

IOWA STATE UNIVERSITY

REQUEST FOR PROPOSAL NUMBER 63064

High and Mid-level Scientific Analytical Instrumentation Contract

TABLE OF CONTENTS

Section I	Information to Bidders	3
Section II	Vendor Services Required.....	8
Section III	ISU Standard Terms and Conditions of the Contract.....	11
Section IV	Specifications	17
Section V	Form of Proposal	21
Section VI	Sustainability Information	24

Due Date 4 p.m., CDST, Tuesday, May 12, 2015.

NOTICE TO VENDORS

Request for Proposal No. 63064

Sealed bids for a contract to supply chemical and bio-chemical analytical instruments on a contract basis for Iowa State University, Ames, Iowa, will be received at the Purchasing Department, 3616 Administrative Services Building, Iowa State University, Ames, Iowa 50011-3616 on Tuesday May 12, 2015 until 4:00 p.m. C.D.S.T., and then will be publicly opened and read aloud. No Vendor may withdraw a bid for a period of ninety (90) days after scheduled closing time for receipt of bids.

Copies of the specifications and other contract documents are on file in the Purchasing Department, Administrative Services Building, Iowa State University and are available for public inspection. A set of such documents may be obtained from the Purchasing Department, 3616 Administrative Services Building, Iowa State University, Ames, Iowa 50011-3616, or on-line at:

http://www.public.iastate.edu/~purchasing/vendors_quotes_out.htm

Preference will be given to material produced in Iowa and Iowa labor as provided by the Code of Iowa.

The University reserves the right to waive irregularities and defects and to reject any or all bids. The University also reserves the right to accept that bid which is deemed to be in the best interests of the University.

Dated at Ames, Iowa, on this 26th day of March, 2015.

Iowa State University
Al Brooks
Purchasing Agent
Purchasing Department
3616 Administrative Services Building
Ames, Iowa 50011-3616

SECTION I

INFORMATION FOR BIDDERS

INTRODUCTION

This Request for Proposal (RFP) is for high and mid-level scientific analytical instrumentation to be provided to the University on a multi-year contract basis. The contract process is unique in that the awarded vendors provide products in a demonstration laboratory on campus that is available for both the University and vendor to utilize. The contract also allows for pricing to be extended to other not for profit Iowa Universities and school systems and the State of Iowa Department of Administrative Services.

ISU requires that your offer include all products and product lines your company currently sells and the contract will contain provisions for adding new products during the five year term.

This contracting practice has operated successfully at ISU for the past fifteen years. **Please read and review the RFP documents carefully.**

1.0 Bid Responses

- 1.1 The complete bid response to this RFP (Request for Proposal) must include:
 - 1.1.1 **completed bid forms**, signed on the yellow Request For Quotation and Form of Bid by an authorized representative of the offeror;
 - 1.1.2 a separate list of **all exceptions** taken in Section IV, which shall include, at a minimum, all items not bid and all substitutions or alternates offered;
 - 1.1.3 **a point-by-point response** to Sections II and III;
 - 1.1.4 list-less pricing entered, in the space provided, on each page of Section V, along with all supporting materials and literature requested.
 - 1.1.5 You may bid on one or more of the product categories provided that the offer is all inclusive, and you can supply both equipment and associated supply items. ISU requires a primary contract, which will provide more than one category of product as listed below. Vendors may cooperate in order to offer an integrated proposal provided there will be one point of contact for sales and service.

1.2 Corrections

- 1.2.1 A bidder shall promptly notify the University of any ambiguity, inconsistency or error which they may discover upon examination of the bidding document. Contact Al Brooks at (515) 294-7040 or acbrook@iastate.edu with questions.
- 1.2.2 Any interpretation, correction or change of the RFP will be made by addendum. Interpretations, corrections or changes to an RFP made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes. Any changes or corrections will be issued by the Purchasing Department, Iowa State University.
- 1.2.3 Addenda will be mailed or delivered to all who are known to have received an RFP. **No addenda will be issued later than ten (10) days prior to the date for receipt of bids** except by an addendum, if necessary, either postponing the date for receipt of bids or withdrawal of the RFP.

1.3 Tie Bids

- 1.3.1 Iowa State University's Purchasing Department will resolve bids which are equal in all respects and tied in price by drawing lots. Whenever practical the drawing will be held in the presence of the vendors who are tied in price. If this is not possible, the drawing will be made in front of at least three (3) persons and said drawing documented.
- 1.3.2 Whenever a tie involves an Iowa firm and a firm outside the State of Iowa, the Iowa firm will receive preference.
- 1.3.3 Tie bids involving Iowa produced or manufactured products and items produced or manufactured outside the State of Iowa will be resolved in favor of the Iowa product.

1.4 Rejection of Proposals

- 1.4.1 Iowa State University reserves the right to reject any or all proposals. Proposals may be rejected because of faulty specifications, abandonment of the project, insufficient funds, evidence of unfair bidding procedures, failure to provide security when required, financial insolvency of the vendor, or by the Director of Purchasing and Stores or his designee if, in their opinion, the best interests of the University will be served.

1.5 Method of Award

- 1.5.1 Awards will be made on the basis of overall lowest cost as determined by category offers in Section V. A primary award will be made. List prices and discounts offered, as well as the value of systems displayed in the demo lab will be evaluated in making an award(s), along with any added value of cost saving offers to the University. The ability to provide products which meet the minimum specifications for performance in Section IV will also be considered. ISU reserves the right to award a secondary contract providing that the university deems such an award as being in the university's best interest.
- 1.5.2 It is the intent of the University to make an award for a five (5) year period with an option to terminate on the anniversary date for convenience or if there is unsatisfactory performance by the awarded company. See also Sections 3.18 Performance (Termination for Cause) and 3.14 Termination - Non-appropriation of Funds.
- 1.5.3 **The University is interested in receiving responses which incorporate innovative proposals. These would include but not be limited to the following:**
 - 1.5.3.1 Methods available to assist the University in reducing paperwork and time involved with order entry and order tracking.
 - 1.5.3.2 Procedures available to assist in invoice and statement management and reduction of time and effort involved in securing credit memos.
 - 1.5.3.3 Provision for **uniform and effective customer service** relations with the University.
 - 1.5.3.4 Any other procedures or services which the vendor can provide to assist the University to become more efficient in the acquisition of scientific research grade equipment and related supplies.
 - 1.5.3.5 To be considered in making an award, vendor's proposals for innovative and creative services, procedures, etc., must be compatible with university policies and procedures. The University reserves the right to accept or reject all or part of any proposal submitted, or to negotiate with the apparent low bidder(s) in order to form a contract which will conform to university policy.

