



COUNTY OF UNION
BID SUBMISSION CHECKLIST
AUTOMATED LIQUID HANDLERS
BA# 23-2019

*Each bidder shall complete this form, **initial** each entry, sign and date at the bottom and submit with bid.*

- _____ 1. Bid Form Page(s)
- _____ 2. Bidder Signature Page – *follow instructions and fill out completely*
- _____ 3. Statement of Ownership Disclosure (2 pages) – *fill out completely*
- _____ 4. Non-Collusion Affidavit – *fill out completely and notarize*
- _____ 5. Affirmative Action Requirement
- _____ 6. Disclosure of Investment Activities in Iran
- _____ 7. Americans with Disabilities Form
- _____ 8. Copy of a State of New Jersey **Business Registration Certificate (“BRC”)** issued in the company name of the bidder and in the names of any subcontractors, if applicable
- _____ 9. Compliance pages
- _____ 10. Warranty (For PrePCR and PostPCR)
- _____ 11. Installation (for PrePCR and PostPCR)
- _____ 12. Training (for PrePCR and PostPCR)
- _____ 13. Equipment Service (for PrePCR and PostPCR)
- _____ 14. Addenda Receipt Form – **ONLY INCLUDE IF ADDENDA(S) WERE RECEIVED**

NAME OF BIDDER: _____ DATE: _____

COUNTY OF UNION

Notice to Bidders

SEALED BIDS will be received by the Director of the Division of Purchasing of the County of Union, New Jersey or her designee on June 27, 2019 at **2:30 p.m.** prevailing time in the **3rd Floor Conference Room**, U.C. Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey for:

BA# 23-2019 – AUTOMATED LIQUID HANDLERS

in accordance with the specifications and forms of the bid packages furnished by the Division of Purchasing. The County reserves the right to reject any and all bids and to waive any and all informalities in the bid.

Bids shall be submitted in a sealed envelope and clearly marked with the subject of the bid, name and address of the bidder, phone & fax number, and date of the bid opening. Each bid must be delivered to reach the Division of Purchasing prior to the stated time of the opening of the bids. **No** late bids will be accepted. The County will not be responsible for late delivery by the U.S. Mail or any other carrier. If hand delivered, please note that parking and security access at the County Complex may cause delays and bidders should take them into consideration in order to submit a timely bid. **No** late bids will be accepted. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

Bid packages may be obtained by registering and downloading at <http://ucnj.org/bid-specs> or in person from the Division of Purchasing (3rd floor), Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207 or via U.S. Mail per request. Fax requests for bid packages to 908-558-2548 or call 908-527-4130.

Michelle Hagopian, Assistant Director of Purchasing

INTENT: The purpose and intent of this public bid is to obtain for the County of Union a vendor to furnish, customize and deliver **Lot A- Tecan Freedom EVO 150 Automated Liquid Handlers** and **Lot B-Supplies** for the Office of the Prosecutor.

The County has evaluated different types of liquid handlers and has determined that the brand name products on these specifications are best suited for the County's needs in safety, quality, performance, and long term operational costs. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all bids will be compared. The County reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the lowest responsible and responsive bid meeting the requirements of this specification pursuant to N.J.S.A. 40A:11-13.

EQUIVALENT PRODUCT: Bids will be accepted for consideration on any make or model that is equal to or superior to the items specified. Further, equivalent products for all accessories carrying a brand name will also be considered. Variations of any features of a proposed equivalent product from the features of the specified brand name may be acceptable if judged to be in the best interest of The County. Decisions of equivalency will be at the sole interpretation of The County. A blanket statement that products proposed will meet all requirements will not be sufficient to establish equivalence. Brochures published by the original manufacturer of the proposed unit should be submitted with the proposal. Bidder must be prepared to demonstrate a unit similar to the one proposed, post bid.

STANDARD: The specification herein states the minimum requirements of The County. Unauthorized conditions, limitations, or provisions will be cause for rejection. The County may consider as "irregular" or "non-responsive" and reject any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable The County to make a reasonable determination of compliance to the specification. It will be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification (COMPLY: YES/NO) will cause the proposal to be rejected without review as "non-responsive". All variances, exceptions and/or deviations should be fully described in the appropriate section.

AWARD OF CONTRACT: In the best interest of the County only one vendor will be contracted, therefore bidders must bid on both lots to be considered responsive. Failure to fill out pricing for both lots will result in the bid being found unresponsive and said bids will be dismissed. Total unit price to include all items listed in the specification, freight, preparation, warranty and delivery.

PAYMENT: Payment to Vendor is to be made within forty-five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

DELIVERY: Delivery will be to Union County Prosecutor's Forensic Laboratory, Third Floor, 400 North Avenue East, Westfield, NJ 07090. Contact: Richard Costa (908) 654-9847. Mon – Fri between the hours of 8am and 4pm.

