



**REQUEST FOR QUOTATION  
RFQ # 16-3233GE**

**Laboratory Equipment Preventative Maintenance**

Manatee County, a political subdivision of the State of Florida, (hereinafter "County") invites your participation in the following requests for quotes. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the Request for Quotes documents in their entirety.

**INFORMATIONAL CONFERENCE:**

**None. All clarification requests are to be directed to the contact person listed at the bottom of this page.**

**DATE ISSUED:** January 23, 2017

**DEADLINE FOR CLARIFICATIONS REQUESTS:** 3:00 PM on January 30, 2017

**TIME AND DATE DUE:** 3:00 PM on February 6, 2017

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**FOR INFORMATION CONTACT:**

**George Earnest CPPB, Buyer**

**PHONE (941) 749-3044 FAX (941) 749-3034**

**george.earnest@mymanatee.org**

**Manatee County Financial Management Department**

**Procurement Division**

AUTHORIZED FOR RELEASE: \_\_\_\_\_

**SECTION A**  
**INFORMATION TO QUOTERS**

**A.01 QUOTATION FORM DELIVERY REQUIREMENTS**

Any quotes received after the stated time and date will not be considered. Acceptable methods of delivery of quotes are as follows:

Email Address: george.earnest@mymanatee.org  
FAX: (941) 749-3034  
US MAIL to: Manatee County Procurement Division  
1112 Manatee Avenue West, Suite 803, Bradenton FL 34205

**A.02 QUOTATION FORMS**

All blank spaces on the quotation form must be filled in as noted with amounts extended and totaled and no changes shall be made in the wording of the forms or in the items thereupon. In the event a change is made in your submittal, the quoter shall write its initials by the change. Any quote may be rejected which contains any omissions, alterations, irregularities of any kind, or which shall in any manner fail to conform to the requirements of this RFQ.

A quote made by an individual, either in his/her own or proper person or under a trade or firm name, shall be executed under the individual's signature. If made by a partnership, the quote shall be executed by two or more of the general partners. If made by a corporation, the quote shall be executed by its President or other legally authorized corporate officer or agent.

Quotes must be submitted on attached provided forms, although additional pages may be attached. **Quoters must fully complete all pages of the Quote Forms. Quote Forms must be executed by an authorized signatory who has the legal authority to make the Quote and bind the company. Quoters must fully comply with all requirements of this RFQ in its entirety.** Failure to comply shall result in default of the resulting Contract, whereupon, the defaulting Contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by County.

**A.03 MATHEMATICAL ERRORS**

Quotation Forms without imbedded mathematical formulas:

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. In the event the dollar amount for contract contingency is omitted, it will be added to the total price of the quote.

Quotation Forms with imbedded mathematical formulas:

Interactive Quotation Forms that contain mathematical formulas may be used for automating lengthy and complex quotation forms. In the event these forms are used and a multiplication/extension error(s) is discovered, the unit price entered by the vendor shall prevail. The vendor shall assume the responsibility and accuracy of the information input in the quotation form and therefore shall verify that the calculations are correct before submitting their quote.

Regardless of which type of quotation form is used, all quotes shall be reviewed mathematically and corrected by the Procurement Division, if necessary, using these standards, prior to additional evaluation.

**A.04 EXAMINATION OF QUOTE DOCUMENTS AND SITE(S)**

It is the responsibility of each quoter before submitting a quote to (a) examine all RFQ documents thoroughly; (b) consider federal, state, and local codes, laws, and regulations which may affect costs, progress, performance, or furnishing of the work; (c) study and carefully correlate quoter's observations with the RFQ documents; and (d) notify the County of all conflicts, errors, or discrepancies in the RFQ documents prior to the deadline for clarification requests.

**A.05 NON-EXCLUSIVE**

Unless otherwise stated in this quote specification, any contracts resulting from this quote are nonexclusive. The County reserves the right, in its sole opinion, to purchase items listed in this quote through the State of Florida contracts, cooperatives, other current government contracts, and nonprofit contracts as provided in the Manatee County Procurement Policy. The County reserves the rights to solicit separate quotes for requirements that are a portion of a larger contract quote/bid as a whole. Additionally at the County's sole option, additional contracts may be entered into as a result of such situations as unusual volumes, time/delivery requirements, special requirements, other brands, lease, project specific requirements, or similar situations.

**A.06 MODIFICATION OF RFQ DOCUMENTS**

If a Quoter wishes to recommend changes to the RFQ documents, the Quoter shall furnish, in writing, data and information necessary to aid County in evaluating the request to modify the Specifications. County is not obligated to make any changes to the RFQ documents. Unless an Addendum is issued, the RFQ documents shall remain unaltered. **Quoters must fully comply with the RFQ documents in their entirety.**

**A.07 CLARIFICATION & ADDENDA**

Each quoter shall examine all RFQ documents and shall judge all matters relating to their adequacy and accuracy. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this RFQ shall be made through the Manatee County Procurement Division. Owner shall not be responsible for oral interpretations given by any Owner employee, representative, or others.

**3:00 PM on January 30, 2017** shall be the deadline to submit to the Procurement Division, in writing, all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this RFQ.

This deadline has been established to maintain fair treatment of all potential quoters, while maintaining progression of the Work.

The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

It shall be the **responsibility of each quoter, prior to submitting a quote**, to contact the Procurement Division (see contact information on the cover page) to **determine if any addenda were issued** and to make such addenda a part of their quote.

A complete set of the RFQ documents must be used in preparing quotes. County assumes no responsibility for errors and misinterpretations resulting from the use of incomplete sets of quote documents.

**A.08 CONFIDENTIALITY OF SECURITY RELATED RECORDS**

(a) Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as “the Confidential Security Records”) are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):

1. A Security System Plan or portion thereof for any property owned by or leased to the County or any privately owned or leased property held by the County.
2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County.
3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to the County.

(b) Contractor/Vendor agrees that it shall not, as a result of a public records request or for any other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of the County’s Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Contractor/Vendor receives a request for such records, it shall immediately contact the County’s designated Contract Manager who shall coordinate the County’s response to the request. Notwithstanding the foregoing, the Contractor/Vendor may

1. Disclose or release Security System Plans to:
  - (A) The property owner or leaseholder; or
  - (B) Another state or federal agency to prevent, detect, guard against, respond to, investigate, or manage the consequences of any attempted or actual act of terrorism, or to prosecute those persons who are responsible for such attempts or acts.
2. Disclose or release building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County:
  - (A) To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;
  - (B) To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by the County and is contractually bound by the Contractor/Vendor to comply with this Article/Section; or
  - (C) Upon a showing of good cause before a court of competent jurisdiction.

(c) For purposes of this Article/Section, the term "Security System Plan" includes all:

1. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems;
2. Threat assessments conducted by any agency or any private entity;
3. Threat response plans;
4. Emergency evacuation plans;
5. Sheltering arrangements; or
6. Manuals for security personnel, emergency equipment, or security training.

**A.09 LOBBYING**

After the issuance of any RFQ, prospective quoters or their agents, representatives or persons acting at the request of such quoter shall not contact, communicate with or discuss any matter relating to the RFQ with any officer, agent or employee of Manatee County other than the Procurement Official or the contact identified on the first page of this RFQ, pursuant to the Manatee County Code of Laws. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of an RFQ and ends upon execution of the final agreement or when the RFQ has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Laws.

