



3501 Kishwaukee Street
P.O. Box 7480
Rockford, IL 61126-7480
815-387-7400
815-387-7538 (FAX)

Donald Massier, President
Elmer Jones, Vice President
Rick Pollack, Clerk/Treasurer
Ben Bernsten, Trustee
John Sweeney, Trustee
Timothy S. Hanson, District Director

FOR REVIEW PURPOSES ONLY

**REQUEST FOR INFORMATION
LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)
RFI #18-212**

May 3, 2018

Name of Responding Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

RESPONSES WILL ONLY BE ACCEPTED VIA EMAIL. RESPONSES WILL NOT BE ACCEPTED BY FAX OR MAIL.

Response Due Date and Time:

Responses will be accepted via email only at MRobertson@rrwr.dst.il.us or MRoach@rrwr.dst.il.us until 2:00 P.M., May 24, 2018. Any response received after the time and date due will be refused.

Interested parties may email questions concerning this Request for Information to Michael Robertson, Chief Information Officer; MRobertson@rrwr.dst.il.us.

I
NOTICE
ROCK RIVER WATER RECLAMATION DISTRICT
REQUEST FOR INFORMATION
LIMS - LABORATORY INFORMATION MANAGEMENT SYSTEM
RFI #18-212

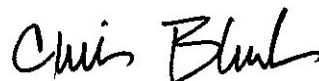
The Rock River Water Reclamation District will receive RFI responses for **Laboratory Information Management System**, called **LIMS** going forward, by email only at MRobertson@rrwr.dst.il.us or MRoach@rrwr.dst.il.us until **May 24, 2018, 2:00 p.m., CST.**

The Rock River Water Reclamation District (RRWRD) currently uses an in-house application to manage all steps required for billing a customer, reporting IEPA data, permitting and much more. RRWRD's goal is to replace all or most of its Laboratory software functions with an LIMS.

A MANDATORY meeting will be held on **May 16, 2018 at 10:00 a.m.** at the Administration offices. You may attend this meeting in person or via webex, if it is your intention to meet via webex, please contact Melinda Roach at MRoach@rrwr.dst.il.us, no later than 72 hours prior to the meeting.

The RFI for review purposes only is available through the Rock River Water Reclamation District web site www.rrwr.dst.il.us. RFI documents for submittal are available by contacting Melinda Roach at MRoach@rrwr.dst.il.us. For more information, visit the Rock River Water Reclamation District web site at www.rrwr.dst.il.us.

The Rock River Water Reclamation District reserves the right to reject any or all responses, or any part thereof, or to accept any or all responses, or any part thereof, or to waive any formalities in any responses, deemed in the best interest of the Rock River Water Reclamation District.



Chris Black
Business Manager
Rock River Water Reclamation District

II
GENERAL SPECIFICATIONS AND INSTRUCTIONS
REQUEST FOR INFORMATION
LIMS
RFI #18-212

2.1 Purpose

The purpose of this request for information is to assist the District in evaluating possible solutions for an LIMS, and to develop applicable requirements for acquiring the LIMS. These requirements will be reflected in a future request for proposal.

2.2 Important Dates

- Request for Information Release: **May 3, 2018**
- MANDATORY Pre-Response Conference: **May 16, 2018, 10:00 a.m.**
- RFI Response Due Date and Time: **May 24, 2018, 2:00 p.m.**
- On-site Demo **June 5 - 8, 2018, 10:00 a.m.**
(one vendor per day, on a first come, first serve basis.)
- Request for Proposal Release to Qualified Vendors **June 29, 2018**
- Proposals Due Date: **August 3, 2018, 2:00 p.m.**
- Anticipated Award Date: **August 27, 2018**

2.3 Minimum Requirements

See Exhibit I: RFI Technical Specifications and Response Detail.

2.4 RFI Submissions

Request for Information responses must be submitted via email.

2.5 Clarifications

If questions arise during the RFI process, clarifications will be issued rather than addenda. Questions will be accepted by email only. The District will email clarifications:

- a. not less than 3 working days prior to the RFI due date;
- b. to each recipient of the specifications, at either the:
 - i. email address to which the District emailed the original RFI document;
 - ii. corrected email address the prospective respondent subsequently furnished;

A respondent that does not receive the District's clarifications, and who has previously submitted a response, shall not be relieved from any obligation in the response he submitted.

2.6 Business Section Review

To determine if your company can meet the RFP requirements, please review Appendix D: Sample RFP Business Section.

2.7 On-Site Demo

Vendors will be required to conduct a 90-minute maximum, on-site demonstration of their proposed system at the vendor's expense.

Appendix D

Sample RFP Business Section

FOR REVIEW PURPOSES ONLY

I
NOTICE
ROCK RIVER WATER RECLAMATION DISTRICT
REQUEST FOR PROPOSALS
LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)
RFP #18-212

The Rock River Water Reclamation District will receive sealed and signed proposals for LIMS at the Kishwaukee St. Administration Building. Proposals shall be submitted to the Rock River Water Reclamation District Administration offices located at 3501 Kishwaukee Street, Rockford, Illinois 61109 until August 3, 2018, 2:00 p.m., CST.

Copies of the RFP for review purposes only are available through the Rock River Water Reclamation District web site www.rwrwd.dst.il.us. Proposal documents for submittal are available by contacting Melinda Roach at the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109 (815) 387-7425. For more information, visit the Rock River Water Reclamation District web site at www.rwrwd.dst.il.us.

The Rock River Water Reclamation District reserves the right to reject any or all proposals, or any part thereof, or to accept any or all proposals, or any part thereof, or to waive any formalities in any proposals, deemed in the best interest of the Rock River Water Reclamation District.



Chris Black
Business Manager
Rock River Water Reclamation District

GENERAL SPECIFICATIONS AND INSTRUCTIONS

REQUEST FOR PROPOSALS

LIMS

RFP #18-212

2.1 Important Dates

- Proposal Release: **June 29, 2018**
- Proposal Due Date and Time: **August 3, 2018, 2:00 p.m.**
- Anticipated Project Award: **August 27, 2018**

2.2 Definitions

In order to simplify the language throughout this RFP, the following definitions shall apply:

RRWRD – Same as Rock River Water Reclamation District, Rockford, Illinois.

Contract – An agreement between RRWRD and a successful respondent/contractor to furnish products and services related to this request.

Firm – A company doing business related to this system's procurement.

Proposer – The offeror of the response to this request.

RFP – Request for Proposal.

Contractor or Prime Contractor – Successful respondent to this RFP. The lead firm in a successful offer from multiple companies.

Respondent – Offeror of proposal; Proposer

Subcontractor – A company supporting the Prime Contractor in preparing the successful offer and performing specific work functions as part of a contract.

2.3 Proposal Preparation

Where applicable, the respondent shall submit his proposal on the forms the District provides in this document. **The respondent shall complete all applicable blanks.** He may submit additional information as he believes necessary on his stationery, under signature of the authorized representative who completes this document's forms.

If this Request for Proposals contains inconsistencies between sections, Section III - Detailed Specifications shall supersede Section II - General Specifications, which shall supersede Section I - Notice. **No warranty is made or implied as to information contained in these specifications.**

An authorized officer or individual must sign the proposal. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or the corporation officer who is authorized to sign for a firm and whose title is affixed.

All prices and notations shall be in ink or typewritten. The respondent may cross out mistakes and type corrections adjacent to the point of error. The person who signs the

proposal shall initial such corrections, in ink. **If the District finds a respondent's entry to be illegible, it may, at its sole discretion, reject the proposal.**

2.4 Submission of Proposals

The District **will not** receive proposals in an electronic format or by facsimile. The respondent shall return his proposal, clearly marked as **“Request for Proposal 18-212: LIMS – Laboratory Information Management System.”** The District cannot ensure that the sealed proposal will not be prematurely opened if the respondent does not properly label his proposal envelope.

Mailing labels should be addressed to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Proposals sent via package delivery service should be addressed to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

If the respondent chooses to hand-deliver his proposal, he shall deposit it with the Main Entrance Receptionist, 3501 Kishwaukee Street, Rockford, IL 61109, between the hours of 8:00 A.M. and 4:30 P.M.

2.5 Illinois Department of Human Rights Registration Number

All bidders inside and outside of Illinois must provide an Illinois Department of Human Rights Registration Number at the time bids are due. This number shall be written or typed on the line in the Fair Employment Affidavit of Compliance (included in the documents you receive). **Any bid that does not include this number in the Fair Employment Affidavit of Compliance will be considered non responsive and will not be read.** The following link may be used to access the website where the number can be obtained:

[http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor On Line Renewal.aspx](http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor_On_Line_Renewal.aspx)

2.6 Exceptions

Exceptions to any part of the requirements stated in this request must be clearly identified as exceptions. The stated exceptions and any alternatives offered must be included in Section 3 at the specific point at which the exception is taken and in Section 4 of the Proposer's response (see "Proposal Response Format").

Submission of a Proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between RRWRD and the Proposer selected.

2.7 Proposal Format

Submit three copies of the proposal. Proposal format should conform to that prescribed below. Submit your Proposal within three-ring binders (number defined under

“Introduction”), labeled on each cover with “RRWRD” and Proposer’s company name.

