

**FOUR RIVERS SANITATION AUTHORITY  
INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

Date: February 11, 2022

Name of Bidding Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Bid Opening Time & Date: 2:00 p.m., March 4, 2022**

*Bids will be accepted until the specified opening time and date. Any bid delivered after the opening time and date will be refused.*

The bid opening will be in-person, and will also be available via computer or phone by connecting as follows:

**Meeting link:** <https://meet.goto.com/715151141>

**Join by phone:** United States: +1 (872) 240-3311

**Access Code:** 715-151-141

**Mandatory Pre-Proposal Meeting: N**

**Bid Bond: N**

**Performance Bond: N**

**Prevailing Wage: Y**

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. Bid Due Date and Time
2. Title of Job
3. Bid Number

**SEND BIDS TO:**

Four Rivers Sanitation Authority  
3501 Kishwaukee Street  
Rockford, IL 61109

**BIDS WILL NOT BE ACCEPTED BY FAX OR EMAIL.**

The Illinois Department of Human Rights registration number must be provided with the bid on the bid opening due date.

Proposal results are available after contracts are awarded at the Regular Meeting of the Board of Trustees, held on the fourth Monday of the month. Please call 815-387-7425 or visit [fourrivers.illinois.gov](http://fourrivers.illinois.gov)

**SECTION I  
NOTICE**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

I  
NOTICE

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

The Four Rivers Sanitation Authority will receive sealed, signed bids for **Automated BOD Analysis System** at the Authority's offices, 3501 Kishwaukee Street, until 2:00 p.m., March 4, 2022. The bid opening will be in-person, and will also be available via computer or phone by connecting as follows:

**Meeting link:** <https://meet.goto.com/715151141>

**Join by phone:** United States: +1 (872) 240-3311

**Access Code:** 715-151-141

The Contractor shall furnish and install a Mantech BOD Pro with AM 404 Autosampler. The Automated Biochemical Oxygen Demand (BOD) Analysis System will automate BOD analyses by adding dilution water and reagents to samples, reading the initial and final dissolved oxygen, and performing calculations.

Copies of the Invitation to Bid for review purposes only are available through the Four Rivers Sanitation Authority web site, [fourrivers.illinois.gov](http://fourrivers.illinois.gov). Bid documents for submittal are available by contacting the Procurement at [MRoach@fourrivers.illinois.gov](mailto:MRoach@fourrivers.illinois.gov) or (815) 387-7425.

Request for information related to this bid should be directed to Mary Johnson, Lab Manager of the Four Rivers Sanitation Authority, 3501 Kishwaukee St., Rockford, IL, 61109; telephone (815) 387-7523.

No bid shall be withdrawn after the opening of bids without consent of the Four Rivers Sanitation Authority for a period of 60 days after the scheduled time of receiving bids.

The Four Rivers Sanitation Authority reserves the right to reject any or all bids, or any part thereof, or to accept any or all bids, or any part thereof, or to waive any formalities in any bids, deemed in the best interest of the Four Rivers Sanitation Authority.

The Authority will confirm any award decision in writing, to the successful bidder.



Julia Scott-Valdez  
Director of Management Services  
Four Rivers Sanitation Authority

**SECTION II  
GENERAL SPECIFICATIONS &  
INSTRUCTIONS**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

II  
GENERAL SPECIFICATIONS & INSTRUCTIONS

INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM

**2.1 Bid Preparation**

Where applicable, bidder shall submit their bid on the forms the Authority provides in this document. **The bidder shall complete all applicable blanks.** They may submit additional information as they believe necessary on their stationery, under signature of the authorized representative who completes this document's forms.