1.6 Contract Operation

- 1.6.1 The university intends to utilize any contracts resulting from this RFP to acquire research grade laboratory equipment in lieu of the traditional method of letting bids every time equipment is needed. It is our objective, in bidding five years requirements, to receive contract pricing which would be substantially better than would be normally expected by bidding individual systems. By responding to this RFP the vendor understands that **any offer submitted must remain in effect for five years from the date of acceptance by ISU.**
- 1.6.2 Researchers will be allowed to purchase equipment through the contract provided the equipment offered meets the functional requirements of the research methodology. If a secondary award is made, researchers would be allowed to purchase from the secondary source only after documenting the reasons why the primary contractor's products are not able to perform the required research. This is consistent with current policy regarding justification for purchasing equipment from other than the low bid in a normal bid situation.
- 1.6.3 In the event that neither the primary or secondary contractor could supply products to meet the researcher's requirements, ISU will bid those requirements competitively, employing the normal bid process. The contracted vendors will receive copies of the bid requests.
- 1.6.4 Iowa State University will cooperate with other state-supported universities in sharing information concerning contracts for goods and services. Preference will be given to vendors who would be willing to allow for multiple order points for other State Agencies, affiliates and public colleges.

Accounts should be set up for the University of Iowa, the University of Northern Iowa, the Iowa Department of General Services and the Iowa Biotechnology Association members to purchase products using ISU's contract pricing. Vendors will indicate on the form of bid (page 22) their willingness to allow these entities to receive ISU's contract pricing.

1.7 Estimated Date of Award

- 3.14.1 It is our intention to make an award no later than June 1, 2015, with the contract to begin September 1, 2015.

1.8 Each bidder, by submitting a proposal, represents that bidder has:

- 1.8.1 Read and completely understands the proposal documents.
- 1.8.2 Based the proposal upon the materials, supplies and equipment described in the proposal documents.
- 1.8.3 Completed and signed the attached "Form of Proposal" Section V.

1.9 Receipt and Opening of Proposals

- 1.9.1 Proposals must be submitted in a **sealed envelope labeled "Sealed Bid: 63064, Analytical Research Equipment Contract"**. Use self-adhesive label enclosed. Your proposal must be received in the ISU Purchasing Department, 3616 Administrative Services Building, by **4 p.m., CDST, Tuesday, May 12, 2015**. Any proposal received after the time specified for the receipt of proposals may not be considered and will be returned unopened.
- 1.9.2 ISU reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any vendor.

- 1.9.3 No oral, telephonic, facsimile or telegraphic proposal submissions, or modifications to previously submitted proposals, using any of the above methods, will be considered. If a proposal is sent by mail, allowance should be made by the bidder for the time required for such transmission. The officer whose duty it is to open proposals will decide when the specified time has arrived and no proposal received thereafter will be accepted.
- 1.9.4 A legally authorized representative of bidder shall sign the proposal.
- 1.9.5 No responsibility will be attached to any person for premature opening of a proposal not properly identified.
- 1.9.6 The laws of the State of Iowa require that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. **Proposals containing proprietary information must state the page numbers and location of the proprietary information in Section 5.2 of the Form of Proposal.** Failure to do so releases ISU of its responsibility to protect trade secrets, should ISU fail to note where proprietary information has been included.
- 1.9.7 All proposals become the property of Iowa State University and will not be returned to the offeror.
- 1.9.8 Proposals may be withdrawn any time prior to scheduled closing time for receipt of proposals, upon written request; no proposal may be modified or withdrawn for a period of ninety (90) calendar days thereafter.
- 1.9.9 All erasures or corrections shall be initialed by the person(s) signing the proposal.
- 1.9.10 Failure to supply information requested is cause for rejection of the proposal as non-compliant.
- 1.9.11 The University reserves the right to negotiate with the apparent successful bidder, prior to award, any contract in whole or in part, which may result from this proposal.
- 1.9.12 Each bidder shall submit **two (2) complete printed copies and one electronic copy** of their proposal including **all literature and supporting documentation**. One printed copy must be an original.

1.10 Addenda

- 1.10.1 Any and all interpretations, corrections, revisions, and amendments shall be issued by ISU Purchasing Department to all holders of proposal documents in the form of written addenda. Such addenda shall be issued so as to be received at least ten (10) days prior to the time set for receipt of proposals. All addenda so issued shall become part of the contract documents and shall be acknowledged in the proposal form.
- 1.10.2 Bidders are cautioned to refrain from including in their proposal any substitutions which are not confirmed by written addenda.

1.11 Formation of Agreement At its option, ISU may take either one of the following actions in order to form an agreement between ISU and the selected bidder:

- 1.11.1 Accept a proposal as written by issuing a written "Notice of Award" to the selected bidder which refers to this proposal and accepts the proposal as submitted. This "Notice of Award" will be in the form of an ISU Purchase Order.

1.11.2 Enter into negotiations with one or more bidders in an effort to reach a mutually satisfactory agreement which will be executed by both parties and will be based on this proposal, the proposal submitted by the selected bidder and the negotiations concerning these. These negotiations will not include any changes to the costs of equipment submitted on the "Form of Proposal", unless the negotiations change the equipment requirements.

1.12 Contract Duration ISU intends to enter into a contract agreement with the successful vendor(s) for a five year period beginning September 1, 2015 and ending August 31, 2020. Vendor performance will be reviewed annually each September 1st, and the contract may be terminated on the basis of poor performance on or before that October 1st.

SECTION II

VENDOR SERVICES REQUIRED

The vendor services listed below are services the University has found valuable in doing business with large firms on major contracts. Items 2.0 through 2.4 are required, 2.5 and 2.6 are desired. All offers in this section will be evaluated based on the potential dollar savings they afford the University.