**A.10 UNBALANCED QUOTING PROHIBITED**

County recognizes that large and/or complex projects will often result in a variety of methods, sources, and prices. However, where in the opinion of the County such variation does not appear to be justified, given quote requirements and industry and market conditions, the quote will be presumed to be unbalanced. Examples of unbalanced quotes will include:

- a. Quotes showing omissions, alterations of form, additions not specified, or required conditional or unauthorized alternate quotes.
- b. Quotes quoting prices that substantially deviate, either higher or lower, from those included in the quotes of competitive quoters for the same line item unit costs.
- c. Quotes where the unit costs offered are in excess of or below reasonable cost analysis values.

In the event County determines that a quote is presumed unbalanced, it will request the opportunity to and reserves the right to, review all source quotes, bids, price lists, letters of intent, etc., which the quoter obtained and upon which the quoter relied upon to develop its quote. County reserves the right to reject as nonresponsive any presumptive unbalanced quotes where the quoter is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

**A.11 WITHDRAWAL OF QUOTES**

Quoters may withdraw quotes as follows:

- a. After the quotes are opened or a selection has been determined, but before an agreement is signed, a quoter alleging a material mistake of fact may be permitted to withdraw their quote if:
  1. The mistake is clearly evident in the solicitation document; or
  2. Quoter submits evidence which clearly and convincingly demonstrates that a mistake was made. Request to withdraw a quote must be in writing and approved by the Procurement Official.

**A.12 IRREVOCABLE OFFER**

Any quote may be withdrawn up until the time and date set for opening of the quote. Any quote not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to sell to Manatee County the goods or services set forth in the attached RFQ until one or more of the quotes have been duly accepted by County.

**A.13 QUOTE EXPENSES**

All expenses for submitting quotes to the County are to be borne by the quoter.

**A.14 RESERVED RIGHTS**

County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities, and to request resubmission. Also, County reserves the right to accept all or any part of the quote and to increase or decrease quantities to meet additional or reduced requirements of County. Any sole response received by the first submission date may or may not be rejected by County depending on available competition and current needs of County. For all items combined, the quote of the lowest, responsive, responsible quoter will be accepted, unless all quotes are rejected.

The lowest, responsible quoter shall mean that quoter who makes the lowest quote to sell goods and/or services of a quality which meets or exceeds the quality of goods and/or services set forth in the RFQ documents or otherwise required by County.

To be responsive, a quoter shall submit a quote which conforms in all material respects to the requirements set forth in the RFQ. **Quoters must fully comply with the RFQ documents in their entirety.**

To be a responsible quoter, the quoter shall have the capability in all respects to perform fully the quote requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Also, County reserves the right to make such investigation as it deems necessary to determine the ability of any quoter to furnish the service requested. Information County deems necessary to make this determination shall be provided by the quoter. Such information may include, but shall not be limited to current financial statements, verification of availability of equipment and personnel, and past performance records.

**A.15 APPLICABLE LAWS**

Quoter must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with the Manatee County Procurement Division shall be in accordance with the Manatee County Procurement Ordinance as amended.

**A.16 COLLUSION**

By submitting a quote in response to this RFQ, quoter certifies that it has not divulged, discussed or compared its quote with any other quoter, and has not colluded with any other quoter or parties to this quote whatsoever. Also, quoter certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other quoter or with any competitor;
- b. any prices and/or cost data quoted for this quote have not been knowingly disclosed by the quoter and will not knowingly be disclosed by the quoter, prior to the scheduled opening, directly or indirectly to any other quoter or to any competitor;
- c. no attempt has been made or will be made by the quoter to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition;
- d. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the resulting agreement to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure the resulting agreement upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee except bona fide employees or established commercial agencies maintained by quoter for purpose of doing business.

**A.17 CODE OF ETHICS**

With respect to this quote, if any quoter violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Ordinance and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such quoter will be disqualified from eligibility to perform services or provide the goods described in this RFQ, and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes to supply goods or services to Manatee County.

By submitting a quote, the quoter represents to County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a quoter is determined to have been untruthful in their quote or any related presentation, such quoter will be disqualified from eligibility to provide the goods and/or services described in this RFQ, and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes to supply goods or services to Manatee County.

**A.18 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, as that term is defined in Section 287.133, Florida Statutes, may not submit a quote to provide any goods or services to a public entity; may not submit a quote with a public entity for the construction or repair of a public building or public work; may not submit quotes on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted list.

In addition, the Manatee County Procurement Code prohibits the award of any quote to any person or entity who/which has, within the past five (5) years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Procurement Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible matter.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to do business with County to execute and file with the Procurement Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with County. In the case of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner(s). A Public Contracting and Environmental Crimes Certification form is attached herein for this purpose.

**A.19 CONTRACT**

The Agreement made as a result of the acceptance of any quote from this Request for Quotes shall be made in the form of a Purchase Order and the successful Quoter shall be bound by the terms and conditions contained in this Request for Quotes as well as the Purchase Order.

Should a conflict exist between the terms and conditions contained in this Request for Quotes and the resulting Purchase Order, the terms contained in this Request for Quotes shall take precedence.

**A.20 TERMINATION OF CONTRACT**

Manatee County reserves the right to terminate any contract, at any time, with or without cause.

**A.21 PURCHASING COOPERATIVE**

It is the intent of this Request for Quotation to include requirements and to obtain quotes on behalf of Manatee County and reserve the right for the entities belonging to the Sarasota Bay Chapter of NIGP to obtain purchases from this quote proposal. This opportunity is also made available to any and all local, County, Public Educational Institutions, non-profits, and the State of Florida. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms



and conditions contained herein. Manatee County will not be financially responsible for the purchase of other entities from this solicitation.

**A.22 DISCOUNTS**

Any and all discounts must be incorporated in the prices contained in the quote and not shown separately. The prices indicated on the Quotation Form shall be the prices used in determining award.

**A.23 TAXES**

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6); therefore, the quoter is prohibited from delineating a separate line item in his quote for any sales or service taxes. Nothing herein shall affect the quoter's normal tax liability.

The successful quoter shall be responsible for the payment of taxes of any kind and character, including, but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and materials furnished under the award in accordance with the laws and regulations of the place of the project which are applicable during the performance of the work. Nothing herein shall affect the quoter's normal tax liability.

**A.24 DESCRIPTIVE INFORMATION**

Unless otherwise specifically provided in the RFQ documents, all equipment, materials and articles provided shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the RFQ documents, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

**A.25 DELIVERY**

Unless otherwise specified, all prices are to be FOB Destination.

**A.26 AUTHORIZED PRODUCT REPRESENTATION**

The quoter, by virtue of submitting the name and specifications of a manufacturer's product, will be required to furnish the named manufacturer's product. Failure to do so may, in the County's sole discretion, be deemed a material breach of the resulting agreement and shall constitute grounds for County's immediate termination of the resulting agreement.

**A.27 ROYALTIES AND PATENTS**

The successful quoter shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Successful quoter shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save County harmless from loss on account thereof, including costs and attorney's fees.

**A.28 AMERICANS WITH DISABILITIES ACT**

County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring **reasonable accommodation** for an Information Conference or Quote Opening should contact the person named on the cover page of this RFQ document at least twenty-four (24) hours in advance of either activity.