If this Invitation to Bid 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 bid. 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 bidder may cross out mistakes and type corrections adjacent to the point of error. The person who signs the bid shall initial such corrections, in ink. **If the Authority finds a bidder's entry to be illegible, it may, at its sole discretion, reject the bid.**

**2.2 Submission of Bids**

The Authority **will not** receive bids in electronic format or by facsimile. The bidder shall return their bid in a sealed envelope, clearly marked as **Bid #22-205 Automated BOD Analysis System. The Authority cannot ensure that the sealed bid will not be prematurely opened if the bidder does not clearly identify their bid envelope.**

Bids should be addressed to:  
Four Rivers Sanitation Authority  
3501 Kishwaukee Street  
Rockford, IL 61109

If the bidder chooses to hand-deliver their bid, they shall deposit it with the Graceffa Administration Building main entrance receptionist, 3501 Kishwaukee Street, Rockford, IL 61109 between the hours of 8:00 A.M. and 4:30 P.M.

### **2.3 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 this document). The following link may be used to access the website where the number can be obtained: <https://www2.illinois.gov/dhr/PublicContracts/Pages/default.aspx>

### **2.4 Taxes**

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

### **2.5 Withdrawal of Bids**

At any time prior to the scheduled bid opening, the bidder may withdraw their bid. In order to do so, they shall submit a written request to the Director of Management Services.

### **2.6 Acceptance of Bid**

The Authority may reject all or part of any or all bids, for any reason. The Authority may accept all or part of any bid or waive any bidding formalities if it decides such action is in the Authority's best interest.

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

### **2.7 Laws and Regulations**

The bidder 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 Four Rivers Sanitation Authority and the respective cities and villages in which the professional service, material or equipment 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.

#### **A. Illinois Regulations**

**1. Prevailing Wage.** All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). The undersigned, as Bidder, declares they will comply with prevailing wages in accordance with the Illinois Department of Labor Standards. The State of Illinois requires contractors and subcontractors on public works projects (including Four Rivers Sanitation Authority) to submit certified payroll records on a monthly basis, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not

less than the required prevailing rate and that the contractor is aware that filing false records is a Class B Misdemeanor.

Transcripts of certified payroll shall be filed using the IDOL portal at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevaling-wage-act.aspx>

2. **Public Act 83-1472.** Article 2 of Public Act 83-1472 provides that Illinois residents be employed on Illinois public works projects, provided there has been a period of excessive unemployment (5%) in the State of Illinois as defined in the Act; and, further, that Illinois workers are available and capable of performing the particular type of work involved.

- B. Steel Products Procurement Act.** Public Act 83-1030 entitled "Steel Products Procurement Act" requires that steel products used or supplied in performance of this contract or subcontract shall be manufactured or produced in the United States with three exceptions.

The provisions of this Section shall not apply:

1. Where the contract involves an expenditure of less than \$500.
2. Where the executive head of the public agency certifies in writing that (a) the specified products are not manufactured or produced in the United States in sufficient quantities to meet the agency's requirements, or (b) obtaining the specified products, manufactured or produced in the United States would increase the cost of the contract by more than 10%.
3. When its application is not in the public interest.

## 2.8 Terms

**A. Payments to the Successful Bidder.** If the Authority receives an acceptable invoice for conforming materials or service prior to the fifth day of the month, the Authority 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 Authority will procure the materials or service described in this Invitation to Bid from other sources. The Authority shall hold the defaulting successful bidder responsible for any excess cost incurred. The defaulting successful bidder shall make such payment no more than 60 calendar days after the Authority notifies them, in writing, of such an occurrence.

**1. Delivery Hours.** Unless otherwise specified, all items must be delivered to: Four Rivers Sanitation Authority, 3333 Kishwaukee Street, Rockford, Illinois, Monday through Friday, between the hours of 7:30 A.M. and 3:00 P.M., excluding holidays.

In the unlikely event that the Authority is picketed by its employees or by a third party, or if any labor-management dispute between the Authority and its employees or third parties becomes known to the successful bidder, then in such event and during the course of any

such picketing or labor-management dispute, the successful bidder 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 Authority's consideration of each bid.**

**2. F.O.B. Point and Shipping Charges.** All prices shall be quoted F.O.B. destination, Four Rivers Sanitation Authority, 3333 Kishwaukee St., Rockford, Illinois, 61109. All shipping, handling and freight charges must be included in the bid amount.