Use labeled tabs to divide the sections, as follows:

Section 1 – Required Documents

1. Proof of required insurance (certificate(s))
2. Proposal Form
3. Fair Employment Practices Affidavit of Compliance
4. Forms of Affidavit

Section 2 – Executive Summary/Overview

1. Cover letter – Include 1) short introduction to Manufacturer and Proposer; 2) any special conditions; 3) why RRWRD should select the Proposer.
2. Technical Summary – Include proposed systems description, diagram/drawing showing physical design of the entire proposed solution, all major components with product numbers, and required network services.

Section 3 – Main Body of Response

1. Include a complete copy (all pages and content) of this RFP document and Specifications document with all sections completed. A complete, point-by-point response is required; incomplete documents may be deemed unresponsive and therefore eliminated from consideration.
2. Bills of Materials in the formats shown must be included within this section, as indicated. Individual components and line item pricing are to be included in Bills of Materials.

Section 4 – Exceptions

It will be assumed that the Proposer accepts all conditions and considerations as outlined within this document unless specifically noted in this Exceptions section, **and** within the Main Body of Response at the section and point where the exception is taken.

Section 5 – Required Information (on CD or memory stick only, within each proposal copy)

Proposal responses that fail to include these may be disqualified. Organize and number your information as noted below:

1. Project plan and schedule, including tasks and timelines presented in terms of week(s) from contract signing through project closeout
2. Name of your designated Project Manager with experience listing for similar projects.
3. Proof of Proposer’s status as an authorized dealer for each proposed system/sub-system.
4. Names, titles, roles, and experience of project technicians, along with copies of their manufacturer training and certifications on proposed systems.
5. Copies of all applicable Service Level Agreements (SLAs).

Section 6 – Financial Litigation Information

1. Include an audited financial statement for the most current quarter and last year-end including Balance Sheet, Income Statement, and Statement of Cash Flows for your company (Proposer, not manufacturer of equipment).
2. Include a description of any litigation in which Proposer is currently involved. Indicate any potential conflict of interest with vendors that could affect RRWRD's interests and plans for avoiding the conflict.

Place this information in a separate, single sealed envelope, labeled Section 6 (with your company name) in the original proposal copy. This information will be used to determine overall financial strength and maintained as confidential by RRWRD, to the extent permitted by law.

2.8 Taxes

This District is exempt, by law, from paying Federal Excise Tax and Illinois Retailers' Occupational Tax. Therefore, the respondent shall exclude those taxes from his proposal. The District's tax exemption number is E9992-3696-07. The respondent shall include all applicable taxes in his proposal price.

2.9 Withdrawal of Proposals

At any time prior to the scheduled proposal deadline, the respondent may withdraw his proposal. In order to do so, he shall submit a written request to the Business Manager.

2.10 Acceptance of Proposals

The District may reject all or part of any or all proposals, for any reason. The District may accept all or part of any proposal or waive any formalities if it decides such action is in the District's best interest.

The District will only consider proposals that conform to the intent of this document. The District will reject proposals that contain one or more exceptions if the District determines that non-conforming proposals deviate from the intent of these specifications. The District's decision shall be final, and the District's procurement procedures contain no appeal provision.

2.11 Laws and Regulations

The respondent who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional service and material supplied is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

2.12 Terms

A. Payments to the Successful Respondent. If the District receives an acceptable invoice for conforming materials prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

B. Default. In case of default, the District will procure the materials and service described in this Request for Proposals from other sources. The District shall hold the defaulting successful respondent responsible for any excess cost incurred. The defaulting successful respondent shall make such payment no more than 60 calendar days after the District notifies him, in writing, of such an occurrence.

D. Delivery Hours. Unless otherwise specified, all items shall be delivered to: the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109, Monday through Friday, between the hours of 8:00 A.M. and 3:00 P.M., excluding holidays.

E. F.O.B. Point and Shipping Charges. All prices shall be quoted F.O.B. destination, Rock River Water Reclamation District, Rockford, Illinois. All shipping, handling and freight charges shall be included in the proposal amount.

F. Use of District Name Prohibited. In the absence of the District's written permission, the successful respondent shall not use the District's name in any form or medium of public advertising.

2.13 Investigation

It shall be the responsibility of the respondent to make any and all investigations necessary to become thoroughly informed of what is required and specified in the proposal. No plea of ignorance by the respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the respondent to make necessary examinations and investigations will be accepted on a basis for varying the requirements of the District or the compensation of the respondent.

2.14 Addenda

If the District issues written addenda, such addenda shall become part of the contract documents. The District will email or mail the addenda:

- a. not less than 3 working days prior to the proposal's opening date;
- b. via mail, or facsimile transmission;
- c. to each recipient of the specifications, at either the:
 - i. email address prospective respondent provided;
 - ii. address to which the District mailed the original proposal document;
 - iii. corrected address the prospective respondent subsequently furnished; or
 - iv. facsimile number the prospective respondent sent the District.

In the absence of the prospective respondent's written notice of his email address or facsimile number, the District will provide addenda via mail.

A respondent that does not receive the District's addenda, and who has previously submitted a proposal, shall not be relieved from any obligation in the proposal he submitted.

2.15 Contract Form

No more than 10 business days following the contract award, the successful respondent shall submit a completed Contract Form to the District's Business Manager. The Contract Form is part of this Request for Proposals. By their mutual agreement, the successful respondent and District may supplement this contract form or replace it with an alternative document. If the successful respondent fails to complete the agreed upon Contract Form within the specified time, he shall be in material default.

2.16 Contract Termination

A. Respondent's Unacceptable Performance. If the successful respondent fails to provide materials and service in conformity with this Request for Proposals, the District shall notify him in writing. If the successful respondent fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful respondent's temporary correction, the successful respondent shall likewise be in default. The District may, at its sole discretion, terminate the contract with the defaulting successful respondent, and remedy the matter under provisions set forth in this Section of this Request for Proposals.

B. District's Action Following Contract Termination. If the contract is terminated, the District may, at its sole option:

- * request new **LIMS** proposals, or
- * designate the next-low respondent to provide the **LIMS** provided that said next-low respondent agrees to his original proposal terms.

The District may repeat this option until it obtains an acceptable **LIMS** contract.

2.17 Deliveries

The successful respondent shall ship all material as follows: F.O.B. Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109, freight paid by seller. All deliveries shall conform to the requirements stated in this Request for Proposals.

In the unlikely event that the District is picketed by its employees or by a third party, or if any labor-management dispute between the District and its employees or third parties becomes known to the successful respondent, then in such event and during the course of any such picketing or labor-management dispute, the successful respondent shall continue to carry out the terms and conditions of this contract as if such pickets were not present or such labor-management dispute did not exist.

Time of delivery is part of the District's consideration of each proposal.

2.18 "No Proposal" Response Form

In the event you elect not to submit a proposal on the **LIMS project**, please fill out and return the attached "No Proposal" form.

2.19 Incidental Work

The cost of incidental work described in the Specifications for which there are no specific Contract Items shall be considered as part of the general cost of doing the work and shall be included in the prices for the various Contract Items. No additional payment will be made therefore.

2.20 Plant, Tools and Equipment

The Contractor shall provide and maintain such modern plant, tools and equipment as may be necessary to perform in a satisfactory and acceptable manner all the work required by this Contract. Only equipment of established reputation and proven efficiency shall be used. The Contractor shall be solely responsible for the adequacy of his plant and equipment.

2.21 Verification of Data

The Contractor shall verify all Specifications or other data received from the District and shall notify it of all errors, omissions, conflicts, and discrepancies found therein. Failure to discover or correct errors, conflicts, or discrepancies shall not relieve the Contractor of full responsibility for unsatisfactory work resulting there from nor from rectifying such conditions at his own expense. Contractor will not be allowed to take advantage of any errors or omissions, as full instructions will be furnished by the District, should such errors or omissions be discovered. The Contractor shall assume all responsibility for the making of estimates of the size, kind, and quality of materials and equipment included in work to be done under the Contract.

2.22 Evaluation Factors

RRWRD will select the Proposal submitted by a responsible, qualified Proposer that best meets or exceeds RRWRD's requirements at the lowest overall cost to RRWRD. RRWRD will consider the following factors:

1. Proposal
2. Proposer
3. Support
4. Pricing

2.23 Payment Terms

Invoices must be submitted by the firm in duplicate to: Mike Robertson, Chief Information Officer, Rock River Water Reclamation District, 3501 Kishwaukee Street, P.O. Box 7480, Rockford, IL 61126-7480. RRWRD will make installment payments on the project cost in the following manner:

District's standard payment terms

III
DETAILED SPECIFICATIONS
REQUEST FOR PROPOSALS

**LIMS
RFP #18-212**

3.1 Purpose

The purpose of these specifications is to describe the **LIMS project** so that qualified respondents may submit formal proposals.

3.2 Minimum Requirements

See Technical Specifications and Response Detail

3.3 Payments to the Successful Respondent

The successful respondent shall invoice the District according to schedule in Section 2.12 of this Request for Proposals.

3.4 Questions

Interested parties may direct questions concerning this Request for Proposals to Mike Robertson, Chief Information Officer, at 815-387-7531.