**A.29 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, County hereby notifies all quoters that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this RFQ and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of quote award.

**A.30 MINORITY BUSINESS ENTERPRISE / DISADVANTAGED BUSINESS ENTERPRISE**

The State of Florida Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/DBE firms. Additional information can be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

**A.31 SUBCONTRACTORS**

The successful quoter will obtain prior written approval from the County for any subcontractor(s) and the work they will perform. A subcontractor is defined as any entity performing work within the scope of the project who is not an employee of the successful quoter.

Quoters subcontracting any portion of the work shall include a list of subcontractors along with their quote. The list shall include: name and address of subcontractor, type of work to be performed and the percent of the contract amount to be subcontracted.

Prior to the employment of any person under this contract, the successful quoter shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the successful quoter to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the successful quoter to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

**Only those individuals determined eligible to work within the United States shall be employed under this contract.**

By submission of a quote in response to this RFQ, the successful quoter commits that all employees and subcontractors will undergo e-verification before placement on this contract.

If County has reasonable objection to any subcontractor, the County may request the successful quoter to submit an acceptable substitute without an increase in contract sum or contract time.

If successful quoter declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified quoter that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the successful quoter declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The successful quoter shall maintain sole responsibility for the actions of its employees and subcontractors. New employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

**A.32 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this RFQ become "Public Records", and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119.

Quotes become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the quote shall be conducted at the quote opening.

If Owner rejects all quotes and concurrently notices its intent to reissue the solicitation, the rejected quotes are exempt from public disclosure until such time as Owner provides notice of an intended decision concerning the reissued solicitation or until Owner withdraws the reissued solicitation. A quote is not exempt for longer than twelve (12) months after the initial notice rejecting all quotes.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT OWNER'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, [debbie.scaccianoce@mymanatee.org](mailto:debbie.scaccianoce@mymanatee.org), Attn: Records Manager, 1112 Manatee Ave W., Bradenton, FL 34205.**

Pursuant to Florida Statutes 119.0701, to the extent CONTRACTOR is performing services on behalf of the COUNTY, contractor must:

- a. Keep and maintain public records required by public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**A.33 LOCAL PREFERENCE**

Local business is defined as a business legally authorized to engage in the sale of the goods and/or services, and which certifies within its quote that for at least six (6) months prior to the announcement of the Request For Quotes it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employee at that location.

Local preference shall not apply to the following categories of agreements:

1. Purchases or agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions governing the funds prohibit the preference.
2. Any quote announcement which specifically provides that local preference, as set forth in this section, is suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the County Commission or County Administrator, or where such suspension is, in the opinion of the County Attorney, required by law.
3. For a competitive solicitation for construction services in which fifty percent (50%) or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.

To qualify for local preference under this section, a **local business must provide certification to County** by completing an "Affidavit as to Local Business" form which is available for download at [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor). Click on "Affidavit for Local Business" to access and print the form. Complete, notarize, and mail the notarized original to: Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

It is the responsibility of the quoter to ensure accuracy of the affidavit and notify County of any changes affecting same.

**A.34 VENDOR REGISTRATION**

Registering your business will provide Manatee County a sourcing opportunity to identify supplies of goods and services, plus identify local businesses.

You may register online at [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor). If you need any assistance, please call (941) 749-3014, Monday – Friday, 8:00 A.M. to 5:00 P.M., excluding holidays, and the Procurement Division can assist you as needed.

Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notification of quotation, bid and proposal opportunities to your business.

**A.35 ENVIRONMENTAL SUSTAINABILITY**

All quoters are encouraged to use as many environmentally preferable "green" products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. Environmentally preferable are products or services that have a reduced adverse effect on the environment.

Quoters shall acknowledge whether or not their organization has an environmental sustainability initiative by checking the appropriate box on the quote form. In addition, the quoter shall submit a summary of their environmental sustainability initiative along with their quote. This information will be used as a determining factor in the award decision when all other evaluative factors, including local preference policies are otherwise equal.

**A.36 ePAYABLES**

Manatee County Board of County Commissioners and the Manatee County Clerk of the Circuit Court have partnered to offer the ePayables program, which allows payments to be made to vendors via credit cards.

The Clerk of the Circuit Court will issue a unique credit card number to vendor after goods are delivered or services rendered, vendors submit invoices to the remit to address on the purchase order. When payments are authorized, an email notification is sent to the vendor. The email notification includes the invoice number(s), invoice date(s), and amount of payment. There is no cost for vendors to participate in this program; however, there may be a charge by the company that processes your credit card transactions.

If you are interested in participating in this program, please complete the ePayables Application attached herein and return the completed form via email to Ms. Lori Bryan, Supervisor at [lori.bryan@manateeclerk.com](mailto:lori.bryan@manateeclerk.com).

**A.37 FUNDING**

This quote is subject to the appropriation of funds in an amount sufficient to allow continuation of the County's performance in accordance with the terms and conditions of this quote. The county shall provide prompt written notice to the vendor that sufficient funds have not been appropriated to continue its full and faithful performance under the terms of this quote, and shall, effective thirty (30) days after giving such notice or upon the expiration of the time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to the quote.

**A.38 CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER – TERM CONTRACTS**

It is hereby made a part of this Request for Quotation that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Manatee County shall require a "first priority" basis for services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to provide services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The County expects to pay contractual prices for all services required during an emergency situation. Contractor shall furnish a twenty-four (24) hours phone number in the event of such an emergency.

**A.39 PRECEDENCE**

Statements contained in the Terms and Conditions, Scope of Work, or Quote Summary section of this Request for Quotation, which vary from the information contained in this section A, Information to Quoters, shall have precedence.

**END OF SECTION A**

**SECTION B**  
**TERMS AND CONDITIONS**

**B.01 PURPOSE**

The Manatee County Utilities Department's Central Laboratory has a need to acquire a service contract for the preventative maintenance and repair of its instrumentation and support equipment as specified below. The specifications listed here are intended to describe the necessary requirements for the repair, maintenance, and service of this laboratory equipment.

**B.02 ASSIGNMENT OF CONTRACT**

Vendor shall not assign, transfer, convey, sublet or otherwise dispose of this Agreement or of his right, title, or interest therein, or his power to execute such Agreement, or to assign any monies due or to become due there under to any other person, firm or corporation unless first obtaining the written consent of the County. The giving of such consent to a particular subcontractor assignment shall not dispense with the necessity of such consent to any further or other assignment.

**B.03 FORCE MAJEURE**

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure. Force Majeure shall include, but not be limited to, hostility, revolution, civil commotion, strike, epidemic, accident, fire, flood, wind, earthquake, lack of or failure of transportation facilities, any law, proclamation, regulation ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause, whether or not enumerated in this item B.03, is beyond the control and without the fault or negligence of the party seeking relief.

**B.04 BLANKET ORDER**

Blanket Purchase Order(s) shall be issued as a result of this quote. A Blanket Purchase Order number, only when accompanied by a valid Release Order number provided by an authorized County department, will authorize purchases under this contract. Each invoice must indicate the Blanket Purchase Order number followed by a valid Release Order number. The Contractor is not authorized to proceed with, and will not be compensated for, any work that is not authorized by a valid Release Order Number issued by the County's Representative.