- 2.0 **Telecommunication Requirements** A computerized order entry system which shall permit Iowa State University to place orders with your firm using existing data communications equipment as follows.
- 2.0.1 Online access to pricing and product literature.
- 2.0.2 Real-time access to price, availability, and order entry, via computer terminal through Direct Telenet Modem, the Internet, or similar tie-in communication service.
- 2.0.3 All telephone expenses resulting from the use of the data communications network shall be paid by the vendor.
- 2.1 **Reporting Requirements** Must be able to provide quarterly usage reports, if ISU deems such reports necessary. Annual usage reports must be provided to Iowa State University. At a minimum, reports shall include: 1) purchase order number; 2) catalog number for each item purchased; 3) aggregate totals of items purchased; 4) unit list price; 5) unit discounted price; 6) total price paid; and 7) grand total of all purchases for the reporting period.
- 2.2 If requested by ISU Vendors should be able to provide a **monthly billing system** for all orders entered by university contract order numbers ("C" numbers) showing release number, item (catalog number), description, unit cost, extended cost, and release total, if requested by ISU. Monthly billing statements are to be listed in order by department name, contract number and fund number. Within one year of award, vendors will work with ISU to include their products on our electronic market system call CyBuy developed by EMS.
- 2.3 **Customer Service Requirements** Iowa State considers good customer service an essential requirement of contractual agreements. The University, therefore, requests that one individual in customer service be assigned to our account. This person should be familiar with all aspects of your offer and be empowered to make changes as needed to comply with the contract. A "group" approach to customer service will not be acceptable. A fully informed equally well trained back up will be required when our designated customer service representative is not available. The vendor will be responsible for insuring that the customer service representative's workload will allow for convenient and effective interaction with University personnel.
- 2.4 **Demonstration Laboratory** The vendor receiving a primary award for an equipment category must provide at least one fully operational demonstration system of each category offered, as specified, for the ISU demonstration laboratory room 1831 Gilman Hall. Approximately 60 linear feet of counter space are available to set up demonstrator equipment. The demonstration lab will be available approximately four hours a day for faculty and staff to view the equipment. The equipment housed in the demonstration lab will also be available for supervised use by undergraduate chemistry major students. A second laboratory used to house demonstration equipment provided by secondary award vendors is located adjacent to this lab in room 1802 Gilman Hall.

Vendors and their private clientele may use the demonstration laboratories during the hours that the laboratory is not being used for teaching. Such visits should be schedule with the Chemistry Department in order to avoid conflicts in off-hours laboratory use.

The demonstration lab serves as the vendor's demonstration facility for potential contract customers. Inventory in the demonstration lab will be regulated by the vendor and may be rotated to meet the requirements of the vendor. ISU class activity should be taken into account when rotating

demonstration equipment in and out of the facility. The demonstration facility should be considered as a resource for both parties in a long-term contractual arrangement. In most cases ISU personnel can answer potential users questions assist with demonstrations thereby limiting the number of on-campus contact hours required of the vendor's sales and service personnel. In essence, ISU becomes a sales office for the successful vendor.

The current demonstration laboratory has become an integral component of undergraduate education at ISU. The equipment is key to instructing Chemistry 316 Instrumental Methods of Analysis in which students learn key instrument concepts such as accuracy, precision, signal to noise ratio, interferences, resolution, selectivity, dispersion, current, charge, potential, etc. This course teaches the basic analytical methodologies such as atomic, molecular, nuclear magnetic resonance and mass spectrometry, electro-analytical chemistry, and the separation techniques of GC, LC, capillary electrophoresis and capillary electro-chromatography.

The demonstration lab is also used by approximately 30 senior undergraduates in the fall analytical chemistry course. These students typically graduate in the year of or year after taking analytical chemistry. Typically ten percent (10%) attend graduate school, twenty percent (20%) seek jobs in education and seventy percent (70%) seek employment in industry.

ISU has formed a consortium of 12 Iowa community colleges, 6 Iowa private colleges, and the 3 Regents' Institution organized for chemistry faculty. We generally have one fall meeting and a summer workshop. During these events, ISU demonstrates new laboratory experiments and encourages faculty to try new instrumentation.

ISU has received NSF funding for purchasing equipment for the participants in the consortium. The consortium is networking instruments for data retrieval. ISU serves as a central facility for remotely running student samples from across the state. The students would be able to retrieve their spectra from a central server.

All instruments offered for the demonstration laboratory must be provided with a complete set of operation manuals and necessary expendables to start-up and run the instrument. ISU will supply all expendables for in-house demonstrations and class use. Instrument flyers, catalogs and specification sheets should also be included to aid sales to ISU departments.

The analytical chemistry courses that utilize the demonstration labs are: [Chem 316. Instrumental Methods of Chemical Analysis.](#) and [Chem 316L. Instrumental Analysis Laboratory.](#) Vendors will work with the lab manager and faculty to insure course experiments are compatible with the instrumentation provided.

VENDOR SERVICES DESIRED

- 2.5 ISU is interested in a relationship with the vendor which will make the purchase of research analytical equipment simple and effective, with a minimal amount of time lost due to paperwork processing. The contract method of procurement seems to be a good fit for standard analytical instruments in that individual bids are eliminated and orders can be transmitted on a timely basis. A system whereby orders can be placed using ISU Chemistry Stores catalog numbers for associated parts and supply items is preferred. ISU Chemistry Stores catalog numbers should also appear on all subsequent documents, e.g., packing slips, invoices, etc.
 - 2.5.1 Upon entry of an order transmitted via ISU's CyBuy system or by fax, an order confirmation shall be transmitted to ISU to insure receipt and accuracy of the order. However, not all orders will be transmitted by computer systems or fax. Equipment items (\$5,000 and over) will be ordered with ISU purchase orders.
- 2.6 Each Vendor in his or her response to this request for proposal will reserve a section to identify computers they intend to supply as instrument controllers with the systems offered. ISU would prefer an integrated approach to supplying analytical equipment and the associated computers and software

from **one** source. ISU may elect to procure computers from one of its contracts should computer systems offered in response to this RFP not be cost effective. **Every time ISU must split an order, the cost is approximately \$75 for all paper work involved.** This cost will be used in the final evaluation of your offer for systems where computers must be purchased separately by ISU. Vendors may wish to communicate the contract sources for ISU and explore the possibility of supplying computers associated with your orders to ISU, at ISU's discounted pricing.

At an absolute minimum, each vendor will warrant that the software and systems offered in response to this RFP will be compatible with at least one of the following brands of computers for which ISU has existing contracts: APPLE or DELL.

SECTION III

TERMS AND CONDITIONS OF THE CONTRACT

3.0 Payment Terms

- 3.0.1 Discount or net terms allowing a minimum of 30 days for payment are the only acceptable terms.

3.1 Delivery Terms

- 3.1.1 **All bids must include delivery terms of F.O.B. Installed** using the (North American definition of FOB), No Exceptions. This means the price paid for the equipment includes shipping and installation.

3.2 Delivery Time

- 3.2.1 All supply orders **must be completed within 14 days** after receipt by the vendor. All equipment orders **must be completed within 30 days after receipt by the vendor**, except in those cases where ISU may request that an item be custom modified or manufactured to nonstandard specification.
- 3.2.2 If an item is out of stock at the time the order is to be placed, the University reserves the right to place the order with a secondary supplier stocking a comparable product.

