

RFB 005-RFB-2603-2026
Preventative Maintenance and Calibration of Lab Pipettes

Mandatory Requirements & Specifications

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

The following service is required: A vendor who is ISO/IEC 17025:2005 accredited that can provide services to an ANAB/ASCLD Lab accredited crime laboratory. The laboratory requires that the calibration be ISO/IEC 17025 accredited, requires the pipettes to be certified with As-Found and As-Left data and requires a vendor-provided, ISO/IEC 17025 compliant certificate of calibration. Certificates must document the environmental conditions present at the time of calibration and provide a statistical analysis of the pipette's performance. The process uncertainty associated with the calibration, and the final pass/fail status must be expressed in terms of imprecision. The inaccuracy and K=2, must be equal to or greater than a 95% confidence interval.

1. For the single channel pipettes the laboratory requires the following level of calibration
 - As Found: 3 volumes (low, medium, and high) with a minimum of 10 repetitions per volume/ per pipette.
 - As Left: 3 volumes (low, medium, and high) with minimum of 10 repetitions per volume per pipette.
2. For the multichannel pipettes the laboratory requires at a minimum
 - As Found: 3 volumes (low, medium and high) with a minimum of 10 repetitions at each volume per channel for each pipette.
 - As Left: 3 volumes (low, medium and high) with a minimum of 10 repetitions at each volume per channel for each pipette.
3. Must be able to offer an ISO/IEC 17025 Accredited Service Program.
4. **Must provide on-site** preventative maintenance and calibration for annual calibration.
 - Calibrations performed in the Spring (April/May) would be preferred to be completed on-site but a mail-in option would also be accepted.
 - Contractor shall provide the correct amount of staffing in order to complete all the required maintenance/calibrations to be completed in 5 days or less.
5. Must have Accreditation certificate and scope of accreditation listed either on vendor's website or Bidder must produce it as part of their response to the RFB
6. Must provide one year warranty at no additional cost.
7. Provide an example of a pipette calibration certification certificate.
8. Must ensure that the repair or calibration is done in accordance with section Background Information in this Request for Bid. If the calibration is not done in such a fashion, the Bidder must correct at no additional cost to the laboratory.
9. Must describe as part of the bidder's response if they will offer on-site repair services outside of the annual calibration service. If on-site repair services are offered, the bidder must describe any additional costs to the State of Iowa. If on-site repair services are not offered, the bidder must

describe any additional costs that the State may incur as part of the off-site repair. The bidder must also provide a time estimate for repair (either response time to arrive on-site or amount of time estimated in returning a pipette from an off-site repair).

10. Must have access to Rainin, Gilson, Eppendorf, Biotix and Thermofisher parts to repair the pipettes owned by the laboratory.
11. Must provide and attach a label to each pipette after calibration certification is completed certifying that the pipette either was or was brought into compliance.
12. Must be able to provide measurement of uncertainty (MOU) data for each pipette.
13. Must provide references from one crime laboratory that the vendor has performed calibrations for.
14. Must provide an ISO/IEC 17025 complying calibration certificate for each pipette that includes the following information:
 - Serial number, Lab Pipette Identification number, manufacturer, pipette type, pipette size
 - Customer information
 - Environmental factors to include temperature, barometric pressure, relative humidity, liquid density, Z factor, air density, and cubic expansion
 - Measurement and test equipment to include balance, hygrometer and weight set
 - Parts and repairs per pipette as applicable
 - Certificate must state that the pipette calibration was in compliance with ISO 17025.
 - Statistics and sample data
 - Technician's signature and date