**B.05 QUANTITIES (for any "as needed" portion of this specification)**

The quantities listed are estimated and only given as a guideline for preparing your quote and should not be construed as representing actual quantities to be purchased. Orders will be issued on an "as required basis"; this may include all or part of the quantities specified, or may result in additional quantities

**B.06 PRICES & TERM**

Quoters shall quote unit prices, F.O.B. destination, including all discounts in accordance with unit of quantity indicated on Quote Form. The prices quoted shall be firm for the contract period and shall include payment in full for all transportation, labor, and equipment used in providing the services as specified herein.



**B.07 CONTRACT TERM**

This contract shall be for a period of one (1) year, commencing from date of Blanket Purchase Order issue, unless renewed or terminated as provided in this quote document.

**B.08 RENEWAL**

Provided that there are no changes of prices, terms, or conditions, **this contract shall be automatically extended/renewed** beyond the first twelve (12) month contract period for four (4) additional twelve (12) month periods not to exceed total contract duration of sixty months providing there are no changes of prices, terms or conditions. **Written notice of intention not to renew must be submitted by the successful quoter 90 days prior to the end of a contract period.** The contract period shall begin on the date the Blanket Purchase Order is issued. Should any Vendor choose not to renew the quote awarded, the County reserves the right to terminate the Contract with that Vendor and select the next qualified quoter, or re-advertise for those quote items, or solicit a new Request for Quotes for all items (including multiple quote awards).

**B.09 PAYMENT (Net 45)**

Within forty-five (45) days after delivery by the vendor, acceptance by the County, and presentation of an appropriate invoice, the County shall pay the total amount due. Payment invoices must indicate both the Blanket Purchase Order number and the Release Order number.

**B.10 CANCELLATION**

Any failure of the contractor to furnish or perform the Work (including commencement of the Work, supplying sufficient skilled workers or suitable materials or equipment) in accordance with the contract, the County may order the stop of the Work, or any portion thereof, until the cause for such order has been eliminated. If the vendor persistently fails to perform the Work in accordance with the contract, the County reserves the right to terminate the contract and select the next qualified quoter or re-advertise this procurement in part or in whole.

It is mutually agreed that any award made as a result of this quote may be canceled by the Vendor upon 90 days written notice by Certified Mail to the County. However, the County is hereby authorized to procure, in accordance with the prices quoted, continual services during this 90 day interim.

The County reserves the right to terminate a contract (or item award) by giving 30 days written notice of intention to terminate if at any time the Vendor fails to abide by or fulfill any of the terms and conditions of the contract

**B.11 QUALITY GUARANTEE**

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this quote, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage.



Also, the vendor shall refund to Manatee County any money which has been paid for same. The vendor will be responsible for attorney fees in the event the supplier defaults and court action is required.

**B.12 INDEMNIFICATION**

The successful vendor covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

**B.14 REGULATIONS**

It shall be the responsibility of the quoter to assure compliance with any OSHA, EPA and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

**B.15 MATERIAL/SAFETY DATA SHEET** *(if applicable)*

It shall be the responsibility of the awarded quoter(s) to submit, upon notification of award, a Material Safety Data Sheet (MSDS) for all toxic substances in accordance with Florida Statutes Chapter 442, The Right To Know Law, which mandates on-site MSDS for all toxic substances appearing in the work place

**END OF SECTION B**

**SECTION C**  
**SCOPE OF WORK**

**C.01 SCOPE OF WORK**

The Manatee County Utilities Department Central Laboratory provides analytical services to the Southwest Regional Water Reclamation Facility, the Southeast Regional Water Reclamation Facility, the North Regional Water Reclamation Facility, and in support of the Manatee Agricultural Reuse System. Additionally, the Central Laboratory provides analytical services to the Wastewater Compliance Section. These services include data analysis, interpretation, and consultation to assist in water treatment and permit compliance. Approximately 40,000 analyses are performed each year by the Central Laboratory. Proper maintenance and upkeep of laboratory instrumentation and equipment is vital in support of end user regulatory compliance and in order to meet NELAC certification requirements as required by the laboratory.

The laboratory equipment is located in distinct work rooms separated according to types of analyses performed. Exhibit "A" provides equipment descriptions and locations for the Central Laboratory.

**C.02 SYSTEM REQUIREMENTS**

- A. The contractor must be able to provide repair and perform maintenance services for all of the items identified in Exhibit "A".
- B. The contractor must be able to support 95% of all equipment and instrumentation listed in Exhibit "A" by direct employees of their company based in the state of Florida. Use of third-party engineers is not acceptable for these items unless prior written approval by Manatee County Central Laboratory authorized personnel is obtained. If utilizing third-party engineers for repair, maintenance and services, the contractor shall list those contact names and information when submitting quote.
- C. The contractor must provide qualifications of service engineers when submitting quotation. The County seeks contractors who can provide training documentation issued by ISO 17025 certified training facilities and traceable to said facilities, for the laboratory instrumentation identified by asterisks in Exhibit "A".
- D. When service call is placed, contractor representative must acknowledge request for support within 2 hours with service engineer response within 5 hours of service call placement. All telephone support shall be normal business work days and hours between 08:00 AM and 5:00 PM EST. Holidays and weekends are excluded from this requirement. Response is measured from the time a call is accepted and the time support is available to assist Manatee County authorized personnel (holidays and weekends are excluded).
- E. The contractor must provide a telephone response within 2 hours to a service request and must provide equal or better than 48 hours on site response.

SECTION C  
SCOPE OF WORK

- F. When the contractor is notified that a repair call is needed, the contractor is required to respond to the location within 48 hours to diagnose the problem, stabilize the system and make any and all repairs without delay. Once the equipment is repaired the contractor is required to complete a service report detailing all work and repairs before leaving the site. This report is to detail all hours spent on-site and all parts used to make the repairs to the equipment. Travel time expenses shall be included in the Call Out Charge on the Quote Form.
- G. Repair labor rate payments will be authorized for On-site time only. All parts required for repair will be billed as shown on the contractor's factory invoice plus the markup or discount as shown on the Quote Form. The contractor shall supply receipts or other documentation with the invoice for parts used in repairs to allow the County to verify the markup or discount is correct.
- H. The contractor must provide one toll-free, central call center whereby County employees can solicit service requests. All days and times are the same as above.
- I. The contractor must provide a web site whereby the following can be accomplished:
  - a. Display County laboratory equipment.
  - b. Schedule maintenance, repair, calibration, qualifications, and equipment change requests.
  - c. Display scheduled repair and maintenance requests.
  - d. Access, display and/or download (pending and or completed) service reports in PDF format.
  - e. Display equipment service history including dates, time spent, response times, number of calls.
- J. The contractor must be able to provide standardized or customized (as required) documentation for validation, preventative maintenance, and on-going service reports. Samples of existing standard reports must accompany quote.
- K. The contractor must be able to provide manufacturer's parts for all equipment as first choice when available. If manufacturer's parts are not available, then any exceptions must be approved by Central Laboratory authorized personnel prior to installing said part.

**C.03 TOTAL CARE PREVENTATIVE MAINTENANCE PROGRAM**

The County is interested in the ability of the quoters to be able to offer a "Total Care Preventative Maintenance Program", in which any and all repairs of the equipment listed in Exhibit "A" would be covered by a flat rate price. This program is listed as Quote Option B.