3.3 Estimated Quantities

- 3.3.1 For the purposes of this RFP, ISU estimates the quantities of equipment are likely to be purchased annually on this contract [Please note quantities do vary based on funding. These examples represent a typical year]:

One (1) Maldi TOF table top mass spectrometers

Ten (10) High Pressure Liquid Chromatography systems - complete with two pumps, detector, autosampler, computer controller, and integration software.

One (1) Advanced capability High Pressure Liquid Chromatography systems - complete with two pumps, two detectors (one of which will usually be a diode array or refractive index detector), computer controller, and integration software.

Six (6) Spectrophotometers - dual beam, diode array,
and One (1) Spectrofluorometer.

One (1) Atomic absorption Spectrometer

One (1) Gas Chromatographs - normally with flame ionization detector and integration device.

Two (2) Gas Chromatograph / Mass Spectrometer - with software and computer controller.

One (1) Liquid Chromatograph / Mass Spectrometer - with software and computer controller.

One Fourier Transform Infrared Spectrometer (FTIR) per year

Purchase of equipment from ISU on the contract were approximately \$720 in FY 2012, \$450,000 in FY 13 and \$571,000 in FY 14. Purchases of supplies and service contracts for existing HPLC, GC and GC/MS systems on campus are estimated at \$500,000.00 annually based on ISU fiscal year 2014 sales to primary and secondary vendors. These numbers do not include purchases made by the State of Iowa or other Universities that have utilized contract pricing.

These quantities are provided as **estimates** of our annual requirements and are not to be interpreted as a guarantee of specific future volumes. Iowa State University will order **only** the quantities actually required.

ISU's past contract holders have reported significant business outside of the University by virtue of this contract or student and employee experience with the demonstration lab. Purchases are typically made by the State of Iowa, the University of Iowa, Grinnell University, Simpson College, State of Iowa General Services and private companies in Iowa and with permission in other states.

Note – ISU will be constructing two new lab buildings in the next two years. These constructions will create approximately 172,000 gross square feet (gsf) of new lab space, which includes 118,000 gsf at the Advanced Teaching and Research Building and 54,000 gsf in a new wing at Bessey Hall. Fitting out these new buildings may dramatically increase the number of systems purchased under the new contract.

3.4 Minimum Orders

- 3.4.1 Unless stated otherwise, there will be **no minimum quantity or minimum order charge on any item.**

3.5 Chemical Quality/Purity

- 3.5.1 Because of the highly technical nature of the research in which these chemicals will be used, no repackaged privately labeled chemicals or columns will be accepted. The highest technical control of specifications and grades must be maintained and guaranteed at all times.

3.6 Shelf Life

- 3.6.1 No chemical, with a shelf life of less than 120 days from the date of delivery, shall be shipped under this contract; unless provisions are made at bidder's cost to insure viability at ISU's storage facilities.

3.7 Packaging

- 3.7.1 All packaging must comply with applicable federal and state laws regulating the handling and transportation. All packages containing packing list(s) must be clearly identified. Packing list(s) should contain a complete word description, catalog number, contract number, release number and item number. Vendors will indicate whether or not they can package goods in biodegradable materials such as corn starch, soy fiber, or compressed newspaper.

3.8 Stocking Requirements

- 3.8.1 The successful vendor must agree to have adequate equipment and supply stocks available to meet the needs of the university. The vendor also agrees to notify ISU when products are discontinued, or have been modified so as to be different than published descriptions.

3.9 Invoices

- 3.9.1 Invoices for individual orders or billing summaries for contract orders (see 2.6) shall contain word description of items being billed and shall reference the appropriate ISU purchase order or contract order number, departmental account number, release and catalog numbers. Invoices shall show both the unit price and the extended price for each item. Invoices are to be sent directly to the Purchasing Department in **triplicate**.

3.10 Cancellation

- 3.10.1 ISU will reserve the right to cancel the contract at any time, if in the opinion of the University, the quality of products or services is unsatisfactory. Any cancellation shall be by means of a minimum 60 days but not to exceed 90 days prior written notification of intent to cancel.

3.11 Prices

- 3.11.1 Prices will be based on current manufacturer's published list price less applicable discounts at the time the order is placed. For written orders, "the time of the order" will be the date the order is postmarked.
- 3.11.2 Special one time pricing discounts, "limited time offers", promotions, trade-in offers, or any other advertised "specials" will be available to ISU **in conjunction with** the prices offered in response to this RFP throughout the term of the contract. ISU will reserve the right to obtain discount pricing on "specials" **since advertised special pricing is essentially a lowering of the published list price**. However, the evaluation of this RFP will be based solely on your list-less price responses.

3.12 Order Placement

- 3.12.1 After an award has been made, a contract number will be issued to the successful vendor. University departments may then place orders against the contract number by a data communications link, telephonically or in writing. Each order will be accompanied by a release number or a purchase order number which must appear on all subsequent documents.

3.13 Non-Inventory Items

- 3.13.1 We feel it is reasonable to anticipate a **discount on all items** offered by your firm. Please submit a (list less) discount offer for all items available from your firm. These may be classed in broad categories provided they represent the best pricing available to the university.

3.14 Termination -- Non-appropriation of Funds

- 3.14.1 Notwithstanding any other provisions of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to re-establish a contract with the vendor whose contract was terminated under the same provisions, terms and conditions of the original contract.

- 3.15 **Assignment** This contract may not be assigned or transferred by either party to this contract without the prior written consent of the other party.

- 3.16 **Penalties** In requesting a contract that utilizes a vendor's computer system, Iowa State University is depending on fast and efficient order placement, as well as, accurate and verifiable contract pricing

and billing. It is essential that the computerized pricing list and billing statements offered be accurate and error free.

After the first six (6) months of award ISU expects the successful vendor to have all pricing and billing programs in place and free of errors. Pricing errors which occur after the initial six month period, that require more than one (1) hour of ISU personnel time to correct, will be remedied by an additional discount of one (1) percent of the total invoice of the order, or billing statement in which the error occurred. **No exceptions to this term will be accepted.**

3.17 Campus Visit and Post Bid Review. Bidders unfamiliar with ISU or the Demo Lab program are encouraged to visit prior to submitting an offer. If requested by ISU, a meeting will be held after the **closing date of May 12, 2015**. The purpose of this post bid meeting will be to discuss the proposals submitted, ask questions, and receive clarifications. Results of the post bid meeting will be used in evaluating the bidders offer. It is highly recommended that a regional or national sales manager attend the post bid conference.

