other than standard One (1) Year submitted with Quotation				Yes or No (Circle One)

SECTION D: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD**D.1 PROPOSAL POSTED LOCATIONS:**

This Invitation for Bid (IFB) has been posted publicly to the following locations:

- BidNet® Direct: www.BidNetDirect.com
- Thornton's Purchasing website: <https://solicitations.thorntonco.gov/solicitations>

Thornton currently uses BidNet Direct® and its own website to distribute official records for all copies of publicly posted proposals for viewing. Both websites operate as a free to view and download option for prospective Vendors

Upon request by a Proposing Vendor, the Purchasing Division will also make this solicitation available for viewing at the Contracts and Purchasing Division office. The address for the office is located on the cover page.

D.2 PROPOSAL QUESTIONS:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this proposal. Therefore, any questions regarding this proposal are encouraged and must be submitted in writing by email to the Buyer of Record listed within this solicitation.

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.

D.3 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet Direct and on Thornton's website. It is the responsibility of the proposer/ contractor to confirm that they have acquired all addenda related to this proposal and they have reviewed/ complied with the requirements therein.

D.4 SUBMISSION OF PROPOSALS:

Submission of proposals for this proposal may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at www.bidnetdirect.com, but shall not be completely submitted later than the date and time indicated in the Schedule of Events. If you experience problems with BidNet Direct, please call 1-800-835-4603 for assistance. There is no charge by BidNet Direct for this service

Proposing Vendors who feel they are unable to submit a proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Vendor shall email the Buyer of Record prior to the question due date listed in the Schedule of Events, for instructions on where and how to submit their physical proposal. All physical proposal submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

D.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Proposing Vendors are to ensure that their submission is complete and responsible prior to a final submission. As a reminder this proposal contains the following documents that will require completion by the proposing Vendor:

- 1) Section B.2 – Scope of Work, Specification Table
- 2) Section C.4 – Proposal Items.
- 3) All additional technical information in support of your proposal.
- 4) A current copy of your company's W-9.
- 5) Section E.1 – Acceptance of Conditions and Addenda Acknowledgement Form.
 - a. Include a current copy of your Thornton Business License if you are claiming the Local Vendor Consideration.
- 6) Section E.2 – References and Authorization Release Forms.

It is not necessary for a proposing Vendor to submit the entire proposal document that has been provided by Thornton in your response. Only the above mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification questions or documents that may aid in the evaluation of your proposal.

D.6 LATE PROPOSAL SUBMISSIONS:

Proposing Vendors are expected to allow adequate time to upload a complete submission for consideration through the Vendor portal (currently BidNet Direct®). The Vendor portal will not allow a Vendor to modify, save, nor upload their proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

Late Proposals will not be accepted. Sole responsibility rests with the Proposing Vendor to ensure that its Proposal is completely uploaded through the Vendor portal or are received in the Purchasing Office prior to the submission deadline. Proposals that are left in a "Draft" status in the Vendor portal will not be accepted by Thornton for consideration.

All physical proposals received in the Purchasing Office after the submittal date and time will be immediately rejected without consideration.

D.7 AWARDS:

Award will be made on an "all or none" basis. Prices must be shown for each item listed. Proposals submitted without individual item prices listed will be considered as non-responsive and rejected.

D.8 ACCEPTANCE PERIOD:

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Vendor.

D.9 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) will be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. All future year's POs for on-going annual maintenance shall be conditional upon annual appropriation approval by Thornton's City Council. Thornton shall not be liable for any future charges from the awarded Vendor should the funding not be appropriated and approved by City Council.

D.10 STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of proposal considerations and terms and conditions for proposals that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each proposal process. It is the sole responsibility of the proposing Vendor to have read all proposal considerations. A copy of these standard proposal considerations and terms and conditions have been uploaded with this proposal document as a separate cover.



SECTION E: REQUIRED VENDOR SIGNATURE FORMS

E.1 ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM:

Vendor indicates acceptance of the following conditions:

- 1. City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any)

- 2. The undersigned Vendor, having examined the Bid Documents, and having full knowledge of the product requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Bid Documents, for the stated prices as payment in full.

- 3. I acknowledge receipt of any and all published addenda: Yes No

- 4. My firm is claiming A Thornton Based Business Local Vendor Consideration: Yes No

Proposing Vendor's Name: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____

Telephone Number: _____

Email: _____

REFERENCE FORM

Vendors shall complete at least three (3) references in relation to the products/services proposed in this solicitation. Vendors may add more than three (3) references if desired, but are not required to do so.

1. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

2. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

3. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

SECTION F: AUTHORIZATION FOR SOLICITATION POSTING**F.1 PURCHASING MANAGER FORM:**

All communications regarding this solicitation shall be directed to the Buyer of Record listed within this solicitation in Section A.2 – Buyer of Record.

This solicitation has been reviewed and approved for a public posting by the Thornton Purchasing Manager.

Megan deGrood, CPPB
Purchasing Manager