**E. Use of Authority Name Prohibited.** In the absence of the Authority's written permission, the successful bidder shall not use the Authority's name in any form or medium of public advertising.

### **2.9 Quantities Estimated Only**

The estimated quantities of the various items of work and materials, as set forth in the bid form, is approximate only and is given solely to be used as a uniform basis for the comparison of bids. The quantities actually required to complete the contract work may be less or more than so estimated, and if awarded a contract for the work specified, the Contractor further agrees that they will not make any claim for damages or for loss of profits or for an extension of time because of a difference between the quantities of the various classes of work assumed for comparison of bids and quantities of work performed.

### **2.10 Investigation**

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

### **2.11 Addenda**

If the Authority issues written addenda, such addenda shall become part of the contract documents. Not less than 3 business days prior to the bid opening date, the Authority will post the addenda on its website at [fourrivers.illinois.gov](http://fourrivers.illinois.gov), and distribute the addenda via email to each recipient of the specifications, at either the:

- Email address to which the Authority emailed the original bid document; or
- Corrected email address prospective bidder furnished

A bidder that does not receive the Authority's addenda, and who has previously submitted a bid, shall not be relieved from any obligation in the bid they submitted.

### **2.12 Contract Form**

No more than 10 business days following the contract award, the successful bidder shall submit a completed Contract Form to the Authority's Director of Management Services. The Contract Form is part of this Invitation to Bid. If the successful bidder fails to complete the Contract Form within the specified time, they shall be in material default.



## 2.13 Contract Termination

**A. Bidder's Unacceptable Performance.** If the successful bidder fails to perform services or provide materials in conformity with this Invitation to Bid, the Authority shall notify them in writing. If the successful bidder fails to correct the performance deficiency to the Authority's satisfaction within five working days after they receive the Authority's notice, they shall be in default. If the same performance deficiency recurs despite the Authority's notification and the successful bidder's temporary correction, the successful bidder shall likewise be in default. The Authority may, at its sole discretion, terminate the **Automated BOD Analysis System** contract with the defaulting successful bidder, and remedy the matter under provisions set forth in Section 2.8B of this Invitation to Bid.

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

1. request new **Automated BOD Analysis System** bids or
2. designate the next-low bidder to perform the **Automated BOD Analysis System** contract, provided that said next-low bidder agrees to their original bid terms.

The Authority may repeat this option until it obtains an acceptable **Automated BOD Analysis System** contract.

## 2.14 "No Bid" Response Form

In the event you elect not to bid, please fill out and return the attached "No Bid" form.

## 2.15 Indemnification Clause

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the Authority, 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 Authority, 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 Authority 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 Authority.

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 Authority, its employees, or agents shall be deemed a waiver by the Authority of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

## 2.16 Force Majeure

The obligations of either the Authority or the successful bidder 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 Authority or the successful bidder being rendered unable wholly or in part by force majeure to carry out its obligations under the contract, other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing 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.

## 2.17 Insurance

**A.** The successful respondent/contractor, for the duration of the contract, shall 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 Authority, 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 Authority, its officers, officials, employees, volunteers, or agents.
2. The successful bidder's/contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Authority, its officers, official 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 Authority, its officers, officials, employees, volunteers, or agents.

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.** No more than 10 calendar days subsequent to the Authority'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 primary, non-contributory additional insured endorsements for general and auto liability to prove that it has obtained all required insurance and bonds. The Authority shall be the sole judge as to the acceptability of any such proof.

**C. Correction of Successful Bidder's Insurance Deficiencies.** If the Authority determines that the successful bidder's insurance or documentation does not conform to these specifications, the Authority shall inform said bidder of the non-conformity. If said bidder fails to provide conforming insurance or documentation within five calendar days of the Authority's notice, they shall be in default.