3.18 Performance (Termination for Cause) Vendors awarded the primary and secondary contract will be subject to formal review on the anniversary date of the contract formation. During the first year of an award, there will be an additional review after the first six months. Failure to perform satisfactorily may result in cancellation of the contract without penalty to ISU. Unsatisfactory performance will be identified in written communication. Vendors will be given a minimum of 30 days, but not more than 60 days, to correct problems identified by ISU as being unsatisfactory. If performance issues are not corrected ISU may terminate the contract for cause with 30 days written notice.

3.19 Terms and conditions of this bid constitute the exclusive agreement between the parties. The terms and conditions cannot be changed without prior written consent of both parties.

3.19.1 Preprinted Vendor's Terms and Conditions Iowa State University takes exception to any preprinted terms and conditions appearing on vendor's forms associated with this bid solicitation, as well as, any preprinted terms and conditions appearing on subsequent order confirmations and invoices, should vendor receive an order, based on this bid solicitation.

Terms Required by Federal Granting Agencies

3.20 Guarantee In filling this order, seller warrants and guarantees to buyer that the articles are in compliance with sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug and Cosmetic Act; the Consumer Product Safety Act; the Federal Insecticide, Fungicide and Rodenticide Act; the Federal Hazards and Substance Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; and the Federal Anti-Kickback Enforcement Act; Debarment and Suspension policies (E.O.s 12549 and 12689); Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333); Rights to Inventions Made Under a Contract or Agreement in accordance with 37 CFR part 401; Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended; Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7).

3.21 Hazardous Material All packaging, transportation and handling of hazardous materials shall be in accordance with applicable federal and state regulations including, but not limited to, the Material Safety Data Sheet provision of O.S.H.A. Hazard Communication Standard 29 CFR 1910.1200, and Iowa Administrative Code, Section 530.

3.22 Clean Air and Water Certification Vendor certifies by filling this order, that its facility(s) is not on the Environmental Protection Agency (EPA) List of Violating Facilities. Vendor will immediately notify buyer's purchasing department of the receipt of any communication indicating that any vendor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

3.23 Equal Employment Opportunity -- Vendor is subject to and must comply with regulations of 41 CFR part 60.

- 3.24** Federal Acquisition Regulations - On occasion the University will purchase equipment that will fall under the Federal Acquisition Regulations' requirements <https://www.acquisition.gov/far/>. ISU will identify any orders that have FAR requirements. At a minimum the following FAR provisions are incorporated by reference: 52.203-6 Restrictions on Subcontractor Sales to the Government and Alternate I; 52.204-6 Data Universal Numbering System Number.; 52.212-1 Instructions to Offerors Commercial Items.; 52.212-2 Evaluation—Commercial Items.; 52.212-3 Offeror Representations and Certifications—Commercial Items.; 52.212-4 Contract Terms and Conditions—Commercial Items.; 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items and Alternate I and Alternate II; 52.216-24 Limitation of Government Liability.; 2.216-25 Contract Definitization and Alternate I; 52.223-1 Biobased Product Certification; 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving; 52.219-3 Notice of HUBZone Set-Aside or Sole Source Award and alternate I; 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns and Alternate I; 52.222-18 Certification Regarding Knowledge of Child Labor for Listed End Products; 52.222-19 Child Labor—Cooperation with Authorities and Remedies.; 2.222-40 Notification of Employee Rights Under the National Labor Relations Act.; 52.225-1 Privacy Act Notification; 52.225-3 Buy American Act—Free Trade Agreements—Israeli Trade Act.; 52.225-8 Duty-Free Entry ; 52.225-13 Restrictions on Certain Foreign Purchases.; 52.225-17 Evaluation of Foreign Currency Offers.; 52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications and 52.233-4 Applicable Law for Breach of Contract Claim.
- 3.26** Public Records The laws of the State of Iowa require procurement records to be made public unless exempted by the Code of Iowa.
- 3.27** Warranty
- 3.27.1 The Vendor shall unconditionally warrant the product as being free from defect and capable of performing to the requirements of this proposal when operated by ISU within the parameters specified in the manufacturer's specifications. Within one (1) year from final acceptance of the equipment, the Vendor shall correct all errors subsequently discovered in the design not due to the fault and negligence of ISU and without charge to ISU.
- 3.27.2 Vendor will provide a copy of the warranty for the system(s) offered. All system equipment will be warranted by Vendor with the warranty period beginning after full system acceptance at the University. Warranty periods for units not manufactured by Vendor will be passed on to ISU. **In no event shall the warranty commence prior to final acceptance.** The warranty period shall be for at least one (1) year.
- 3.27.3 Vendor will indicate, on a separate sheet, the length of warranty on all major components and sub-assemblies. **The minimum acceptable system warranty period will be one (1) year. This minimum acceptable period shall apply to all equipment offered by Vendor including peripheral equipment not manufactured by the Vendor.**
- 3.27.4 Warranty shall cover performance of the instrument within the limits of sensitivity, accuracy, stability, and reproducibility as per the specifications outlined in Section I of this RFP, including micro processor(s), hardware, and software (where applicable). **Such warranty shall include all parts, labor, and transportation necessary to provide complete system coverage.**
- 3.27.5 Insufficient or inaccurate system documentation that results in downtime will be corrected within three (3) calendar days of notification or will extend the warranty period as above.
- 3.27.6 Modifications of hardware and/or software, occurring within one (1) years of final acceptance, which results in significant improvement of stability or output power specifications of the instrumentation model(s) provided will be made available to ISU at the cost of parts plus installation.

- 3.27.7 The vendor shall explicitly state the origin and nature of warranty service, parts, boards, etc.
- 3.27.8 Vendor expressly warrants that all goods supplied hereunder shall be merchantable in accordance with the Uniform Commercial Code and the Iowa Code.
- 3.27.9 Attempts to avoid warranties of merchantability, fitness for a particular purpose and all other express and implied warranties by use of preprinted terms appearing on vendor's forms will be deemed of no effect, and vendor so agrees by responding to this bid solicitation. Vendors are hereby notified and agree that any express wording that waives the above warranties will be grounds for rejection of vendor's bid. Warranties may be considered in the bid evaluation process.
- 3.27.10 Performance statements, expected results, covenants and promises stated in the Bidder's published product literature are subject warranty performance provision under the UCC's implied warranty doctrine.