3.5 Insurance

A. The successful respondent/contractor shall, for the duration of the contract, maintain the following:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

Auto Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including coverages for owned, hired or non-owned vehicles, as applicable.

Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

Umbrella: \$2,000,000 per occurrence/aggregate.

The policies shall contain, or be endorsed to afford Contractual Liability coverages for the following provisions in the General Liability and Automobile Liability coverages:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insureds as respects liability arising out of activities performed by or on

insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.

2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful respondent's/contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.

4. The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. Proof of Insurance – Certificate of Insurance and Additional Insured Endorsements. No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance and additional insured endorsements for commercial general liability and auto liability to prove that it has obtained all required insurance and bonds. The Certificate of Insurance shall state Rock River Water Reclamation District is additional insured under the commercial general liability and automobile liability on a primary, non-contributory basis. The primary, non-contributory additional insured endorsements for commercial general liability and automobile liability shall be provided. The District shall be the sole judge as to the acceptability of any such proof.

C. Correction of Successful Respondent's/Contractor's Insurance Deficiencies. If the District determines the successful respondent's/contractor's insurance or documentation does not conform to the specifications, the District shall inform said respondent/contractor of the non-conformity. If said respondent/contractor fails to provide conforming insurance or documentation within five calendar days of the District's notice, it shall be in default.

D. Suitability of Insurance. The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

E. Best Ratings.

1. Alphabetical Rating. For purposes of this Request for Bids, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or bond for the successful respondent/contractor. No insurer or surety rated lower than "A-," **Excellent**, in the current Best's Key Rating Guide shall be acceptable to the District.

2. Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.

- a) If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.
- b) If Best classifies the insurer as smaller than XII, but larger than VI, said insurer shall be submitted to the District's Business Manager and/or the District's insurance consultant for review.

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

3.6 Indemnification Clause

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, or subcontractors of the successful respondent/contractor or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful respondent/contractor or subcontractor, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful respondent/contractor shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

The indemnification shall not be limited by a limitation on amount or type of damages payable by or for the successful respondent/contractor or its subcontractor under any employee benefits act including, but not limited, to the Workers' Compensation Act.

No inspection by the District, its employees, or agents shall be deemed a waiver by the District of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

3.7 Force Majeure

The obligations of either the District or the successful respondent shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful respondent being rendered unable wholly or in part by force majeure to carry out its obligations other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by facsimile to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.

IV

PROPOSAL FORM

REQUEST FOR PROPOSALS

LIMS

RFP #18-212

TO: BOARD OF TRUSTEES
ROCK RIVER WATER
RECLAMATION DISTRICT
P. O. Box 7480
ROCKFORD, ILLINOIS 61126-7480

FROM: _____
(Individual, Partnership or Corporation)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **LIMS** in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

1. That he (they) has (have) examined and is (are) familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

2. That he (they) has (have) carefully examined the scope of the required material and service, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the materials or services or their performance.

3. That this proposal is made without any understanding, contract or connection with any other person, partnership, or corporation making a proposal for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from submitting a proposal as a result of a proposal-rigging or proposal-rotating conviction.

4. All services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

5. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the District's ACAS Upgrades, it will:

- complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
 - document compliance as required,
 - ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise and service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
 - prepare and make available all required information and documentation, and
 - hold harmless and indemnify the District and the District's representatives as defined in Section 3.6 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.
6. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:
- a. the illegality of sexual harassment;
 - b. the definition of sexual harassment under Illinois State Law;
 - c. a description of sexual harassment, utilizing examples;
 - d. my (our) organization's internal complaint process including penalties;
 - e. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
 - f. directions on how to contact the Department and the Commission; and
 - g. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in 6a through 6g above.

In submitting this proposal, I (we) understand that the District may reject part or all of any and all proposals. I (we) agree that I (we) shall not withdraw this proposal for a period of 60 calendar days following the scheduled proposal opening. I (we) have carefully examined the nature of the service and materials. The cost of all the materials and service necessary to complete this contract is given in this proposal.

PROPOSAL FORM

COSTS:

One-time Software Cost _____

One-time Services Cost _____

Annual Ongoing Costs (Maintenance, Licensing, etc.)

1 Year Term _____

3 Year Term _____

5 Year Term _____

Incidental Costs _____

FOR REVIEW PURPOSES ONLY

**“NO PROPOSAL” RESPONSE
TO
REQUEST FOR PROPOSALS**

If your firm is unable to submit a proposal at this time, would you please provide the information requested in the space provided below and return to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Responses can be delivered in person to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

Responses can also be faxed to:

Rock River Water Reclamation District
815-387-7538

We have received the Request for Proposals: #**18-212 LIMS**, due no later than August 3, 2018, 2:00 p.m.

Reason for not submitting a proposal: _____

BY: _____
Signature

Name & Title, Typed or Printed

Company Name

V
FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE
REQUEST FOR PROPOSALS
LIMS
RFP #18-212

NOTE: THE BIDDER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED BID. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY BID WHICH DOES NOT CONTAIN THIS AFFIDAVIT

_____, being first duly sworn, deposes and says that:
(Name of person making affidavit)

They are: _____ of _____
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance to this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Departments Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)"

IL Dept of Human Rights Registration No.: _____ Expiration Date: _____

Signature _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

VI
FORMS OF AFFIDAVIT
REQUEST FOR PROPOSALS
LIMS

City: _____ County: _____ State: _____

This Section for Sole Proprietorship:

I, _____ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing bid and that the several matters therein stated are in all respects true.

Signature _____

This Section for Partnership:

I, _____ (name), being duly sworn, depose and say that I am a member of _____ (partnership name), the firm described in and which executed the foregoing bid; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature _____

This Section for Corporation:

We, _____ (representative who signed the Bid Form), and _____ (other corporate officer), being duly sworn, depose and say that we reside in the cities of _____ and _____, respectively, and that we are the _____ (representative's title) and the _____ (other corporate officer's title), respectively, of _____ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

(representative's signature)

(other corporate officer's signature)

This Section for a Limited Liability Corporation:

I, _____ (name), being duly sworn, depose and say that I am a _____ (representative's title) of _____ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature _____

Notarization (required for all successful bidders):

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

County _____

(Seal)

My Commission Expires _____

VII
CONTRACT
ROCK RIVER WATER RECLAMATION DISTRICT
ROCKFORD, ILLINOIS

THIS CONTRACT, made and concluded this ____ day of _____, 20____, between the Rock River Water Reclamation District, Illinois, also known as "District," and _____ his/their executors, administrators, successors or assigns, known as "Contractor":

In consideration of the payments and contracts mentioned in the Proposal attached hereto, to be made and performed by the District, the Contractor agrees with the District at his/their own proper cost and expense to do all the work, furnish all equipment, materials and all labor necessary to complete the work and furnish the merchandise in accordance with the specifications hereinafter described, and the District's requirements.

1. Scope

Both parties understand and agree that the Introduction, General Specifications and Instructions, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance, and Forms of Affidavit of the **Request for Proposals: LIMS**, all Addenda thereto (if any), and any and all provisions required by law, are all essential documents of the contract, and are a part hereof, as if herein set out verbatim or as if attached, except for titles, subtitles, headings, table of contents and portions specifically excluded.

Unless the Contractor and the District terminate the Contract by their mutual written Contract in conformity with Section 2.16 of the Request for Proposals, the Contractor shall provide the District's **LIMS**, at the proposal price.

2. Contract Price

The District shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, in current funds, the prices set forth in the Proposal Form. The Contractor's bid price for **LIMS**, in conformity with all specifications shall be the only basis for payment over the Contract's duration.

The District shall make payments to the Contractor, in accordance with and subject to the provisions of Section 4 of this Contract.

3. Contract Execution

The Contractor shall:

- A.** Perform all services in a responsible manner, supplying only service, materials, or equipment that meets or exceeds the District's specifications;
- B.** Provide the **LIMS**, in conformity with the specifications;

- C.** Sustain all loss or damage arising out of the nature of the work to be done, or from any unforeseen obstruction or difficulty which he may encounter in the prosecution of the work, or from the action of the elements;
- D.** Be responsible for all accidents he, his employees, or agents may incur in the contract's execution;
- E.** Hold the District and its representatives harmless from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Contract. The Contractor shall likewise hold harmless and indemnify the District and its representatives from all:
- * suits, claims, or actions,
 - * costs, either for defense or for settlements, and
 - * damages to which the District or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another:
 - 1) in the execution of the Contract, or
 - 2) from actions the District or its representatives take on the Contractor's behalf, except in cases where such suits, claims, actions, or costs are found to be based on the District's negligence. For purposes of this paragraph, "its representatives" means "the Rock River Water Reclamation District's trustees, employees, agents, assigns, and their heirs."
- F.** Comply with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act, and will:
- 1) complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
 - 2) document compliance as required,
 - 3) ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise and service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
 - 4) prepare and make available all required information and documentation, and
 - 5) hold harmless and indemnify the District and the District's representatives as defined in Section 3.6 from all:
 - (a) Suits, claims, or actions;
 - (b) Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - (c) Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.
- G.** Adopt and promulgate written sexual harassment policies that include, at a minimum, the following information:
- 1) the illegality of sexual harassment;

- 2) the definition of sexual harassment under Illinois State law;
- 3) a description of sexual harassment, utilizing examples;
- 4) Contractor's internal complaint process including penalties;
- 5) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
- 6) directions on how to contact the Department and the Commission; and
- 7) protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, Contractor will provide the Illinois Department of Human Rights with the information described in G(1) through G(7) above.