**D. Best's 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 Authority.

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

- a) If Best classifies the insurer XII or larger, said insurer shall be acceptable to the Authority.
- b) If Best classifies the insurer as smaller than XII, but larger than VI, said **insurer shall be submitted to the Authority's Director of Management Services and/or the Authority's insurance consultant for review.**

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

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

**2.18 Responsive/Responsible Bidder**

**A. Evaluation of Responsiveness.** The responsiveness of bidders will be judged on the basis of the completeness of the bid submitted. To be responsive, a Bid must be submitted on the forms provided as part of the Bid Documents and comply with all the requirements of the Invitation to Bid.

**B. Evaluation of Responsibility.** To be judged as responsible, the bidder shall:

- 1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities, or a firm commitment to obtain such by subcontracts;

2. Be able to comply with the required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, including, in particular, any prior performance on contracts from the Authority;
4. Have an adequate financial management system and audit procedures, that provide efficient and effective accountability and control of all property, funds, and assets;
5. Conform to the civil rights, equal employment opportunity and labor law requirements of the Bid Documents.

FOR REVIEW PURPOSES ONLY

**SECTION III**  
**DETAILED SPECIFICATIONS**

**INVITATION TO BID #22-205**  
**AUTOMATED BOD ANALYSIS SYSTEM**

III  
DETAILED SPECIFICATIONS

INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM

**3.1 Purpose**

It is the purpose of this document to specify minimum requirements the successful bidder must meet in order for the Authority to obtain an **Automated BOD Analysis System**.

**3.2 Scope**

The Contractor shall furnish and install a Mantech BOD Pro with AM 404 Autosampler. The Contractor shall perform and complete the work in the manner best calculated to promote rapid execution consistent with safety of life and property, and in strict accordance with the Contract Documents. The Contractor shall clean up the work area and maintain it during and after completion of their operations until accepted, and shall do all work and pay all costs incidental thereto. The Contractor shall repair or restore all structures and property that may be damaged or disturbed during performance of their work. The Contractor shall notify the Four Rivers Sanitation Authority at least 48 hours prior to beginning any work.

**3.3 Minimum Requirements**

**A. Equipment**

Bidder shall provide the following equipment and accessories. No alternates will be accepted. The bid price shall be the only basis for payment at project completion.

**1. MANTECH BOD Pro with AM404 Autosampler**

- a. The system must follow *Standard Methods* 5210-B, 23<sup>rd</sup> Edition.
- b. The system shall have capacity to hold four 18-space racks for a total capacity of seventy-two 300mL BOD bottles at one time.
- c. The system must include software designed for WIN10/11 Pro OS allowing for MS security updates and antivirus software to run concurrently. BOD software operation on the local PC must not require network Admin access. Software must be able to produce files that can be uploaded to a Horizon LIMS.
- d. Must include 4 modular pumps, all the same model, with USB bi-directional Intelligent communication, for rinsing, dilution water, seed and inhibitor
- e. The AM404 autosampler must utilize sealed axes in all directions (X, Y and Z) with a single point of connection, and self lubricating for minimal maintenance
- f. Must include all tubing and accessories for the 5-day BOD test method, including anti-microbial tubing
- g. Must include one spare set of tubing for all pumps

**2. YSI Model 4010 Multilab Dissolved Oxygen meter and associated optical probe**

3. **14 trays. Each must have capacity to hold eighteen 300 mL BOD bottles.**
4. **Computer capable of running BOD Pro Software. Minimum computer specifications include:**
  - a. Windows 10 or 11 Professional, 64-Bit operating system
  - b. Intel Core i3 or equivalent
  - c. 8 GB RAM
  - d. At least 500 MB free HDD/SSD
  - e. 1280 x 1024 graphics card resolution
  - f. 4 or more USB ports or use of USB hub for mouse, keyboard, and other non-system hardware components.
  - g. 1 or 2 port USB to Serial adapter. Must be TrippLite brand. 2-Port adapter must have COM retention.
  - h. Minimum of one (1) Ethernet port reserved for AutoMaxx400 Series or an additional USB port for Ethernet adapter
  - i. Keyboard
  - j. Mouse
  - k. HDMI compatible monitor