3.28 Export Administration Regulations (EAR)

Vendor will indicate in all order acknowledgements whether the item ordered is restricted under the terms of Export Administration Regulations. The notice should indicate which tier of countries are restricted. For more information on EAR regulations please visit:

http://www.access.gpo.gov/bis/ear/ear_data.html

3.29 International Traffic in Arms Regulations (ITAR)

Vendor will indicate in all order acknowledgements whether the item ordered is restricted under the terms of International Traffic in Arms Regulations. The notice should indicate which countries are prohibited from receiving the items procured under ITAR. For more information concerning ITAR please visit: http://www.pmddtc.state.gov/regulations_laws/itar_official.html

3.30 Evaluation The evaluation of Proposals submitted will be based upon, but not limited to, the following criteria:

- Ability to meet technical specifications (Section IV).
- Completeness of the offer, i.e. all points are addressed
- Proposed general delivery dates.
- Organization of the offer, i.e. bound as requested and in order.
- Cost.
- Responsiveness to RFP terms and conditions.
- Ability to provide service support.
- Financial analysis of the bidder, if necessary.
- Past performance of Vendor.

3.31 Technical Evaluation The evaluation of the instrumentation offered will be based on the bidders stated performance, flexibility, adaptability, versatility, upgrade capability, warranty, service contract provisions, and total overall cost of the instrumentation requested. If, during the evaluation process, ISU determines that a particular mandatory requirement may be modified or waived and still allow ISU to obtain a system that substantially meets the intent of this RFP, the mandatory requirement will be modified or waived for all Bidders, and all proposals will be re-evaluated in light of the change.

3.32 Specifications Provided Specifications provided in this RFP may be linked to a particular product or brand are not intended to restrict competition, but rather serve as a reference to quality and performance levels desired.

SECTION IV

SPECIFICATIONS

Specifications are stated only to establish a basis for the minimum performance characteristics of systems offered in response to this request for proposal. The use of these specifications is not intended to restrict competition. ISU reserves the right to accept systems with minor variances to the specifications listed, provided that in the opinion of ISU, the product offering is suitable to ISU as research grade analytical equipment, when compared to compliant offers received.

I. HIGH PRESSURE LIQUID CHROMATOGRAPHY SYSTEMS INCLUDING LC/MS

Systems offered should be binary or quaternary gradient systems to include pumps, detector, injectors, controller integration device, and analysis software. Detectors offered may be variable or fixed wavelength, refractive index, fluorescence, electro-chemical, or photo diode-array. At least four (4) detector options must be available. Controllers are to be microprocessor controlled either internally or externally. Microcomputer control systems should be offered, however, ISU reserves the right to purchase microcomputers through its own contract sources.

Price evaluation will be based on a binary gradient system with the following specifications:

Pumps - Pressure 0 to 6000 psi. Flow rate .001 to 10 ml/min.

Detectors - Wavelength range 190 to 600 nm, Accuracy ± 1 nm

Spectral resolution 3nm, Noise less than 2×10^{-5}

Controller - Storage for a minimum of 10 methods, must control flow rate, stroke volume, pressure, and %B, %C, %D for quaternary systems

A mass spectrometer option, i.e. LC/MS should be submitted if it is available. These units will be evaluated on a cost vs. level of performance basis. Each vendor offering a LC/MS system should provide detailed and complete specifications with your offer.

Price evaluation will be based upon a LC/MS system with the following specifications for the MS portion and the above spec. for the LC component:

The unit should not require water cooling and should allow for Electro-spray ionization and for Atmospheric Pressure Chemical Ionization. The unit should be able to scan mass range of 2,000 Da or more. Unit mass resolution throughout the entire mass range must be established automatically under computer control. Detector should be capable of analyzing nonvolatile compounds (mainly proteins, amides and amino acids). The unit should be supplied with MS(n) (minimum MS/MS/MS [triple quad] capability). All LC/MS systems offered must be complete and include computer controller and software. Companies offering a LC/MS must supply one complete unit for the demonstration laboratory.

II. SPECTROPHOTOMETERS

Systems offered should be dual beam, or single beam or diode-array capable of mimicking dual beam operation. Price evaluation will be based on a dual beam (or equivalent) system with the following specifications:

Wavelength Accuracy ± 1 nm

Photometric Accuracy $\pm .01$ at 400nm

Stray light less than .05%

Wavelength reproducibility $\pm .05$ nm

Microprocessor controlled either internally or externally.

Wavelength range 200 nm to 750 nm or better.

(Units offered should provide for advanced application software and attachment of standard options such as sipper cells, heated / cooled sample chamber, multiple cell transport assemblies, et.)

ISU may desire to purchase spectrofluorimeters from this contract although purchase of these instruments is less frequent than spectrophotometers. You may offer Spectrofluorimeters as an option in this category of your bid response. ISU will evaluate offers for spectrofluorimeters based on cost vs. performance.

III. FOURIER TRANSFORM INFRARED SPECTROMETER

Vacuum spectrometer capable of maintaining a working pressure of less than 5 mbar.

The optics should be permanently mounted so that the optical alignment is maintained under both evacuated and non-evacuated operations.

The interferometer and sample chambers are preferred to be evacuable in order that the sample compartment may be brought up to atmospheric pressure without losing vacuum in the interferometer and detector chambers.

Standard optical range from 7500 to 370 cm^{-1} . Optical range extensions shall be available with appropriate beam splitters, sources and detectors.

Options will be available for a range extension into the Far-IR of ~ 600 to $\sim 20 \text{ cm}^{-1}$.

Resolution of 1 cm^{-1} is acceptable, but ISU prefers a system capable of at least 0.25 cm^{-1} resolution in the Mid-IR and 0.25 cm^{-1} resolution in the Far-IR.

The spectrometer should be able to obtain approximately 30 spectra per second at 4 cm^{-1} spectral resolution in rapid-scan mode.

All sources and detectors must be selectable under computer control without affecting the vacuum level in the spectrometer. The sources must be high energy, water-cooled sources and must be mounted within the evacuated area of the spectrometer.

The instrument should have a signal-to-noise ratio (SNR) approx. 8,000:1 or better and an achievable SNR of approx. 10,000:1 or better in the Mid-IR under the following conditions:

- < 5 mbar vacuum,
- 5 second background and sample acquisition
- 4 cm^{-1} resolution
- peak-to-peak noise from 2200 to 2100 cm^{-1}
- DTGS detector
- Blackman-Harris 3-Term or triangular apodization

The instrument shall have a typical SNR better than 1000:1 in the Far-IR under the following conditions:

- < 5 mbar vacuum
- 60 second background and sample acquisition
- 4 cm^{-1} resolution
- peak-to-peak noise from 200 to 250 cm^{-1}
- DTGS or He bolometer detector
- Blackman-Harris 3-Term or triangular apodization

The system shall have at least one input emission port and 2 output ports for IR beams.