H. Maintain all specified insurance for the duration of the contract.

I. In the absence of the District's written permission, the Contractor shall not use the District's name in any form or medium of public advertising.

4. Payments to Contractor

If the District receives an acceptable invoice for conforming materials prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

5. Subcontracts

No part of the work herein provided for shall be sublet or subcontracted without the express written consent of the District, and in no case shall consent relieve said Contractor from the obligation herein entered into, or change the terms of this Contract.

6. Contractor's Responsibility

This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

7. Time

The Contractor agrees to all schedules specified in the Request for Proposal.

8. Seals

IN WITNESS WHEREOF, the parties have hereunto set their hands, and are duly authorized to enter into such contracts on behalf of their respective organizations.

Name of Firm - Contractor

By _____
Authorized Signature

ATTEST: _____

By: _____

Its: _____

Rock River Water Reclamation District
Winnebago County, Illinois

By _____
Director

ATTEST: _____
Business Manager

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO)

On this ___ day of _____, 20___, before me, a notary public within and for said County, personally appeared Timothy S. Hanson and Chris Black, to me personally known, who, being each by me duly sworn did say that they are respectively, the Director and Business Manager of the Rock River Water Reclamation District, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the District, and said Director and Business Manager acknowledge said instrument to be the free act and deed of said District.

(SEAL)

Notary Public

EXHIBIT I

TECHNICAL SPECIFICATIONS AND REQUEST DETAIL



ROCK RIVER WATER RECLAMATION DISTRICT

**Laboratory Information Management System (LIMS)
Request for Information
RFI #18-212**

May 2018

1.0 PROPOSER'S QUALIFICATIONS

Information about the Proposer

1. Contractor Name _____(Prime Contractor)
2. Legal Name (if different) _____
3. Years in Business _____
4. Number of years installing (providing proposed solutions) _____
5. Contact Person _____
6. Full Mailing Address _____
7. Telephone Number _____
8. Fax Number _____
9. Email address of contact person _____
10. Name and phone number of Bonding company _____
11. Number of full-time employees _____
12. Names, titles, roles, experience and qualifications/certifications of personnel who would work on this project (include these in Proposal, Section 5 – Required information.
13. Name of person who would be Project Manager for this project (also attach project management experience listing with similar projects to this in Proposal, Section 5 – Required Information:

This person will be required to meet with Rock River Water Reclamation District's (RRWRD) Project Manager and/or his/her designee(s) regularly during the entire course of the installation to report on progress.

Qualifications and Requirements

1. If more than one Vendor is involved in the planning, installation, conversion, training and/or support of RRWRD after installation, there must be one Contractor acting as Prime Contractor. This Prime Contractor assumes responsibility for all other entities involved. List Prime Contractor here:

2. Proposer must list three referenced installations combining both the Proposer and the proposed platform manufacturer. See following pages for reference requirements.

Experience and Existing Customers

RRWRD is interested in Proposer’s experiences that most closely resemble this implementation. Provide answers with cumulative counts below.

1. How many customers with similar requirements does the Proposer currently support?

Within 150 miles of Rockford: _____ Total IL: _____ Total US: _____

2. How many customers of like or larger size and scope, has the Proposer supported?

Within 150 miles of Rockford: _____ Total IL: _____ Total US: _____

Proposer Qualification and Customer References

1. Preference will be given to Proposers with references for implementations at organizations most similar to that of RRWRD. **Please verify reference information before submitting**, and inform your references that short telephone contacts should be anticipated.
2. The Proposer **should include three references; references must demonstrate the following:**

They use the LIMS system to manage their laboratory information management needs including:

- uploading data from instruments
- batch and sample approval
- producing client reports
- tracking quality control
- tracking chain of custody

Reference #1

1. Organization Name _____

2. Full Address _____

3. Type of Business _____

4. Contact Person/E-mail _____

5. Telephone and Fax #s _____

6. Secondary Contact/E-mail _____

7. When did this reference become a customer? _____

FOR REVIEW PURPOSES ONLY

Reference #2

1. Organization Name _____

2. Full Address _____

3. Type of Business _____

4. Contact Person/E-mail _____

5. Telephone and Fax #s _____

6. Secondary Contact/E-mail _____

7. When did this reference become a customer? _____

FOR REVIEW PURPOSES ONLY

Reference #3

1. Organization Name _____

2. Full Address _____

3. Type of Business _____

4. Contact Person/E-mail _____

5. Telephone and Fax #s _____

6. Secondary Contact/E-mail _____

7. When did this reference become a customer? _____

FOR REVIEW PURPOSES ONLY

Subcontractors

1. Identify all subcontractors or partners used for any purposes. Failure to disclose subcontractors/partners may lead to disqualification. Include separate sheet(s) labeled "Subcontractors/Partners" if necessary.
2. Every subcontractor shall be bound by the applicable terms and provisions of the contract documents. Further information about subcontractors may be requested prior to award.

Business Name/Address	Years Exp.	Function
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR REVIEW PURPOSES ONLY

References for Subcontractor

Include two references for EACH subcontractor (duplicate this page if needed for multiple subcontractors). Again, preference will be given to Proposers with references for implementations at organizations most similar to RRWRD.

Reference #1

1. Organization Name _____

2. Full Address _____

3. Type of Business _____

4. Contact Person/E-mail _____

5. Telephone and Fax #s _____

6. Secondary Contact/E-mail _____

7. When did this reference become a customer? _____

FOR REVIEW PURPOSES ONLY

Reference #2

1. Organization Name _____

2. Full Address _____

3. Type of Business _____

4. Contact Person/E-mail _____

5. Telephone and Fax #s _____

6. Secondary Contact/E-mail _____

7. When did this reference become a customer? _____

FOR REVIEW PURPOSES ONLY

Executive Summary

Current Environment Overview

The Rock River Water Reclamation District (RRWRD) currently uses an in-house application to manage all steps required for billing a customer, reporting IEPA data, permitting and much more. This system mostly resides on an IBM z Systems mainframe running z/VM, z/VSE and SUSE Linux. The application is written in Software/AG's Natural Language and uses their Adabas database product. STREAMS also makes use of software operating under SUSE Linux and hosts multiple instances of Oracle under Linux on its IBM z System.

Proposed Environment Overview

RRWRD's goal is to replace all or most of its Laboratory software functions with a LIMS. The LIMS will need to integrate with STREAMS via ftp, and also integrate with existing laboratory hardware, please see Appendix II-A for a list of hardware.

RRWRD is interested in a browser based application. RRWRD would not be opposed to a Cloud based solution, if it meets all requirements, plus additional requirements concerning uptime, backup, business continuity, etc. Non cloud based solutions must be capable of operating under a virtual platform. RRWRD uses VMWare for x86 server visualization and as a host for Virtual Desktops.

Technical Requirements

The following technical requirements may be considered as minimum requirements. As long as they are clearly defined you may propose alternatives.

1. Is the LIMS you are proposing cloud (hosted) or installed at RRWRD or a hybrid?

Comments: _____

2. If a cloud or hybrid please describe the host environment, including but not limited to backup/restore, support desk, security, business continuity, size and nature of environment.

Comments: _____

3. If a cloud or hybrid, will RRWRD's data only be stored in the United States?

Can this requirement be met? _____ Yes _____ No

Comments: _____

4. If a cloud or hybrid, is your application data center(s), etc. FedRAMP certified?

Can this requirement be met? _____ Yes _____ No

Comments: _____

5. Is the LIMS you are proposing compliant with 21CFR part 11? Also does it meet the following certification(s) [NELAC, ISO 17025](#)

Can this requirement be met? Yes No

Comments: _____

6. Where is your support center located? What are its hours? What is its stated response times? Please describe.

Comments: _____

7. Do you provide SLAs (Service Level Agreements), specifying uptime, response time, etc.?

Can this requirement be met? Yes No

Comments: _____

8. Is your application browser based? Does it require any clients on the end user's computer (e.g. Citrix Web Plugin, etc.)?

Can this requirement be met? Yes No

Comments: _____

9. What browsers and versions are supported?

Comments: _____

FOR REVIEW PURPOSES ONLY

10. What if any local servers/software components are required (e.g. IIS, Windows 2016, Linux, etc.)

Comments: _____

11. What client operating systems are required and/or supported?

Comments: _____

12. Will your software (both server and desktop/browser components) operate under VMWare? What versions?

Can this requirement be met? _____ Yes _____ No

Comments: _____

13. What databases does your application support? What versions?

Can this requirement be met? _____ Yes _____ No

Comments: _____

14. Does RRWRD have to acquire a license for a development version of the database or any other software used by your application?