**B. Delivery, Installation & Training**

1. The successful bidder shall deliver and install the equipment during normal business hours between 8:00 A.M. and 4:30 P.M., Monday through Friday, except on an Authority holiday. The Authority holiday schedule is approved annually by the Board of Trustees and is subject to change. The scheduled holidays for the current fiscal year (5/1/21 through 4/30/22) are as follows:

Memorial Day	Veterans Day	Christmas Day
Independence Day	Thanksgiving Day	New Year's Day
Labor Day	Friday after Thanksgiving	Presidents' Day
Columbus Day	Christmas Eve Day	Good Friday

2. Contractor shall provide a minimum of three days of onsite installation and training.

**C. Contract Completion.**

The successful bidder shall provide and complete installation of the Authority's **Automated BOD Analysis System** on or before April 29, 2022.

**3.4 Warranty**

- All components of the system shall be covered by a one-year warranty
- The warranty shall include all parts, labor, and travel time.
- Service representatives shall provide phone assistance within 24 hours of request, except in the case of weekends or holidays.

### **3.5 Service & Preventative Maintenance**

Bid shall include, as a separate line item, a three-year service plan that will go into effect following expiration of the one-year warranty. This plan shall include a 3-day target response time for on-site repairs and annual preventative maintenance visits. The first preventative maintenance visit will occur approximately one year after installation. There will be no additional charges for travel, labor, and parts associated with the preventative maintenance or service visits.

### **3.6 Fees**

All bids shall include all fees associated with the purchase including any shipping, delivery or doc fees.

### **3.7 Payments to the Successful Bidder**

Section 2.8A of this Invitation to Bid contains the Authority's general payment requirements.

### **3.8 Questions**

Interested parties may direct questions concerning this Invitation to Bid or make an appointment to view building and take measurements by contacting Mary Johnson, Authority Laboratory Manager at 815-387-7523.

The Authority will not interpret specifications for individual bidders. If the Authority determines that the specifications need to be clarified or revised, it will issue an addendum to all prospective bidders.



**SECTION IV  
BID FORM**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

**IV  
BID FORM**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

To: BOARD OF TRUSTEES  
FOUR RIVERS  
SANITATION AUTHORITY  
3501 KISHWAUKEE ST.  
ROCKFORD, ILLINOIS 61109

From: \_\_\_\_\_  
(Individual, Partnership or Corporation)

\_\_\_\_\_  
(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish the Automated BOD Analysis System in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

- A. That they have examined and are familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.
- B. That they have carefully examined the scope of the required service, materials or equipment supplied, and that, from their own investigation, have satisfied 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 services, materials, or equipment or their performance.
- C. That this bid is made without any understanding, contract or connection with any other person, partnership, or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud; and that they are not barred from submitting a bid as a result of a bid-rigging or bid-rotating conviction.
- D. All goods and 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.
- E. 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 Authority's Automated BOD Analysis System, it 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 or 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 Authority and the Authority's representatives as defined in Section 2.15 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.

F. The firm which I (we) represent has adopted and promulgated 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. my (our) organization'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, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

I (we) agree that I (we) shall not withdraw this bid for a period of 60 calendar days following the scheduled bid opening. I (we) have carefully examined the nature of the service, materials, and equipment. The cost of all the service, materials, and equipment necessary to complete this contract is given in this bid.

The selected bidder shall enter into a Contract with the Authority to complete the Project in a form substantially similar to the Contract attached hereto. The Contract shall be executed by the Contractor/Vendor and returned, together with the Insurance Documents and Performance Bond (if applicable) within ten (10) calendar days after it has been mailed to the Contractor. Two copies of the contract shall be executed by the Contractor. One fully executed copy will be returned to the Contractor. See Section VII for a sample copy of the agreement.