The interferometer should be under laser control.

The system should be up-gradable to rapid scan and sep scan capabilities without change of the interferometer block.

The system should be equipped with multiple channel (phase and amplitude modulations) digital-data-processing (DSP) demodulated capabilities suitable for photoacoustic, polymer stretching and liquid crystal experiments.

IV. GAS CHROMATOGRAPHY SYSTEMS INCLUDING GC/MS

Systems offered should be offered with a variety of detectors available for installation, such as: Flame ionization, Thermal conductivity, Electron Capture, Nitrogen-Phosphorus, Flame photometer, Atomic emission, and Infrared. Automatic injectors and samplers should also be available. Inlets should include CIS, Packed, Split/Splitless, and On column. Price evaluation will be based on a system with the following specifications:

- Temperature range ambient to 400 C
- Temperature accuracy ± 1 degree
- Digital programmable controller, with program memory.
- Temperature programming .1 degree C increments
- FID detector Dynamic range 10^7 , Electrometer noise less than 1.5%, Electrometer drift less than 3%.

A mass spectrometer option, i.e. GC/MS should be submitted if it is available. These units will be evaluated on a cost vs. level of performance basis. Each vendor offering a GC/MS system should provide detailed and complete specifications with your offer.

Price evaluation will be based upon a GC/MS system with the following specifications for the MS portion and the above spec. for the GC component:

The unit should not require water cooling and should allow for both Electron impact and Chemical Ionization. The unit should be able to scan mass range of 1,000 Da or better. Unit mass resolution throughout the entire mass range must be established automatically under computer control. All GC/MS systems offered must be complete and include computer controller and software, including NIST (or equivalent) Library. Companies offering a GC/MS must supply one complete unit for the demonstration laboratory.

V. ATOMIC ABSORPTION SYSTEM

High-energy double-beam atomic absorption price evaluation will be based on a system with the following specifications:

- Automated wavelength and slit selection
- Motorized 3-position (minimum) lamp turret
- Graphite furnace attachment
- PC-based computer control and data processing

Companies offering atomic absorption systems must supply one complete unit for the demonstration laboratory.

VI. CAPILLARY ZONE ELECTROPHORESIS SYSTEM

A high sensitivity, versatile, diode-array capillary electrophoresis system should be offered. Price evaluation will be based on the offered system performance of the following applications:

- Capillary Zone Electrophoresis (CZE)
- Micellar Electrokinetic Chromatography (MEKC)
- Capillary Gel Electrophoresis (CGE)
- Capillary Isoelectric Focusing (CIEF)
- Capillary Electrochromatography (CEC)
- Electrospray Ionization interface capability

The system should include Windows based control, data acquisition, and processing. Companies offering a capillary electrophoresis system must supply one complete unit for the demonstration laboratory.

VII. MALDI TIME OF FLIGHT MASS SPECTROMETER

Systems capabilities in the areas of mass range, resolution, mass assignment accuracy, sensitivity, and sequencing capabilities (via “in source decay” for linear systems or “post source decay” for reflectron systems) must be specified. Specifications and test protocols for evaluating system capabilities in each of these areas must be clearly outlined in your proposal. Linear systems must provide resolutions greater than 2000 FWHM for properly prepared samples with molecular weights in excess of 1400 Daltons. Mass range should be in excess of 300,000 Daltons. Mass accuracy must typically exceed 0.1% when external calibration is used, and exceed 0.02% when internal calibration is used. The appropriate sample size for routine operation should typically be less than 1 picomole. All systems must include all pumps and other vacuum components, water recirculator if required, laser, software and properly configured computer system.

VIII. TABLE TOP OR PORTABLE IR OR NIR SYSTEMS

Bidders who sell table top or portable IR, NIR or FTIR systems should offer them as part of this contract. Due to performance and configuration difference in these systems, ISU will evaluate offers for these products on a cost/performance basis. Please provide complete specifications for all systems you offer in this category.

IX. COMPUTER CONTROLLERS

A microcomputer controller which will interface with the analytical equipment above should be included in your offer as a separate system which can be purchased if required by ISU. The computer should at a minimum be a quad processor Pentium 3 GHz or unit comparable in performance. An 500 Gigabyte hard drive, CD-RW DVD ROM drive, Graphics capable video card (1 GB min.), 4 Gigabytes of system memory expandable to 16 Gigabyte, High resolution 17" color flat screen monitor, T 100-1,000 communication card, serial, parallel and USB ports, should be included.

X. SOFTWARE

All analytical software will be made available to ISU as part of your offer. To assist ISU in evaluating software packages, each bidder will provide detailed literature describing the software, and provide a demonstration CD ROM for Windows 7 (preferred or Windows 8.1 or current version) operating systems.

ALL BIDDERS MUST INCLUDE PUBLISHED SPECIFICATIONS FOR ALL EQUIPMENT AND COMPONENTS OFFERED IN RESPONSE TO THIS REQUEST FOR PROPOSAL. (This does not include supply items).

SECTION V

"FORM OF PROPOSAL"

ISU REQUEST FOR PROPOSAL NO. 63064

- 5.1 Each bidder, by submitting a proposal, represents that the bidder has:
- 5.1.1 Read and completely understands the proposal documents.
 - 5.1.2 Based the proposal upon the material, supplies and equipment described in the proposal documents.
 - 5.1.3 Completed and signed the attached "Form of Proposal".
 - 5.1.4 Provided a point-by-point response to Sections II and III and attached it to the Form of Proposal.
 - 5.1.5 Understands that by submitting a proposal bidder is agreeing to serve in a primary or secondary capacity, if so awarded.
- 5.2 Proprietary information is clearly marked and appears on the following pages of the submitted proposal:_____
- _____
- _____

Authorized Signature:_____

Name (Printed or Typed):_____

Title: _____

Telephone Number:_____

Date:_____

Federal Employment Identification Number:_____

NOTE: All pages in Section V, "Form of Proposal" must be completed and returned with your offer.