The pricing quoted for this total care preventive maintenance plan shall be billed quarterly, and shall include payment in full for all transportation, labor, and equipment used in providing the preventative maintenance services and any repairs.

**END OF SECTION C**

**SECTION D**  
**QUOTE SUMMARY**

**D.01** **MINIMUM QUALIFICATIONS OF QUOTERS**

The Contractor shall have been in business for at least three (3) years in the state of Florida. The Contractor shall provide at least three (3) references from within the State of Florida for similar services. Similar shall be defined as having similar type of equipment and a similar number of pieces of equipment under contract for service.

The Contractor shall have on staff:

- Personnel that are fully trained and experienced in the requirements of this work.
- The ability to provide qualified technicians on an “on call” status 24/7/365, to respond timely to requests for emergency repairs. This requires that all quoters have service personnel available to respond by phone for technical support within the 5 hour service requirement and located within the 48 hours travel time requirement for on-site services.

**D.02** **BASIS OF AWARD**

Award will be made to the responsive, responsible quoter having the lowest total offer listed on the Quote Form for either Option 1 or Option 2. The County will award to either Option 1 or Option 2 as it determines the option that is in the County’s best interest. Quoters may quote either Option or both Options. Quoters are required to quote on all items within an Option to be responsive for that Option.

In evaluating quotes, the County shall consider the qualifications of the quoters; and if required, may also consider the qualifications of the Subcontractors, suppliers, and other persons and organizations proposed. The County may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work.

Whenever two or more quotes are equal with respect to price, the quote received from a local business shall be given preference in award.

Whenever two or more quotes are equal with respect to price, and all other evaluative factors are otherwise equal, including local preference policies, if the company provides documented environmentally preferable “green” products, materials, or supplies, they shall be given preference in award.

Whenever two or more quotes which are equal with respect to price are received, and neither of these quotes are from a local business, and neither of these quotes provides documented “green” products, the award shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the Procurement Division and open to the public.

**END OF SECTION D**

**SECTION E**

**INSURANCE AND BONDING REQUIREMENTS**

The successful quoter will not commence Work under the resulting Agreement until all insurance under this section, and such insurance coverage as might be required by Owner, has been obtained. The successful quoter shall obtain, and submit to the Purchasing Division within ten (10) calendar days from the date of notice of intent to award, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Automobile Liability:	Bodily Injury and Property Damage, Owned/Non-Owned/Hired; Automobile included \$ <u>1,000,000</u> each occurrence <i>This policy shall contain severability of interests' provisions.</i>
2. <input checked="" type="checkbox"/> Commercial General Liability: (Occurrence Form - patterned after the current ISO form)	Bodily Injury and Property Damage \$ <u>1,000,000</u> single limit per occurrence; \$ <u>2,000,000</u> aggregate This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability. <i>This policy shall contain severability of interests' provisions.</i>
3. <input checked="" type="checkbox"/> Employer's Liability:	\$ <u>100,000</u> single limit per occurrence
4. <input checked="" type="checkbox"/> Worker's Compensation:	Statutory Limits of Chapter 440, Florida Statutes, and all Federal Government Statutory Limits & Requirements
5. <input checked="" type="checkbox"/> Other Insurance, as noted:	a. <input type="checkbox"/> Aircraft Liability \$ _____ per occurrence Coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the services under this Agreement.  b. <input checked="" type="checkbox"/> Installation Floater \$ <u>500,000</u> If the resulting Agreement <b>does not</b> include construction of or additions to above ground building or structures, but does involve the installation of machinery or equipment, successful quoter shall provide an "Installation Floater" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).  c. <input type="checkbox"/> Maritime Coverage (Jones Act) \$ _____ per occurrence Coverage shall be maintained where applicable to the

Insurance / Bond Type	Required Limits
	<p>completion of the Work.</p> <p>d. <input type="checkbox"/> Pollution \$ _____ per occurrence</p> <p>e. <input type="checkbox"/> Professional Liability \$ _____ per claim and in the aggregate</p> <ul style="list-style-type: none"> <li>• \$1,000,000 per claim and in the aggregate</li> <li>• \$2,000,000 per claim and in the aggregate</li> </ul> <p>f. <input type="checkbox"/> Project Professional Liability \$ _____ per occurrence</p> <p>g. <input type="checkbox"/> Property Insurance \$ _____</p> <p>If the resulting Agreement includes construction of or additions to above ground buildings or structures, quoter shall provide "<b>Builder's Risk</b>" insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p><i>To the extent that property damage is covered by commercial insurance, Owner and successful quoter agree to waive all subrogation rights against each other, except such rights as they may have to the proceeds of such insurance. Successful quoter shall require a similar waiver of subrogation from each of its quoter personnel and sub-consultants, to include Special Consultants; successful quoter shall provide satisfactory written confirmation to Owner of these additional waivers.</i></p> <p>h. <input type="checkbox"/> U.S. Longshoreman's and Harborworker's Act Coverage shall be maintained where applicable to the completion of the Work.</p> <p>i. <input type="checkbox"/> Valuable Papers Insurance \$ _____ per occurrence</p> <p>j. <input type="checkbox"/> Watercraft \$ _____ per occurrence</p>
<p>6. <input type="checkbox"/> Bid Bond:</p>	<p>Bid bond shall be 5% of the total offer of the bid. Bid bond shall be submitted with the bid and shall include project name, location, and / or address and project number.</p> <p>In lieu of the bond, the contractor may file an alternative form of security in the amount of 5% of the total offer, in the form of a money order, a certified check, a cashier's check, or an irrevocable letter of credit.</p>
<p>7. <input type="checkbox"/> Payment and Performance Bond:</p>	<p>Payment and Performance Bond shall be submitted by quoter for 100% of the award amount and shall be presented to Manatee County within ten (10) calendar days of issuance of the notice of intent to award.</p>

Reviewed by Risk: *Shirley D. Klabing*

**INSURANCE REQUIREMENTS**

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in this Exhibit, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If successful quoter has any self-insured retentions or deductibles under any of the listed minimum required coverage, successful quoter must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be successful quoter's sole responsibility.

Nothing herein shall in any manner create any liability of Owner in connection with any claim against the successful quoter for labor, services, or materials, or of Subcontractors; and nothing herein shall limit the liability of the successful quoter or successful quoter's sureties to Owner or to any workers, suppliers, material men or employees in relation to the resulting Agreement.

**Builder's Risk Coverage.** The successful quoter shall procure and maintain during the entire course of the Work a builder's risk policy, completed value form, insured to provide coverage on an all risk basis, including coverage for off-site stored materials and including coverage for theft. This coverage shall not be lapsed or cancelled because of partial Acceptance by the Owner prior to final Acceptance of the Project. Successful quoter shall recommend to Owner any additions to the Project Costs resulting from any casualty described in Article XII General Conditions of the Construction Agreement, including those costs, expenses and other charges (including normal and ordinary compensation to the successful quoter) necessary for reconstruction of the Project substantially in accordance with the Project Plans and Specifications. The nature, level and type of builder's risk coverage (including completed value or replacement cost coverage) shall be determined by Owner through insurers selected by successful quoter and approved by Owner.

**Excess Policy or Umbrella.** An excess policy or umbrella may be used to cover limits over and above Commercial General Liability.

