

**FOUR RIVERS SANITATION AUTHORITY
ADDENDUM NO. 1
ITB #24-207
LABORATORY SUPPLIES**

February 27, 2024

AD1-1 Notice

This Addendum No. 1, dated February 27, 2024, to the Invitation to Bid, Laboratory Supplies supersedes all contrary and conflicting information in the above-mentioned instructions, specifications, and contract documents which are hereby supplemented or revised in certain particulars as follows:

AD1-2 General Information

The Authority submits Addendum No. 1 to answer questions.

AD1-3 Questions & Answers

Question 1: The proposed contract period is for a period of 3 years, starting May 2024 through April 2027. Is it the requirement of the Sanitation Authority that prices as offered by the offeror remain fixed for the entire three-year period? Or, will there be an allowance for an annual price adjustment as may be dictated by the manufacturers of the products being distributed by the offeror?

Answer 1: Bidders will be allowed to list an annual maximum increase percentage for years two and three of the three-year term. The annual increases will not exceed the increases stated in the original bid. If any bidder states annual increases, the low bid will be determined by the total of the year over year Representative List total including the annual increases. Annual increase percentages must be listed on the attached REVISED Bid Form. The annual increase is optional; annual increases will not be allowed if they are not stated on the REVISED Bid Form.

Question 2: The Sanitation Authority in IFB -24-207 included a representative product list. This list includes both product numbers and quantities, issued as estimates. It is unclear as to what period of time those estimates are for. Do they represent quantities associated with Weekly, Monthly, Quarterly or Annual demand? This information is helpful in assessing overall potential demand under the contract.

Answer 2: The quantities are not associated with weekly, monthly, quarterly or annual demand; the purpose of the representative list is to obtain a price for each of those items.

Question 3: It is stated that the desire of the Sanitation Authority is to receive products within 2 business days of the receipt of an order. In order to comply with this requirement, the distributor must maintain stock sufficient to meet orders on demand. Will the Sanitation Authority, upon award of the contract, provide the distributor with a estimated, albeit, non-binding forecast so that the distributor can establish sequester inventory to routinely meet the Authorities delivery requirements?

Answer 3: See Section III, Detailed Specifications, 3.2 Minimum Requirements,

H. Delivery

Time of delivery is part of the Authority's consideration of each bid. Failure to deliver the Laboratory Supplies on the agreed delivery dates constitutes default.

- 1. The successful bidder will ship items ordered within two business days of order receipt.*
- 2. In the event of backorder, bidder must provide an estimated delivery date at time of order receipt.*

The FRSA does not consider a forecast necessary. Items are not typically ordered in such quantities that would cause issues for a supplier. Partial orders shipped separately are acceptable in most cases.

Question 4: The representative list is not intended to be inclusive of all Authority product needs. Does the Sanitation Authority have an expectation that any product featured in the offeror catalog also be delivered within 2 business days or will the Authority accept the distributors quoted delivery estimate at the time of order placement?

Answer 4: The Authority expects that any product featured in the offeror catalog be shipped within 2 business days. The Authority will determine if the ship date and delivery date are acceptable. If an order is urgent, a faster shipping option not included in the bid price may need to be chosen, or the order may need to be placed elsewhere.

Question 5: Within the representative product list, there are many products which are listed to be a distributors private label brand. Presumably, those products are only available from the named distributor. As a result, other offers will have to submit an alternative brand product for consideration. Given that alternatives would be required for approximately 50% of the overall product list. Would the Authority deem an offerors submittal containing 50% or more alterative brand to be non-responsive?

Answer 5: See Section III, Detailed Specifications:

E. Brand Substitutions

Bids will be considered for items complying substantially with specifications, provided deviations to the specifications are stated and items are described in detail. When offering alternative products, it is the responsibility of the bidder to outline alternatives and provide performance and technical data for evaluation. The Authority will be the sole judge of whether such alternates are equivalent to the items specified. The Authority reserves the right to waive immaterial variations in the specifications.

F. Variety of Merchandise

At its sole option, the Authority shall reject bids from bidders who are unable to furnish four or more Representative List items. If, subsequent to the contract award, the Authority determines that the successful bidder's variety of merchandise is insufficient to meet the Authority's laboratory supply needs, the Authority may, at its sole option, terminate the contract under provisions of section 2.14.

Question 6: Is a check and/or bid bond necessary?

Answer 6: A bid security is required. See Section I, Notice, paragraph 3:

Each bid must be accompanied by one of the following in the amount of \$20,000. This sum is a guarantee that, if the bid is accepted, a contract will be entered into.

- *Cash; or*
- *A certified or bank cashier's check on a solvent bank or trust company, drawn to the order of the Four Rivers Sanitation Authority; or*
- *An acceptable Bid Bond on the form attached.*

Section II, 2.3 Bid Security:

Each bid must be accompanied either by cash, an original certified or bank cashier's check on a solvent bank or trust company, or a bidder's bond (form attached) from acceptable surety, drawn to the order of the Four Rivers Sanitation Authority in an amount of \$20,000, issued by a surety company licensed to conduct business in the State of Illinois and named in the current list of "Surety Companies Acceptable On Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department. Failure to provide a Bid Security in the amount specified will constitute sufficient cause for rejection of the bid.

Within three (3) days after the opening of bids, the bid securities of all but the three lowest bidders will be returned. The bid security of the remaining two unsuccessful bidders will be returned within three (3) days after the execution of the contract, or, if no such contract has been executed, within sixty (60) days after the date of opening of bids. The bid security of the successful bidder will be returned only after he has duly executed the contract and furnished the required insurance.