**BID FORM CONT'D.**

**INVITATION TO BID #22-205  
AUTOMATIC BOD ANALYSIS SYSTEM  
AS SPECIFIED IN THIS INVITATION TO BID**

**Failure to complete this form will result in disqualification of Vendor's bid or proposal.**

Price, expressed in figures, for delivery F.O.B. Four Rivers Sanitation Authority, of an Automatic BOD Analysis System, in conformity with all specifications in this invitation to bid:

**MANTECH BOD Pro with AM404 Autosampler**

**Equipment & Accessories:**

\$ \_\_\_\_\_

**Three-year service plan:**

\$ \_\_\_\_\_

**Total:**

\$ \_\_\_\_\_

The undersigned acknowledges that Addendum numbers \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ were received, and realizes that all Addenda are considered part of the Contract.

Date: \_\_\_\_\_

**By signing this bid, I/we, the bidder(s), agree to the terms of the bid, bid requirements, addenda, and contract.**

Bidder: \_\_\_\_\_  
(Print Name of Firm)

By: \_\_\_\_\_  
(Authorized Rep's Signature)

\_\_\_\_\_  
(Print Street Address)

\_\_\_\_\_  
(Print Rep's Name)

\_\_\_\_\_  
(Print City, State, Zip)

\_\_\_\_\_  
(Print Rep's Title)

\_\_\_\_\_  
(Area Code and Phone Number)

\_\_\_\_\_  
(Email Address)

**NOTE: The Four Rivers Sanitation Authority, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The bidder shall exclude those taxes from their bid.**

**“NO BID” RESPONSE  
TO  
INVITATION TO BID**

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

Four Rivers Sanitation Authority  
3501 Kishwaukee Street  
Rockford, IL 61109

Responses can also be emailed to:

[mroach@fourrivers.illinois.gov](mailto:mroach@fourrivers.illinois.gov)

We have received Invitation to Bid: **Automatic BOD Analysis System**, opening at 2:00 p.m., March 4, 2022.

Reason for not bidding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title, Typed or Printed

\_\_\_\_\_  
Company Name

FOR REVIEW PURPOSES ONLY

**SECTION V  
FAIR EMPLOYMENT AFFIDAVIT OF  
COMPLIANCE**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

**V**  
**FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE**

**Failure to complete this form will result in disqualification of Vendor's bid or proposal.**

**AUTOMATED BOD ANALYSIS SYSTEM**

NOTE: THE BIDDER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED BID. THE FOUR RIVERS SANITATION AUTHORITY 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 of 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, sexual orientation, 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 Department's 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 \_\_\_\_\_

**SECTION VI  
FORMS OF AFFIDAVIT**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**



VI  
FORMS OF AFFIDAVIT

INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM

**Failure to complete this form will result in disqualification of Vendor's bid or proposal.**

Bidder City: \_\_\_\_\_ Bidder County: \_\_\_\_\_ Bidder 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 \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**SECTION VII  
CONTRACT SAMPLE**

**INVITATION TO BID #22-205  
AUTOMATED BOD ANALYSIS SYSTEM**

**VII  
CONTRACT  
FOUR RIVERS SANITATION AUTHORITY  
AUTOMATED BOD ANALYSIS SYSTEM**

THIS CONTRACT, made and concluded this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the Four Rivers Sanitation Authority, Illinois, also known as "Authority," and \_\_\_\_\_ their executors, administrators, successors or assigns, known as "Contractor":

In consideration of the payments and contracts mentioned in the Bid attached hereto, to be made and performed by the Authority, the Contractor agrees with the Authority at 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 Authority's requirements.

**1. Scope**

Both parties understand and agree that the Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, and Forms of Affidavit of the Invitation to Bid: **Automated BOD Analysis System**, all Addenda there to (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.

The Successful Bidder shall provide the Authority's **Automatic BOD Analysis System** including delivery, at the bid price, and a 1-year warranty from date of final acceptance by the Authority, followed by a 3-year **Service & Preventative Maintenance Plan**.