Can this requirement be met? _____ Yes _____ No

Comments: _____

15. Does RRWRD have to acquire a runtime license for any software used for the proposed application?

Can this requirement be met? _____ Yes _____ No

Comments: _____

16. How often is your software updated? Please describe.

Comments: _____

17. How is your software updated? Please describe.

Comments: _____

18. What other software products does your LIMS integrate with? Please describe

Comments: _____

19. If not cloud based, what are server hardware requirements for LIMS? Please describe.

Comments: _____

FOR REVIEW PURPOSES ONLY

20. Please specify any client hardware requirements, whether cloud based or not?

Can this requirement be met? Yes No

Comments: _____

_____]

21. Does the application support user definable fields in the database, on the screens and reports? How many?

Can this requirement be met? Yes No

Comments: _____

22. Does the application allow suppression of fields from screens and reports?

Can this requirement be met? Yes No

Comments: _____

23. Is the LIMS screens "touch screen" friendly? Please describe.

Can this requirement be met? Yes No

Comments: _____

24. Does the LIMS support and/or provide APPS (e.g. IOS, Android, etc.)?

Can this requirement be met? Yes No

Comments: _____

25. Please provide sample screens with description.

Can this requirement be met? _____ Yes _____ No

Comments: _____

26. Does the application provide a report writer for user defined reports?

Can this requirement be met? _____ Yes _____ No

Comments: _____

27. Can user defined reports be saved and run at a future date?

Can this requirement be met? _____ Yes _____ No

Comments: _____

28. Does the LIMS provide standard reports?

Can this requirement be met? _____ Yes _____ No

Comments: _____

29. Provide sample printouts from standard reports with descriptions.

FOR REVIEW PURPOSES ONLY

Can this requirement be met? Yes No

Comments: _____

30. Provide a list of all standard reports.

Can this requirement be met? Yes No

Comments: _____

31. Can user output be 1) printed, 2) be a pdf, 3) be a csv, txt, xls, doc? 3) emailed? 4) output saved?

Can this requirement be met? Yes No

Comments: _____

32. Can activities, including but not limited to backups and reports (both standard and user defined), be scheduled for automatic execution?

Can this requirement be met? Yes No

Comments: _____

33. LIMS must import/export of data to/from other systems. Is this user tailorable? Please describe.

Can this requirement be met? Yes No

Comments: _____

34. Do you support RRWRD equipment listed in Appendix II-A?

Can this requirement be met? Yes No

Comments: _____

35. Is the LIMS instrument agnostic?

Can this requirement be met? Yes No

Comments: _____

36. Does the LIMS provide for user defined workflows? Meaning if this sample type, and/or this result, etc. do this step or do an alternative? Reduce human intervention? Please describe?

Can this requirement be met? Yes No

Comments: _____

37. Is there must be a unique sample id for each sample?

Can this requirement be met? Yes No

Comments: _____

FOR REVIEW PURPOSES ONLY

38. Is the sample ID associated with collection data; location, date, time, sampler, preservative, bottle type, analysis required?

Can this requirement be met? Yes No

Comments: _____

39. Can the sample be identified between an RRWRD sample and one done under contract? Can this identification be used to control reporting, data retention, etc.? Please describe.

Can this requirement be met? Yes No

Comments: _____

40. Does the LIMS produce a listing of the required analysis?

Can this requirement be met? Yes No

Comments: _____

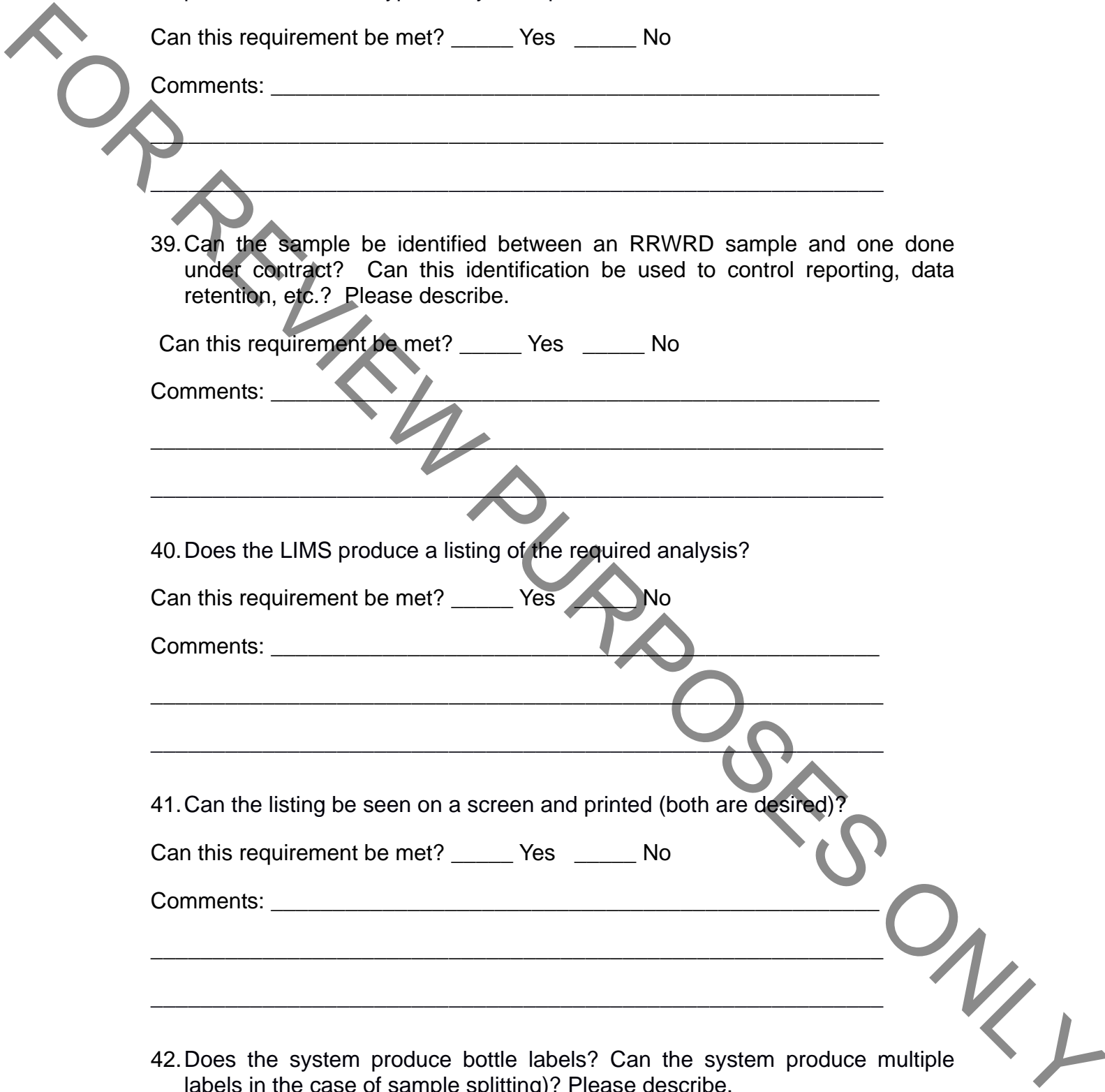
41. Can the listing be seen on a screen and printed (both are desired)?

Can this requirement be met? Yes No

Comments: _____

42. Does the system produce bottle labels? Can the system produce multiple labels in the case of sample splitting)? Please describe.

Can this requirement be met? Yes No



Comments: _____

43. LIMS must print barcodes on labels. What format(s) does your product support/provide? Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

44. What are the barcode reader specifications for the LIMS? Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

45. Are there query capabilities for analysis? Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

46. Are samples date and time stamped on check-in?

Can this requirement be met? _____ Yes _____ No

Comments: _____

FOR REVIEW PURPOSES ONLY

47. Is there a method to record sample temperature and other spot tests (chlorine, pH)? Please describe.

Can this requirement be met? Yes No

Comments: _____

48. Does the LIMS have a unique identifier for each Analyst (aka Analyst's ID)? Please describe.

Can this requirement be met? Yes No

Comments: _____

49. Can LIMS default the Analyst's Identifier whenever required. Is this based upon system or application login id? Please describe.

Can this requirement be met? Yes No

Comments: _____

50. Can sample list be accessed? Are there multiple methods? Multiple sequences? Are filters (tests, dates, Analyst ID) available? Please describe.

Can this requirement be met? Yes No

Comments: _____

51. Can the sample be grouped by a type? Can sample(s) be sorted and/or separated by Plant or Industrial (at this point)? Please describe.

Can this requirement be met? Yes No

Comments: _____

52. Does the LIMS support narrative comments, throughout the samples life-cycle, including before, during and after analysis?