**Subcontractor's Public Liability and Property Damage Insurance.** The successful quoter shall require each Subcontractor to procure and maintain during the term of the subcontract, insurance of the type specified above, or insure the activities of Subcontractors in its policy, as approved by Owner prior to performance of any services. The levels of coverage as set forth in the table above may be adjusted to require a reduced level of coverage consistent with the scope of Work to be provided by that particular Subcontractor. Any reduction in the levels of insurance coverage required by the successful quoter's standard form of subcontract shall be approved by the Owner.

**Waiver of Subrogation.** Owner and successful quoter waive against each other and the Owner's separate Vendors, Contractors, Design Consultants, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The successful quoter and Owner shall, where appropriate, require similar waivers of subrogation from the Owner's separate Vendors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

**Worker's Compensation Insurance.** The successful quoter shall procure and maintain during the term of the Contract Documents, workers' compensation insurance for all its employees connected with the Work and shall require all Subcontractors similarly to provide workers' compensation insurance for all their employees unless such employees are covered by the protection afforded by successful quoter. Such insurance shall comply with the Florida Workers' Compensation Law. The successful quoter shall provide adequate insurance, satisfactory to Owner, for the protection of employees not otherwise protected.

**By way of its submission of a bid hereto, quoter:**

- a. Represents that quoter maintains, and will maintain during the term of any Agreement arising from this solicitation, all insurance coverage required herein from responsible companies duly authorized to do business under the laws of the State of Florida that hold a rating of "A-" or better by Best's Key Guide, latest edition, and are deemed acceptable to Owner as set forth in this solicitation.
- b. Agrees that insurance, as specified herein, shall remain in force and effect without interruption from the date of commencement of the Work throughout the duration of the Project, and shall remain in effect for at least two (2) years after the termination of the Contract Documents.
- c. Agrees that if the initial or any subsequently issued certificate of insurance expires prior to completion of the Work, successful quoter shall furnish to Owner renewal or replacement certificate(s) of insurance no later than ten (10) calendar days after the expiration date on the certificate. Failure of successful quoter to provide Owner with such renewal certificate(s) shall be considered justification for Owner to terminate any and all Agreements.
- d. Agrees that quoter and/or its insurance carrier shall provide thirty (30) days written notice to Owner of policy cancellation or non-renewal on the part of the insurance carrier or the successful quoter. Successful quoter shall also notify Owner, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by successful quoter from its insurer and nothing contained herein shall relieve successful quoter of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by successful quoter hereunder, successful quoter shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.
- e. Agrees that failure of successful quoter to obtain and maintain proper amounts of insurance at all times as called for herein shall constitute a material breach of the resulting Agreement, which may result in immediate termination.
- f. Agrees that, should at any time the successful quoter not maintain the insurance coverage(s) required herein, Owner may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge successful quoter for such coverage(s) purchased. If successful quoter fails to reimburse Owner for such costs within thirty (30) days after demand, Owner has the right to offset these costs from any amount due successful quoter under this Agreement or any other agreement between Owner and successful quoter. Owner shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance companies used. The decision of Owner to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.
- g. Agrees to provide, upon request, the entire and complete insurance policies required herein.
- h. The payment of deductibles for insurance required of the successful quoter by the Contract Documents shall be the sole responsibility of the successful quoter.



**Certificate of Insurance Requirements:**

- a. Certificates of insurance in duplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Division before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the bid number and title of the Project, and must read: For any and all work performed on behalf of Manatee County.
- b. **Additional Insured:** The Automobile Liability and Commercial General Liability policies provided by the successful quoter to meet the requirements of this IFB shall name Manatee County, Board of County Commissioners, as an additional insured as to the operations of the successful quoter under this IFB and shall contain severability of interests provisions.
- c. In order for the certificate of insurance to be accepted it **must** comply with the following:
  1. The "Certificate Holder" shall be:  
**Manatee County  
Board of County Commissioners  
Bradenton, FL  
RFQ# 16-3233GE, Lab Equipment Preventative Maintenance  
For any and all work performed on behalf of Manatee County.**
  2. Certificate shall be mailed to:  
**Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205  
Attn: George Earnest CPPB, Buyer**

**BONDING REQUIREMENTS**

**Bid Bond/Certified Check.** By submitting a bid to this IFB, the quoter agrees should the quoter's bid be accepted, **to execute the form of Agreement and present the same to Manatee County for approval within ten (10) calendar days after notice of intent to award.** The quoter further agrees that failure to execute and deliver said form of Agreement **within ten (10) calendar days** will result in damages to Manatee County and as guarantee of payment of same a bid bond/certified check shall be enclosed within the submitted sealed bid in the amount of five (5%) percent of the total amount of the bid. The quoter further agrees that in case the quoter fails to enter into an Agreement, as prescribed by Manatee County, the bid bond/certified check accompanying the bid shall be forfeited to Manatee County as agreed liquidated damages. If Owner enters into an Agreement with a quoter, or if Owner rejects any and/or all bids, accompanying bond will be promptly returned.

**Payment and Performance Bonds.** Prior to commencing Work, the successful quoter shall obtain, for the benefit of and directed to Owner, a Payment and Performance Bond satisfying the requirements of Section 255.05, Florida Statutes, covering the faithful performance by the successful quoter of its obligation under the Contract Documents, including but not limited to the construction of the Project on the Project Site and the payment and obligations arising thereunder, including all payments to Subcontractors, laborers, and materialmen. The surety selected by the successful quoter to provide the Payment and Performance Bond shall be approved by Owner prior to issuance of such Bond, which approval shall not be unreasonably withheld or delayed provided that surety is rated A- or better by Best's Key Guide, latest edition.

Failure to provide the required bonds on the prescribed form may result in successful quoter being deemed nonresponsive. Bonds must be in the form prescribed in Section 255.05, Florida Statutes, and must not contain notice, demand or other terms and conditions, including informal pre-claim meetings, not provided for in Section 255.05, Florida Statutes.

Surety of such bonds shall be in an amount equal to 100% of the Contract Price issued by a duly authorized and nationally recognized surety company, authorized to do business in the State of Florida, satisfactory to Owner. Surety shall be rated as "A-" or better by Best's Key Guide, latest edition. The attorney-in-fact who signs the bonds must file with the bonds, a certificate and effective dated copy of power-of-attorney. Payment and Performance Bonds shall be issued to Manatee County, a political subdivision of the State of Florida, **within ten (10) calendar days after notice of intent to award.**

In addition, pursuant to Section 255.05(1)(b), Florida Statutes, prior to commencing Work, the successful quoter shall be responsible and bear all costs associated to record the Payment and Performance Bond with the Manatee County Clerk of the Circuit Court. A certified copy of said recording shall be furnished to the Purchasing Division upon filing. Pursuant to Section 255.05(1)(b), Florida Statutes, Owner will make no payment to the successful quoter until the successful quoter has complied with this paragraph.

Furnishing Payment and Performance Bonds shall be requisite to execution of an Agreement with Owner. Said Payment and Performance Bonds will remain in force for the duration of the Agreement with the premiums paid by the successful quoter. Failure of the successful quoter to execute such Agreement and to supply the required bonds shall be just cause for cancellation of the award. Owner may then contract with the next lowest, responsive and responsible quoter or re-advertise this IFB. If another quoter is accepted, and notice given within ninety (90) days after the opening of the bids, this Acceptance shall bind the quoter as though they were originally the successful quoter.