CONTRACT PRICING RFP 63064

Since this will be a comprehensive contract we would like pricing stated as simply as possible. To allow for a multi-year contract term, we have found that Manufacturer's current list price less a percentage discount works best. Listed below are the product categories for equipment and supplies. You may expand categories or create sub categories as you see fit. The goal is a simple price structure providing the best pricing possible for ISU. **Note: you must provide complete and current manufacturer's price lists for all products offered in response to this RFP. All items are priced and discounted to include shipping terms of FOB Installed.**

I. HIGH PRESSURE LIQUID CHROMATOGRAPHY EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

HIGH PRESSURE LIQUID CHROMATOGRAPHY SUPPLIES

Manufacturer's list price less _____ percent discount

II. SPECTROPHOTOMETERS EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

SPECTROPHOTOMETERS SUPPLIES

Manufacturer's list price less _____ percent discount

III. FOURIER TRANSFORM INFRARED SPECTROMETERS

Manufacturer's list price less _____ percent discount

FOURIER TRANSFORM INFRARED SPECTROMETER SUPPLIES

Manufacturer's list price less _____ percent discount

IV. GAS CHROMATOGRAPHY EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

GAS CHROMATOGRAPHY SUPPLIES

Manufacturer's list price less _____ percent discount

V. GC/MASS SPECTROMETER EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

GC/MASS SPECTROMETER SUPPLIES

Manufacturer's list price less _____ percent discount

VI. LC/MASS SPECTROMETER - EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

LC/MASS SPECTROMETER - SUPPLIES

Manufacturer's list price less _____ percent discount

VII. ATOMIC ABSORPTION SPECTROPHOTOMETER - EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

AA SPECTROMETER SUPPLIES

Manufacturer's list price less _____ percent discount

VIII. CAPILLARY ZONE ELECTROPHORESIS - EQUIPMENT and ACCESSORIES

Manufacturer's list price less _____ percent discount

CZE SUPPLIES

Manufacturer's list price less _____ percent discount

IX. MALDI TIME OF FLIGHT MASS SPECTROMETER

Manufacturer's list price less _____ percent discount

MALDI TIME OF FLIGHT MASS SPECTROMETER SUPPLIES

Manufacturer's list price less _____ percent discount

X. ANALYTICAL SOFTWARE

Manufacturer's list price less _____ percent discount

The following entities may utilize ISU's contract pricing:

___ University of Iowa and the University of Northern Iowa

___ The Iowa Department of General Services

___ The Iowa Biotechnology Association

___ Other Iowa not for profit secondary schools and colleges.

SECTION VI

Sustainability Information RFP 63064

Iowa State University is involved with several initiatives to improve sustainability. Bidders must provide a response to all sections that appear below. Since this is a contract bid for various equipment we understand that some products will ship from different locations and may be packaged differently. The purpose of this section is to help us understand your efforts to increase sustainability in the U.S. and specifically the central U.S. states.

5.1 Product's Country of Origin: State the country (or countries) of origin for the products which may be purchased from this contract bid. U.S. Free Trade Zone products must be listed as the country in which they were manufactured (i.e. where the free trade zone was established):

- | | | | |
|--------------------------|---------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Peoples Republic of China | <input type="checkbox"/> | Taiwan (Republic of China) |
| <input type="checkbox"/> | Indonesia | <input type="checkbox"/> | United States |
| <input type="checkbox"/> | Germany | <input type="checkbox"/> | Great Brittan |
| <input type="checkbox"/> | France | <input type="checkbox"/> | Mexico |
| <input type="checkbox"/> | Other _____ | | |

5.2 Vendor's Shipping Point: The products purchased on this order will ship from:

_____, _____, _____
Country City State (USA only)

Add additional shipping points if applicable.

5.3 Mode of Transportation to ISU from vendor's facility: Please indicate the primary mode of transportation used for shipment (i.e. that will be used for the greater distance.) If you use an express carrier or Postal Service ISU will determine the mode):

- | | | | | |
|--------------------------|--|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Air freight | <input type="checkbox"/> | Ocean Surface transport | |
| <input type="checkbox"/> | Rail | <input type="checkbox"/> | Motor Carrier | |
| <input type="checkbox"/> | Express Carrier (i.e. Fed X, UPS, etc) | | <input type="checkbox"/> | United States Postal Service. |

5.4 Packaging: The product(s) on this order will be shipped in [check all that apply]:

- ☐ Bio-degradable packaging
- ☐ Packaging materials are made from 100% post consumer recycled products
- ☐ Packaging materials are made from corn or plant based products
- ☐ Packaging Materials can be recycled
- ☐ Packaging materials are non-toxic
- ☐ Packaging materials are reusable
- ☐ Packaging consists of virgin materials

5.5 Energy Consumption: The product or a portion of products in this contract bid are rated for the following energy efficiency programs:

- ☐ **Energy Star** rated as certified by the Federal Energy Management Program
- ☐ Electronic Product Environmental Assessment Tool (EPEAT) Bronze
- ☐ Electronic Product Environmental Assessment Tool (EPEAT) Silver
- ☐ Electronic Product Environmental Assessment Tool (EPEAT) Gold
- ☐ Other Nationally or internationally recognized energy efficiency rating, Please State: _____

- ☐ Products are not energy efficiency rated.

5.6 Product's Recycled Content: The product or a portion of products in this contract bid have the following recycled material content:

- ☐ Recycled steel content: state percentage _____%
- ☐ Recycled plastic content: state percentage _____%
- ☐ Recycled rubber content: state percentage _____%
- ☐ Recycled wood products: state percentage _____%
- ☐ Other recycled content: state type and percentage _____, _____%
- ☐ Product(s) contain no recycled content

5.7 Product's Green Certification: The product or a portion of products in this contract bid have the following Green Certifications:

- ☐ Product does not have a Green Certification

PROPOSAL CHECKLIST

Your offer may not be considered complete if information requested on this checklist is not included with your offer.

1. _____ "Form of Proposal" Section V, completed, **signed and dated**.
2. _____ Complete Literature and technical specifications for all equipment and accessories offered in response to this Request for Proposal -> **(bound in a three ring binder by category)** <-.
3. _____ Complete catalogs describing supply items offered in response to this Request for Proposal.
4. _____ Complete literature describing your on-line computer ordering system.
5. _____ Complete information describing cost savings proposals which are part of your offer. Note: All information submitted is considered to be public information unless clearly marked "proprietary" on each page that contains such information.
6. _____ Sample CD ROM of analytical software offered in response to this Request for Proposal.
7. _____ Complete and current manufacturer's list price information for **ALL** products offered in response to this Request for Proposal.
8. _____ Completed Section VI Sustainability Information
9. _____ **Two printed copies of your complete proposal** one of which must bear original signatures and one electronic copy.