Can this requirement be met? Yes No

Comments: _____

53. Can required analysis be added or deleted? At what point(s)? Please describe.

Can this requirement be met? Yes No

Comments: _____

54. Does the system have the ability to pre-assign sample numbers? Please describe.

Can this requirement be met? Yes No

Comments: _____

55. Does the proposed LIMS provide methods(s) to track periodic tests? How are the periods specified? Please describe

Can this requirement be met? Yes No

Comments: _____

FOR REVIEW PURPOSES ONLY

56. Can the system support a template for routine samples? Please describe.

Can this requirement be met? Yes No

Comments: _____

57. Can the system default information for routine samples based on sample ID and/or location? Please describe.

Can this requirement be met? Yes No

Comments: _____

58. Can multiple samples be checked in concurrently (batch)? Please describe.

Can this requirement be met? Yes No

Comments: _____

59. Can dates be defaulted (e.g. today's date). Please describe.

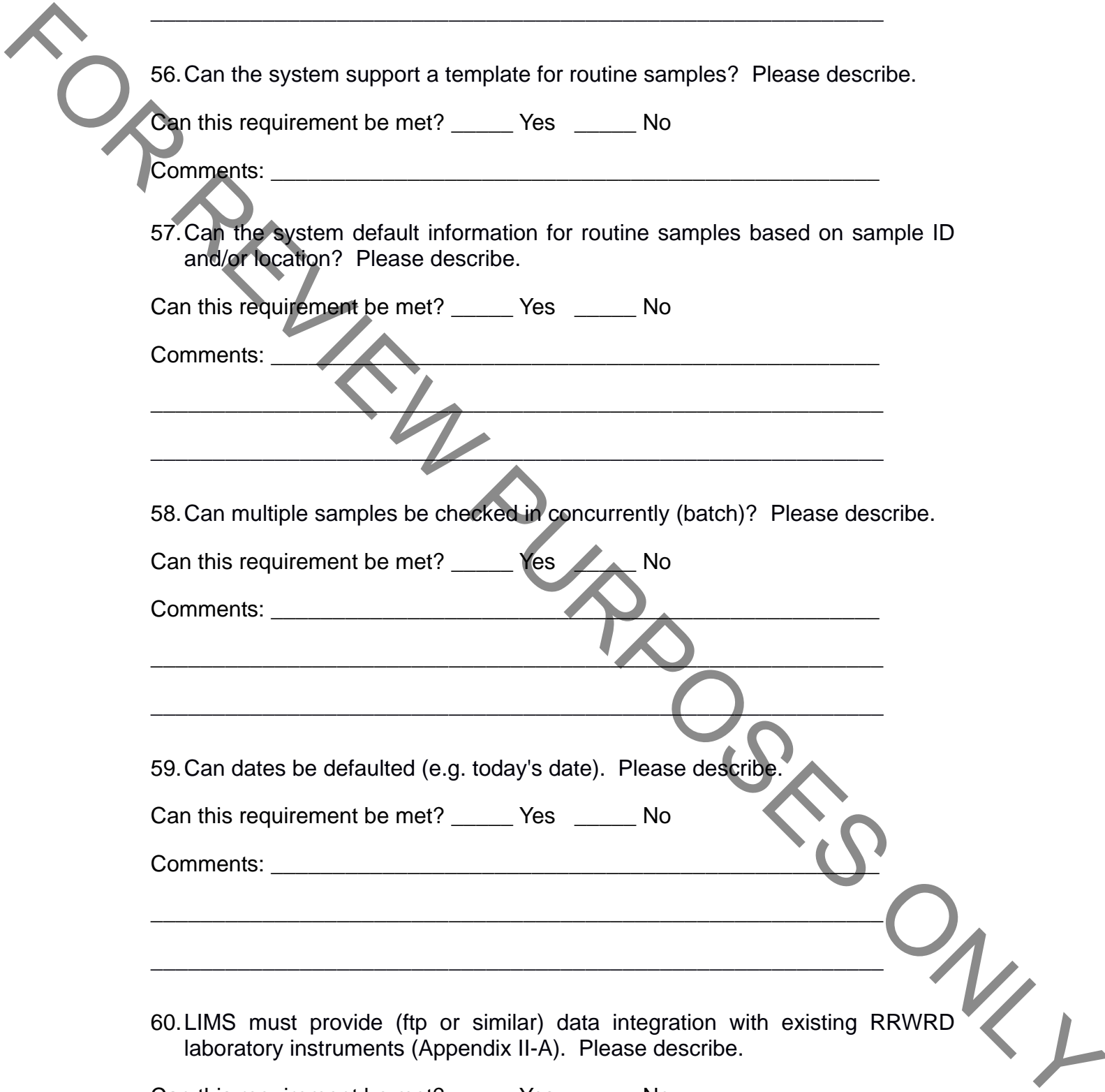
Can this requirement be met? Yes No

Comments: _____

60. LIMS must provide (ftp or similar) data integration with existing RRWRD laboratory instruments (Appendix II-A). Please describe.

Can this requirement be met? Yes No

Comments: _____



61. LIMS must provide (ftp or similar) data integration with RRWRD's STREAMS mainframe based system. Data from the LIMS is used to create charges, and rates for customers and data for EPA Data Monthly Report. Please describe.

Can this requirement be met? Yes No

Comments: _____

62. Does the LIMS provide for manual data entry? What data can be manually entered (e.g. batch, sample id, location, etc.) Please describe.

Can this requirement be met? Yes No

Comments: _____

63. Will LIMS track the source of data entry (e.g. manual entry, instrument, etc.). Will data entry be tracked to Analysts? Please describe.

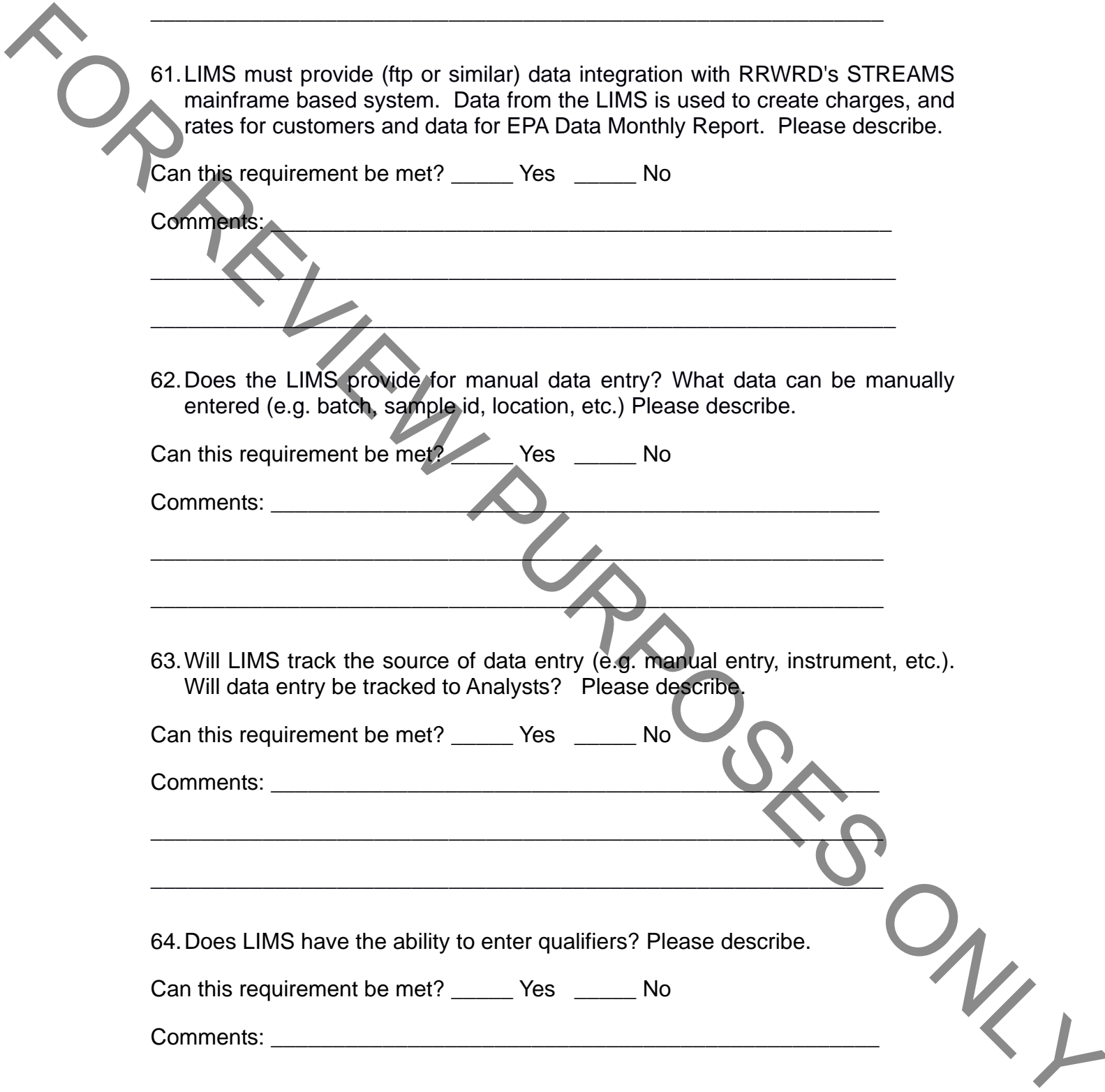
Can this requirement be met? Yes No

Comments: _____

64. Does LIMS have the ability to enter qualifiers? Please describe.

Can this requirement be met? Yes No

Comments: _____



65. The LIMS must have the ability to generate qualifiers, based upon Quality Control (QC) data? Please describe.

Can this requirement be met? Yes No

Comments: _____

66. The LIMS must automatically chart QC (Quality Control) samples. Please describe.

Can this requirement be met? Yes No

Comments: _____

67. The LIMS must differentiate between samples and QC. Please describe.

Can this requirement be met? Yes No

Comments: _____

68. Does the LIMS support identifiers for multiple analysts for any single analysis. Please describe.

Can this requirement be met? Yes No

Comments: _____

69. The LIMS must search for batches by dates and date ranges. Please describe.

Can this requirement be met? Yes No

FOR REVIEW PURPOSES ONLY

Comments: _____

70. LIMS must allow approval data by a batch identifier. Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

71. LIMS must allow approval samples after all tests are completed. Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

72. LIMS must be able to set reporting limits, for all data points. These must be able to be set as defaults and overridden when required. Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

73. LIMS must support query for samples and tests ready to be approved. Please describe.

Can this requirement be met? _____ Yes _____ No

Comments: _____

74. LIMS must flag missing data before approval. Please describe.

Can this requirement be met? Yes No

Comments: _____

75. Can LIMS support correction of typos, sample data, analyses required, etc.? Please describe.

Can this requirement be met? Yes No

Comments: _____

76. Does LIMS support different functions for different users? Please describe.

Can this requirement be met? Yes No

Comments: _____

77. LIMS must record re-testing of data. Does it maintain original data after a re-test? Please describe.

Can this requirement be met? Yes No

Comments: _____

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78. LIMS must have a place to record data from equipment monitoring (e.g. temperature, etc.) Please describe.