Question 7: Is this bid for a discount percentage off catalog pricing or for individual net pricing on the items listed? Can we just offer a discount percentage off our catalog or website without supplying net pricing on the individual pricing, since pricing can change throughout the year and we cannot hold net pricing for that long, but your percentage discount off the catalog or website would not change and we can offer that instead?

Answer 7: This bid requests net pricing, including the catalog discount, on items listed on the Representative List. The discount must be listed in the bid and apply to all items in the bidders' complete print or on-line catalog.

Bidder shall initial this Addendum No. 1 and include it with their bid.

_____Bidder's Initials

IV
BID FORM (REVISED)
FOUR RIVERS SANITATION AUTHORITY
INVITATION TO BID #24-207
LABORATORY SUPPLIES

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

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

From: _____
(Individual, Partnership or Corporation)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish the **Laboratory Supplies** 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 the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor.

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 **Laboratory Supplies**, 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 2.16 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. (775 ILCS 5)

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this bid, I (we) agree that I (we) are not withdraw this bid for a period of sixty (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 proposer is to enter into a Contract with the Authority to complete the Project in a form substantially similar to the Contract attached hereto. The Contract must 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 must be executed by the Contractor. One fully executed copy will be returned to the Contractor. See Section VIII for a sample copy of the agreement.

**BID FORM (REVISED) CONT'D
FOUR RIVERS SANITATION AUTHORITY
INVITATION TO BID #24-207
LABORATORY SUPPLIES**

REPRESENTATIVE LIST

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

Description	Brand	Part Number	Order Qty	Unit	Unit Price	Extended Price
Pipette tips, 5 mL	Eppendorf	22492080	4	pack		
Hydrochloric acid, certified ACS plus	Fisher	A144-212	8	case (6)		
Acetone, ACS grade	Fisher	A18-4	4	case (4)		
Hydrochloric acid, Optima	Fisher	A466-500	5	each		
Hexanes, Optima	Fisher	H303-4	10	each		
Potassium sulfate	Fisher	P304-500	5	each		
Sodium acetate trihydrate	Fisher	S209-500	2	each		
Sodium hydroxide pellets	Fisher	S320-3	5	each		
Silica gel	Fisher	S679-500	1	each		
Phenylarsine oxide, 0.000564N	Fisher	SP68-1	3	each		
Centrifuge tubes	Fisherbrand	06-443-21	2	case		
Polystyrene beakers	Fisherbrand	08-732-122	1	case		
Conductivity standard	Fisherbrand	09-328-1	4	each		
pH strips	Fisherbrand	13-640-520	4	pack (6)		
Disposable cuvettes	Fisherbrand	14-955-129	7	pack		
Borosilicate glass tubes	Fisherbrand	14-961-32	2	case		
Nitrile gloves	Fisherbrand	19-130-1597B	3	case		
Safety glasses	Fisherbrand	19-181-514	3	pack (12)		
Antifoam	J.T. Baker	2002334	3	each		
Kimwipes	Kimberly Clark	34155	15	pack		
pH 6.97 standard	Orion	700702	4	each		
pH electrode storage solution	Orion	910001	1	each		
Calmagite indicator	RICCA	1830-4	1	each		
Cyanide, 1000 ppm standard	RICCA	2543-4	2	each		
0.01 M EDTA	RICCA	2700-32	2	each		
Ionic Strength Adjustor	RICCA	4128-32	13	each		
Acetate buffer solution	RICCA	50-16	1	each		
Phosphorus 1000 ppm standard	RICCA	5839-116	1	each		

Potassium antimonyl tartrate	RICCA	5872-16	1	each		
Potassium chloride, 3M	RICCA	5918-16	1	each		
Potassium iodide, 5%	RICCA	6290-16	1	each		
Silver nitrate, 0.0192 N	RICCA	6910-16	6	each		
Hardness buffer	RICCA	9200-16	1	each		
Bromide, 1000 ug/mL	SPEX	ASBR9-2Y	1	each		
Instrument Calibration Standard 2	SPEX	CL-CAL-2	1	each		
Internal Standard Stock Solution	SPEX	CLISS-1	1	each		
Tuning solution	SPEX	CL-TUNE-1	1	each		
Copper, 1000 ug/mL	SPEX	PLCU2-2M	1	each		
Ammonia ISE probe	Thermo Scientific	9512BNWP	2	each		
Barbituric acid	Thermo Scientific	A1093436	4	each		
Synthetic pump oil	Welch	8995G15	8	each		
934AH filter paper, 9 cm	Whatman	1827090	2	pack (100)		
					Subtotal:	
Three-year contract total based on representative list with applicable yearly increases:						

Optional: Enter a "Not to Exceed" percentage increase for contract years 2 and 3.	
Year Two May 1, 2025 - April 30, 2026 Percent Increase	Year Three May 1, 2026 - April 30, 2027 Percent Increase

PLEASE CHECK ALL THAT APPLY:

- _____ A catalog is enclosed.
- _____ A discount structure is enclosed.
- _____ A link to an online catalog is provided below:
- _____

**BID FORM (REVISED) CONT'D.
FOUR RIVERS SANITATION AUTHORITY
INVITATION TO BID #24-207
LABORATORY SUPPLIES**

AS SPECIFIED IN THIS INVITATION TO BID

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

In conformity with the requirements of the Detailed Specifications, I have submitted attached to this request for bids and incorporated in my bid by reference prices and part descriptions sufficient for the Authority to evaluate my organization's bid.

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 must exclude those taxes from their bid.