Failure of Owner at any time to require performance by the successful quoter of any provisions set out in the resulting Agreement will in no way affect the right of Owner, thereafter, to enforce those provisions.

**QUOTER'S INSURANCE STATEMENT**

**THE UNDERSIGNED** hereto have read and understand the aforementioned insurance requirements of this IFB and note that the evidence of insurability shall be required within ten (10) days from the date of notice of intent to award.

Quoter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Quoter's  
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Insurance Agency: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

*Please return this completed and signed statement with your bid.*

**END OF SECTION E**

QUOTATION FORM

**DATE DUE: 3:00 PM on February 6, 2017**

To: Manatee County Procurement  
1112 Manatee Avenue West, Suite 803  
Bradenton, Florida 34205  
Attention: George Earnest CPPB, Buyer  
Or via email: [george.earnest@mymanatee.org](mailto:george.earnest@mymanatee.org)

Or via Fax @ (941) 749-3034

**RE: RFQ #16-3233GE Laboratory Equipment Preventative Maintenance**

We, the undersigned, hereby declare that we have carefully reviewed the quote documents, and with full knowledge and understanding of the aforementioned herewith submit this quote, meeting each and every specification, term, and condition contained in the Request for Quotes.

We understand that the quote specifications, terms, and conditions in their entirety shall be made a part of any agreement or contract between Manatee County and the successful quoter. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all reprocurement costs, damages, and attorney fees as incurred by the County.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_  
(Print Name & Title of Signer)

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TEL. NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

WATER TREATMENT PLANT QUALITY CONTROL LABORATORY EQUIPMENT PREVENTATIVE MAINTENANCE										
A	DESCRIPTION	Maintenance 1 <sup>st</sup> Quarter	Maintenance 2nd Quarter	Maintenance 3rd Quarter	Maintenance 4th Quarter	=	Annual Maintenance Cost	Multiplied by # of Years of Initial Contract Period	=	Total Contract Maintenance Cost
1	Preventative Maintenance for Laboratory Equipment as Listed	\$	\$	\$	\$	=	\$	1	=	\$

**OPTION #1**

LABOR COSTS FOR REPAIRS									
B	DESCRIPTION	Estimated Annual Quantity	Unit Cost Rate	=	Estimated Total Annual Labor Costs for Repairs	Multiplied by # of Years of Initial Contract Period	=	Total Estimated Labor Cost	
1	Call Out Charge for Repairs (M-F, 8-5)	12 Each	\$	=	\$	1	=	\$	
2	Labor Rate for repairs as directed (M-F, 8-5) (On site time only, no travel charges will be accepted)	60 Hours	\$	=	\$	1	=	\$	
3	Overtime Labor Rate for repairs as directed (Hours other than M-F, 8-5) (On site time only, no travel charges will be accepted)	20 Hours	\$	=	\$	1	=	\$	
TOTAL ESTIMATED LABOR COSTS				=	\$	1	=	\$	

MATERIAL COSTS FOR REPAIR PARTS		
C		
1	Vendors Cost plus a % markup	_____ % Markup
2	Percentage discount from a published price list (if applicable)	_____ % Discount

**OPTION #2**

LABORATORY EQUIPMENT PREVENTATIVE MAINTENANCE AND REPAIR TOTAL CARE PLAN								
	DESCRIPTION	Monthly Plan Cost	Months Of Service	=	Annual Maintenance Cost	# of Years of Initial Contract	=	Total Contract Maintenance Cost
A	Preventative Maintenance and Repairs as needed for Laboratory Equipment as Listed	\$	Times (12) Months	=	\$	1	=	\$
1								

END OF QUOTE FORM



**ATTACHMENT "B"**  
**STATEMENT OF NO QUOTE**

If you do not intend to quote please return this form immediately to:

Manatee County Procurement  
1112 Manatee Avenue West, Suite 803  
Bradenton, Florida 34205

We, the undersigned, have declined to quote on RFQ No.: 16-3233GE Laboratory Equipment Preventative Maintenance, for the following reason(s):

- Specifications too restrictive, i.e., geared toward one brand or manufacturer.
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet Bond requirement
- Specifications unclear (explain below)
- Unable to meet insurance requirements
- Remove us from your "Bidders List"
- Other (specify below)

**REMARKS:**

We understand that if we do not submit a Quote and this Statement of No Quote is not executed and returned, our name may be deleted from your Bidders List for this commodity or service.

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

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

Telephone: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Print or type name and title of above signer)

**END OF ATTACHMENT "B"**



Attachment "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 5, SECTION 2-26-54,  
MANATEE COUNTY PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by \_\_\_\_\_  
[print individual's name and title]

\_\_\_\_\_ for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Procurement Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgement has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Procurement Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature My commission expires \_\_\_\_\_