Can this requirement be met? Yes No

Comments: _____

79. LIMS must record lot numbers of calibration standards and quality control solutions associated with each sample batch. Default to last used lot, able to change to new lot when required. Please describe.

Can this requirement be met? Yes No

Comments: _____

80. LIMS must associate method numbers, analyst ids, analysis date with samples. Please describe.

Can this requirement be met? Yes No

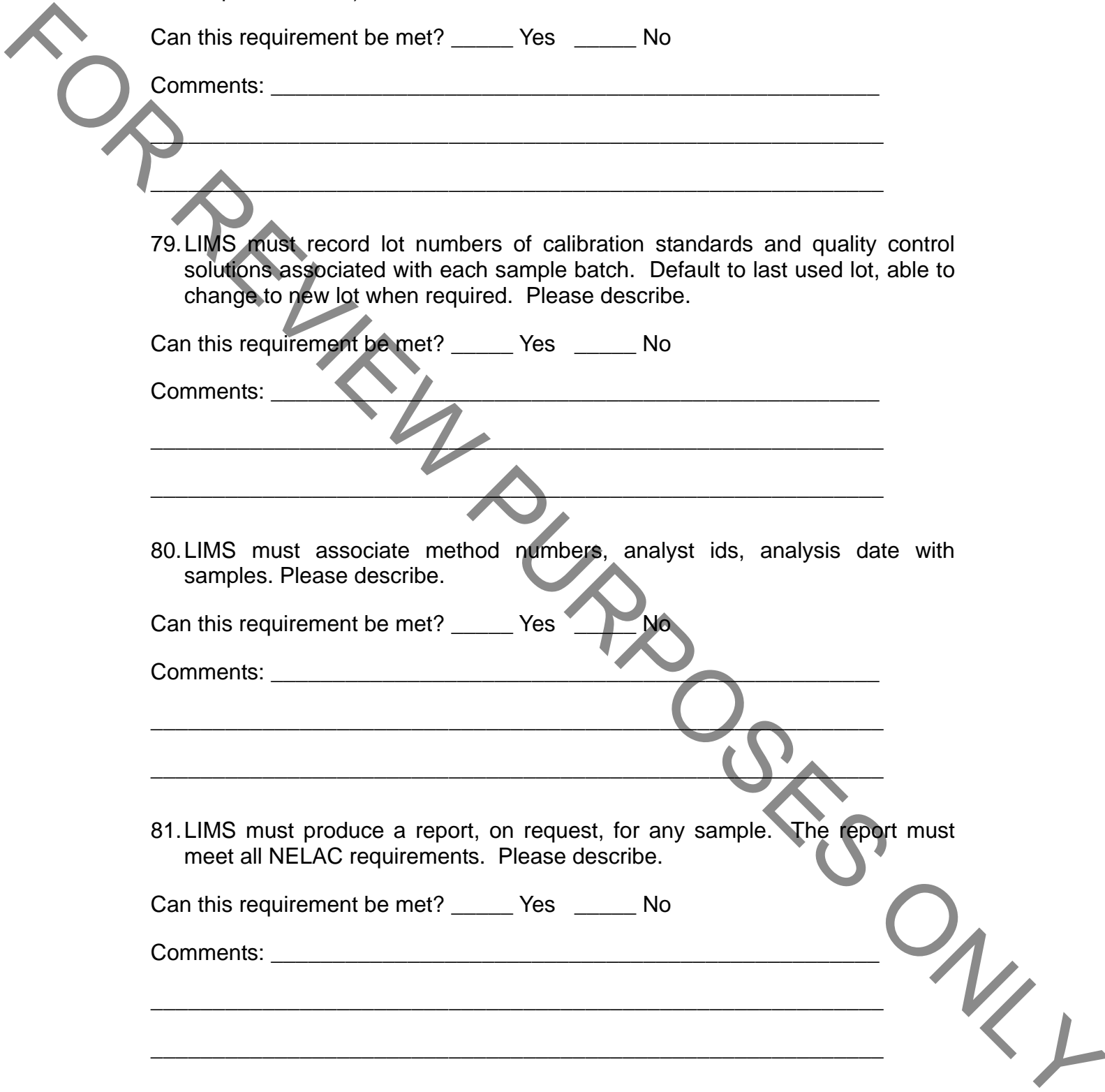
Comments: _____

81. LIMS must produce a report, on request, for any sample. The report must meet all NELAC requirements. Please describe.

Can this requirement be met? Yes No

Comments: _____

82. LIMS (normally) must show data points below the reporting limit with a common indication for below reporting limit. Please describe.



Can this requirement be met? Yes No

Comments: _____

83. LIMS produce counts of sample analysis by date range. Please describe.

Can this requirement be met? Yes No

Comments: _____

84. Can the LIMS generate (when required) invoices based upon analysis performed. Please describe.

Can this requirement be met? Yes No

Comments: _____

85. The LIMS must produce Quality Control reports. Please describe.

Can this requirement be met? Yes No

Comments: _____

86. LIMS must include some standard reports. Please describe.

Can this requirement be met? Yes No

Comments: _____

87. LIMS must calculate warning and control limits for quarterly control charts. Please describe.

Can this requirement be met? Yes No

Comments: _____

88. LIMS must allow for manual entry of control limits. Please describe.

Can this requirement be met? Yes No

Comments: _____

89. Does the LIMS indicate source of overridden data? For example, if user replaces calculated control limits, would the system indicate that it was overridden and who did it? Please describe.

Can this requirement be met? Yes No

Comments: _____

90. User report writer is included with the LIMS. Please describe.

Can this requirement be met? Yes No

Comments: _____

91. LIMS must archive raw data and reports for a minimum of 5 years. Please describe.

Can this requirement be met? Yes No

Comments: _____

92. Is there and what is the maximum amount of time data can be retained on the LIMS?

Comments: _____

93. What are the LIMS storage requirements? Please describe.

Comments: _____

94. Can data that has exceeded the retention time be moved to offline storage?

Can this requirement be met? Yes No

Comments: _____

95. How is data that has exceeded the retention time deleted? Is this automated?

Can this requirement be met? Yes No

Comments: _____

96. LIMS must generate charts/graphical reports. Please describe.

Can this requirement be met? Yes No

Comments: _____

97. LIMS can graph/chart Quality Control data. Please describe.

Can this requirement be met? Yes No

Comments: _____

98. LIMS must preserve all raw data, including data points, below reporting limit. Please describe.

Can this requirement be met? Yes No

Comments: _____

99. Do you have other features, alternatives that you wish to provide to the District?

Can this requirement be met? Yes No

Comments: _____

100. Please describe pre-sales software services, post sales software services, consulting, programming, etc. that you propose (or recommend) to provide RRWRD and associated costs?