**2. Contract Price**

The Authority shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, subject to any additions or deductions provided for hereby, in current funds, the total contract price of:

\_\_\_\_\_ (\$\_\_\_\_\_).

The Contractor fully understands and agrees that their bid price, delivered F.O.B. 3333 Kishwaukee St., Rockford, IL will be the only basis for payment for the contract's duration, and that in the absence of changes to which the Authority and Contractor agree because of revisions to the scope of the Automatic BOD Analysis System, this contract allows for no price increases.

The Authority 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 Authority's specifications;
- B. Deliver and install the Automate 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 they may encounter in the prosecution of the work, or from the action of the elements;
- D. Be responsible for all accidents they, their employees, or agents may incur in the contract's execution;
- E. Hold the Authority 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 Authority and its representatives from all:
  1. suits, claims, or actions,
  2. costs, either for defense or for settlements, and
  3. damages to which the Authority or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another:
    - a. in the execution of the Contract, or
    - b. from actions the Authority 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 Authority's negligence. For purposes of this paragraph, "its representatives" means "the Four Rivers Sanitation Authority'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 or 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 Authority and the Authority's representatives as defined in Section 2.15 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 G1 through G7 above.

- H.** Maintain all specified insurance for the duration of the contract.
- I.** The Steel Products Procurement Act, Illinois Public Act 83-1030, requires that steel products used or supplied in performance of this Contract or subcontract shall be manufactured or produced in the United States with three exceptions, as explained in the Instructions to Bidders.
- J.** In the absence of the Authority's written permission, the Contractor shall not use the Authority's name in any form or medium of public advertising.
- K.** 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.

In consideration of and to induce the award of this Contract to them, the Contractor represents and warrants: that they are not in arrears to the Authority upon debt of the Contract and that they are not a defaulter, as surety, contractor or otherwise; that they are financially solvent and sufficiently experienced and competent to perform the work; that the work can be performed as called for by the Contract; that the facts stated in their proposal and the information given by them is true and correct in all respects, and that they are fully informed regarding all the conditions affecting the work to be done and labor and materials to be furnished for the completion of this Contract and that their information was secured by personal investigation and research.

If the Contractor defaults, the Authority may procure an **Automated BOD Analysis System** described in this Invitation to Bid, from other sources. In such an event, the price the Authority pays shall constitute the prevailing market price at the time of such

purchase and the defaulting Contractor shall pay the Authority the difference between their bid price and the prevailing market price. The defaulting Contractor shall make such payment no more than 60 calendar-days after the Authority notifies them, in writing, of such an occurrence.

#### **4. Payments to Contractor**

If the Authority receives an acceptable invoice for conforming service prior to the fifth day of the month, the Authority 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 Authority, 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. Counterparts**

This Agreement may be executed and recorded in counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument. The Parties hereby acknowledge and agree that facsimile signatures or signatures transmitted by electronic mail in so-called "pdf" format shall be legal and binding and shall have the same full force and effect as if an original of this Agreement had been delivered. Each of the parties (a) intend to be bound by the signatures on any document sent by facsimile or electronic mail, (b) are aware that the other party will rely on such signatures, and (c) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature.

#### **8. Time**

The Contractor agrees to all delivery schedules specified in the Invitation to Bid.

**9. 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: \_\_\_\_\_

Four Rivers Sanitation Authority  
Winnebago County, Illinois

By \_\_\_\_\_  
Executive Director

ATTEST: \_\_\_\_\_  
Director of Management Services

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 Julia Scott-Valdez, to me personally known, who, being each by me duly sworn did say that they are respectively, the Executive Director and Director of Management Services of the Four Rivers Sanitation Authority, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the Authority, and said Executive Director and Director of Management Services acknowledge said instrument to be the free act and deed of said Authority.

(SEAL)

\_\_\_\_\_  
Notary Public