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

**END OF ATTACHMENT "C"**

Index No.	Mfg	Std Model Name	Serial Number	Contract Material	Product Line	Description	Type	Description/Number of PMs
1	PERKINELMER	FIMS100 *	101S9010202	FIMS100	AA	MERCURY ANALYZER	ANALYSIS, CHEMICAL ANALYSIS	2PMs
2	PERKINELMER	AANALYST800 *	8302	AANALYST800	AA	AA INSTRUMENT	ATOMIC ABSORPTION	2PMs
3	PERKINELMER	FURNACECOOLINGSYST *	319S8063001	FURNACECOOLINGSYST	AA	CHILLER		2PMs
4	PERKINELMER	AS90 *	3980	AS90	AA	FLAME AUTOSAMPLER	CHROMATOGRAPHY, GAS AUTOSAMPLER	2PMs
5	PERKINELMER	LAMBDA35 *	101N2081603	LAMBDA35	UVS	UV SPECTROPHOTOMETER	SPECTROPHOTOMETER	2PMs
6	AGILENT	G1098A *	US10451946	AGTG1098AGCMSD	AGT	AGILENT G1098A 5973 EI DIFFUSIO	SPECTROMETER, MASS GC	2PMs
7	AGILENT	G1530A *	US10143054	AGTG1530AGC	AGT	AGILENT G1530A 6890 SERIES GAS	CHROMATOGRAPHY, GAS	2PMs
8	DANAHER/BECKMAN COULTER	ALLEGRA6R	ALS03F01	BCALLEGRA6R	OMV	Refrigerated Tabletop Centrifug	CENTRIFUGE	1PM
9	LINDBERG/BLUE M	V019A	R18S-509819-RS	LBVACUUMOVEN	OMV	LINDBERG/BLUE VACUUM OVEN V0914	INCUBATOR/STABILITY CHAMBER	1PM
10	LINDBERG/BLUE M	V019A	RO5M576756-RM	LBVACUUMOVEN	OMV	LINDBERG/BLUE VACUUM OVEN V0914	INCUBATOR/STABILITY CHAMBER	1PM
11	HEWLETT PACKARD	CPU	1S6138AR7MJ02903	ONESOURCEAGT	AGT	HP / CPU / 1S6138AR7MJ02903	COMPUTER	0PM
12	HEWLETT PACKARD	PRINTER	USBNJ39884	OSPRINTER	AGT	HP / PRINTER / USBNJ39884	PRINTER	0PM
13	METTLER TOLEDO	XS6002S	1128100675	OSBALANCE	OMV	METTLER / XS6002S / 1128100675	BALANCE/SCALE	2PMs
14	METTLER TOLEDO	AX204	1120223318	MTAX204BALANCE	OMV	ANALYTICAL LAB BALANCE	BALANCE/SCALE	2PMs
15	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-122-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
16	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-124-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
17	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-125-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
18	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-126-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
19	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-126-K2	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
20	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-119-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
21	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-119-SS1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
22	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-119-SS2	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
23	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-132-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
24	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-130-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
25	KEWAUNEE SCIENTIFIC	6FTBYPASSFH	MAN-131-K1	KSH055472B00	OMV	KEWAUNEE 6' RESTRICTED BYPASS F	LAMINAR FLOW HOOD	2 SYSTEM CHECKS
26	ENVIRONMENTAL EXPRESS	SC154	3366CE61629	EEHOTBLOCKSC154	OMV	HOTBLOCK METAL DIGESTION	HEATER/COOLER	1PM
27	ENVIRONMENTAL EXPRESS	SC151	5388CEC2514	EEXHOTBLOCKSC151	OMV	ENVIRONMENTAL EXP HOTBLK DIGESTION SC151	HEATER/COOLER	1PM
28	AI SCIENTIFIC	AIM 600	5146U00095	ONESOURCEAIS	OMV	AI SCIENTIFIC / AIM 600 / 5146U00095	DIGESTOR	1PM
29	SEAL ANALYTICAL	AIM 600 CONTROLLER	5146U00096	ONESOURCEOMV	OMV	SEAL / AIM 600 CONTROLLER / 5146U00096	CONTROLLER	0PM
30	TMO/PRECISION	2862	602031353	PS2862WATERBATH	OMV	COLIFORM WATERBATH	HEATER/COOLER	1PM
31	TMO/PRECISION	2862	202162	PS2862WATERBATH	OMV	COLIFORM WATERBATH	HEATER/COOLER	1PM
32	TMO/FISHER	3510FS	103960	TMO3510INCUBATOR	OMV	THELCO 4.5 CUBIC FT CONVECTION	INCUBATOR/STABILITY CHAMBER	1PM
33	TMO/FISHER	3510FS	603061719	TMO3510INCUBATOR	OMV	THELCO 4.5 CUBIC FT CONVECTION	INCUBATOR/STABILITY CHAMBER	1PM
34	TMO/FORMA	ISOTEMP304	1520070665372	FSINCUBATOR304	OMV	ISOTEMP INCUBATOR	INCUBATOR/STABILITY CHAMBER	1PM
35	TMO/FORMA	ISOTEMP304	1520080503788	FSINCUBATOR304	OMV	ISOTEMP INCUBATOR	INCUBATOR/STABILITY CHAMBER	1PM
36	TMO	ISOTEMP650F	1577080506511	TMO650FINCUBATOR	TMO	THERMO FISHER ISOTEMP INCUBATOR	INCUBATOR/STABILITY CHAMBER	1PM
37	THERMO SCIENTIFIC	30400	1262090526063	ONESOURCETMO	TMO	THERMO / 30400 / 1262090526063		1PM
38	PERKINELMER	AS800	801S6112402	AS800	AA	FURNACE AUTOSAMPLER	CHROMATOGRAPHY, GAS AUTOSAMPLER	2PMs
39	B&I CONTRACTORS	CUSTOM	MAN-132-SS1	ONESOURCEHOOD	OMV	B&I CONTRACTORS / CUSTOM / MAN-132-SS1	HOOD	2 SYSTEM CHECKS
40	B&I CONTRACTORS	CUSTOM	MAN-132-SS2	ONESOURCEHOOD	OMV	B&I CONTRACTORS / CUSTOM / MAN-132-SS2	HOOD	2 SYSTEM CHECKS
41	DANAHER/HACH LANGE	DRB200	09030C0187	HCLDRB200	OMV	HACH DIGITAL REACTOR BLOCK	HEATER/COOLER	1PM
42	DANAHER/HACH LANGE	DRB200	09030C0184	HCLDRB200	OMV	HACH DIGITAL REACTOR BLOCK	HEATER/COOLER	1PM
43	PERKINELMER	OPTIMA7300DV *	077C0042801	OPTIMAN0770796	ICP	OPTIMA 7300DV CONCENTRIC	SPECTROMETER, ICP	2PMs
44	PERKINELMER	ICPN0772036 *	109900462	ICPN0772036	ICP	CHILLER-6106PE LOW NOISE 60HZ	HEATER/COOLER	2PMs
45	ESI	SCFASTN077334 *	X4DX-HS-TSP-16-100502	ESISCFASSTN077334	ICP	ESI SC FAST SC-4 W/ FAST 200.7	SPECTROMETER, ICP	2PMs
46	PERKINELMER	PRINTER09421125	CNDX322698	PRINTER09421125	LC	PRINTER-HP LASER JET P4014	PRINTER	0PM
47	METTLER TOLEDO	XP204	1127513310	MTXP204BALANCE	OMV	METTLER TOLEDO XP204 BALANCE	BALANCE/SCALE	2PMs
48	FISHER SCIENTIFIC	3720 BOD REFRIGERAT	318433-103	OSFRIDGE	TMO	FISHER / 3720 BOD FRIDGE / 318433-103	REFRIGERATOR	1PM
49	TMO	AQUAKEM200 *	A3720171	TMOAQUAKEM200	TMO	THERMO DISCRETE WET CHEMISTRY A	WATER TREATMENT/PURIFICATION	2PMs
50	TMO/PRECISION	2862	219860-602	PS2862WATERBATH	OMV	COLIFORM WATERBATH	HEATER/COOLER	1PMs
51	TMO	OGH60S51028118	41329377	TMOOGH60OVEN	TMO	THERMO HERATHERM CONVECTION OVEN	INCUBATOR/STABILITY CHAMBER	1PMs
52	TMO	ISOTEMP650F	119172-133	TMO650FINCUBATOR	TMO	THERMO FISHER ISOTEMP INCUBATOR	INCUBATOR/STABILITY CHAMBER	1PMs
53	TMO	OV701F	614677-513	TMOOV701FOVEN	TMO	THERMO 3050 SERIES OVEN MODEL OV701F	INCUBATOR/STABILITY CHAMBER	1PMs
54	SHEL LABS	SRI20	6041615	SHESRI20	OMV	SHEL LABS SRI20 B.O.D. REFRIG INCUBATOR	INCUBATOR/STABILITY CHAMBER	1PMs
55	LENOVO	THINKCENTRE	8SSS5OD70422A1DG3	OSCOMPUTER	OMV	LENOVO / THINKCENTRE /8SSS5OD70422A1DG3B		0PM
56	LENOVO	THINKCENTRE	1S10AGS0R109MJ01YX7P	OSCOMPUTER	OMV	LENOVO / THINKCENTRE /1S10AGS0R109MJ01YX		0PM
57	DELL	HP Compaq	ET088AV/DC7700	MXL71506FH		HP Compaq	COMPUTER	0PM
58	LENOVO	THINKCENTRE	G3BH00GW	OSCOMPUTER	OMV	LENOVO / THINKCENTRE /G3BH00GW		0PM