Can this requirement be met? Yes No

Comments: _____

101. Appendix II-B lists three (3) scenarios that RRWRD would like to have demonstrated for the purposes of this RFI.

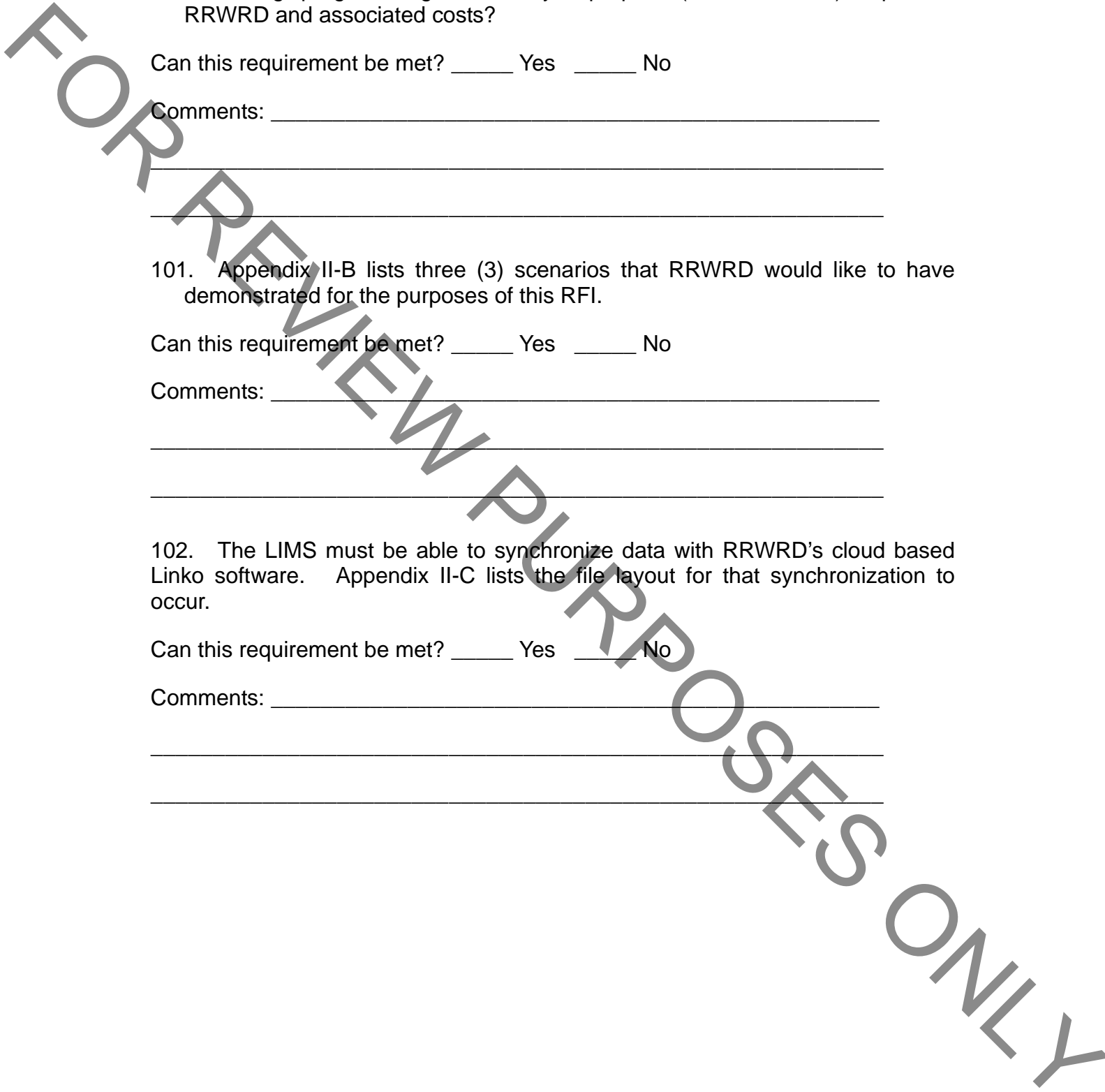
Can this requirement be met? Yes No

Comments: _____

102. The LIMS must be able to synchronize data with RRWRD's cloud based Linko software. Appendix II-C lists the file layout for that synchronization to occur.

Can this requirement be met? Yes No

Comments: _____



Appendix A.**LIMS Equipment Integration List**

Year Purchased	Name	Manufacturer	Model Number	Serial Number
2008	LDO dissolved oxygen meter	Hach	HQ40d	0808000024274
2009	UV/VIS spectrophotometer	Thermo Scientific	Aquamate Plus	aqg 165106
2011	pH/ISE meter	Thermo Scientific	Orion 4 Star	B 30199
2011	pH/ISE meter	Thermo Scientific	Orion 4 Star	B 30203
2011	analytical balance	Mettler	XP 204	B135210997
2012	ion chromatograph	Metrohm	881	1881000124104
2013	vis spectrophotometer	Hach	DR3900	1512918
2014	ICP-MS	Thermo Scientific	iCap Qc	03242R

Appendix B. LIMS Scenarios

Scenario 1

Describe how LIMS can be used to calculate method detection limits as required by 40 CFR 136, Appendix B.

Scenario 2

The District performs wet lab and metals analyses in-house, but contracts out organic analysis. Describe how LIMS will produce a report that includes both in-house and contract analyses, and includes reporting limits from each lab and qualifiers from each lab.

Scenario 3

Describe how LIMS will adjust reporting and detection limits based for a sample which has been diluted prior to analysis.

Scenario 4

The District analyzes both liquid and solid samples. Describe how LIMS calculates results and adjusts reporting based on sample matrix.

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Appendix C

Linko Software Data Synchronization File Layout

Linko LabSync - Lab Data Upload Flat File Specification (LabSync_2.0)



This specification identifies the data elements that should be exported to a flat file (.txt) by the LIMS for automated import into the Linko software

Field Name	Description	Example Data	Type	Field Size
1) * LinkoVersionNo	Assigned by Linko. This is the version number of this file format.	LabSync_2.0	Text	25
2) * LinkoClientID	Assigned by Linko to uniquely identify a client.	123	Integer	
3) * LinkoLabID	Assigned by Linko to uniquely identify a laboratory.	456	Integer	
4) * LabPermitMPID	Industry Name and Monitoring Point OR Sampling Assistant Bottle# OR COC# *	Linko Industries - MPO01	Text	250
5) * LabSampleName	Sample name, this could refer to one or more Lab Sample IDs	20131130	Text	50
6) * LabDateSampled	Date of sample collection. Format must be mm/dd/yyyy.	12/05/2013	Date	
7) LabStartDateTimesampled	Date and time sample collection was started. Format must be mm/dd/yyyy hh:nn:ss AMPM	12/04/2013 3:00:00 PM	DateTime	
8) LabStopDateTimesampled	Date and time sample collection was completed. Format must be mm/dd/yyyy hh:nn:ss AMPM	12/05/2013 3:00:00 PM	DateTime	
9) LabSampleID	Lab Sample Name - typically the SampleID from LIMS	20131130-001	Text	50
10) LabSampleEventType	The type of sample to be created in Linko, such IJ_SAMPLE or AUTH_SAMPLE	AUTH_SAMPLE	Text	50
11) LabCollectMethod	Sample collection Method	Grab	Text	50
12) LabSampler	Person or entity who collected the sample from the sampling point	CGW	Text	254
13) LabAnalysisDate	Date and/or time sample was analyzed by the lab	12/11/2013 or 12/11/2013 3:00:00 PM	DateTime	
14) LabAnalysisMethod	EC analysis method	EPA200.7	Text	50
15) * LabParamName	Analyte/Pollutant compound name	Copper	Text	254
16) * LabResult	Analytical Result in units "ND", "NA", "<2007" See Valid Result Values below	0.1	Text	50
17) LabNumResult	Numeric equivalent of the LabResult, must be a number	0.1	Float	
18) LabResultFlag	Lab flag which qualifies LabResult text	"J", "<", etc.	Text	50
19) * LabResultUnits	Units of measure for Result, RL and MDL	mg/L	Text	50
20) LabRepLimit	Reporting Limit for LabParamName - see discussion below	0.001	Text	50
21) LabMDL	Method Detection Limit - see discussion below	0.0005	Text	50
22) IsLabQCResult	Whether the LabResult is a QC result (Blank) or not (use 1 for True or 0 for False)	1	BIT	
23) LabReportedDate	Date & Time the analysis was Reported completed to the Lab	1/15/2014 9:45	DateTime	
24) LabSampleComments	Free form comments that show in the Sample Comments field in Linko	Comments about the sample	Text	1000
25) LabResultComments	Free form comments that show in the Result Comments field in Linko	Comments about the results	Text	1000
26) LabStatus	Indicates if the data is approved by the lab and can be used in Compliance calls	Approved -or- Not Approved	Text	50

* Indicates required fields. It is strongly recommended that the data for the other fields also be included if it is available.
 * Sampling Assistant module required. Using just a Bottle# or COC # to identify the Industry & Mon Point requires use of the Linko Sampling Assistant Module and the sample scheduling feature.
 - POTW Samples vs. IJ Samples (SMR Data). Sample data from POTW sampling OR sample data from IJ sampling may be imported with Linko LabSync. These samples should be identified in the data with different LabSampleEventType values.

Reporting Limit (RL) and Method Detection Limit (MDL) - What is the difference between Reporting Limit (RL) and Method Detection Limit (MDL)?
 The RL is the lowest concentration standard in the calibration range of each compound analyzed. This value is also the low limit for unqualified quantitative data. The MDL is determined via experimentation and verified through additional testing. This value represents the lowest concentration of each compound that can be qualitatively identified by the method in use.

Valid Result Values
 Linko LabSync will accept the following concentration values for the Result field: 0.098 (any numeric value), ND (for non detect), NA (for not analyzed), >0.035 (where > is immediately followed by any numeric value - no spaces), <0.045 (where < is immediately followed by any numeric value - no spaces), IR (for invalid Result), NF (for No Flow), NP (for Missing Parameter).

Mass Base Result Calculations
 Linko LabSync can automatically calculate mass based results as long as you include a flow and flow units for that sample in the LIMS data.

Lab Status
 Linko LabSync can notify you of Potential Violations. Having the Lab indicate a status of Approved tells LabSync that the data is final and ready to be imported as Samples and Results into the Linko software and then used in Compliance calculations. Indicating Not Approved tells LabSync the Lab data is preliminary but LabSync will still compare the analysis to Permit Limits and notify the user that a potential violation exists. The user can then ask the Lab to prioritize that sample analysis.