Total price to include freight, delivery, installation, and training.

OPEN END CONTRACT: PLEASE NOTE THAT THE ENSUING CONTRACT IS INTENDED TO BE AN OPEN END CONTRACT AS ALLOWED UNDER N.J.A.C. 5:30 ET SEQ. AND, IN ACCORDANCE WITH THE RULES, THE MINIMUM NUMBER SET ON LOT A- TECAN FREEDOM EVO 150 AUTOMATED LIQUID HANDLERS SHALL BE ONE (1) OF EACH ITEM SPECIFIED AND THE MAXIMUM SHALL BE TWO (2) OF EACH ITEM SPECIFIED. THE MINIMUM NUMBER SET ON LOT B- SUPPLIES SHALL BE ONE (1) OF EACH ITEM SPECIFIED AND THE MAXIMUM SHALL BE FIVE (5) OF EACH ITEM SPECIFIED.

OPTIONS: In the case of a discrepancy/contradiction between the standard equipment and the optional equipment specified, the optional equipment indicated shall always prevail.

To schedule a site visit, contact Richard Costa (908) 654-9847

Any questions regarding the bid can be emailed to ucbids@ucnj.org or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification.

SPECIFICATIONS - LOT A - TECAN FREEDOM EVO 150

Tecan Freedom EVO Platform

PRE PCR SYSTEM

- Tecan Freedom EVO150
 - 45 grids of carriers for deck configuration
 - Ability to upgrade to 3 independently controlled arms on system
 - Ability to upgrade with addition of liquid displacement arm on system
 - Flexible deck configuration
 - With shielding and safety locks

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 8 channel liquid handling arm, 8 channel air LiHa
 - Volume aspiration & dispensing from 0.5µL to 1000µL
 - Individual channel control for tip pick up & pipetting different volumes in tips in one scripting command
 - Default & customizable liquid classes
 - free non-contact dispense down to 0.5µL
 - inline filter for each pipetting channel's protection
 - liquid level detection of conductive and non-conductive liquids
 - usage of 350µL nested tips & nest disposal without use of gripper arm or paddles
 - Accommodation of various tip sizes: 10µL, 50µL 200µL, 350µL and 1000µL tips

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

NAME OF BIDDER: _____

- Gripper arm, RoMa
 - Ability to grip & move microplates & tip boxes
 - Ability to reach off front, rear & sides of instrument for maximal integration & range
 - 270 degree rotation

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Handheld 1D & 2D barcode scanner

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Carriers on instrument for:
 - 1x Trough Carrier, 100mL, 6-Position with DiTi Waste Chute, Silver
 - 1x Tube Adapter, 1.5mL or 2mL Microfuge with Hinged Cap, 5-Position, 100mL Trough Format
 - 6x Tube Carrier, 1.5mL or 2.0mL Microfuge with Hinged Cap, 16-Position
 - 2x Microplate Carrier, 3-Position, Landscape
 - 2x Microplate Carrier, 4-Position, Landscape, Low Profile
 - 1x Plate Adapter, PCR, Conical Bottom, 96-well
 - 1x Shelf, 8-Position, 11 cm high, mounts under back X-rail

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

NAME OF BIDDER: _____

- Software
 - EVOware Standard Software
 - Should have simulation mode for scripting purposes
 - Collision avoidance for arms and 3rd party devices within instrument envelope
 - Stop/Pause/Resume capabilities
 - Remote monitoring capabilities on mobile devices, built into native software
 - Introspect analytics software capable of tip counting, percent utilization and historical data back to initial first day use of instrument
 - Touchtools Software
 - Define & execute pipetting sequences in real time without prior scripting
 - Recall & execute these unwritten pipetting sequences at a later date
 - Normalization Wizard Software
 - Application specific wizards to be integrated in software and available through main GUI

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Computer/monitor/wireless keyboard

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Installation with IQ/OQ

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 2 weeks of scripting support

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 2 training classes

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

NAME OF BIDDER: _____

- Equipment Service – 1 year

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Warranty

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

POST PCR SYSTEM

- Tecan Freedom EVO100
 - 30 grids of carriers for deck configuration
 - Ability to upgrade to 2 independently controlled arms on system
 - Ability to upgrade with addition of liquid displacement arm on system
 - Flexible deck configuration
 - With shielding and safety locks

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 8 channel liquid handling arm, 8 channel air LiHa
 - Volume aspiration & dispensing from 0.5µL to 1000µL
 - Individual channel control for tip pick up & pipetting different volumes in tips in one scripting command
 - Default & customizable liquid classes
 - free non-contact dispense down to 0.5µL
 - inline filter for each pipetting channel's protection
 - liquid level detection of conductive and non-conductive liquids
 - usage of 350µL nested tips & nest disposal without use of gripper arm or paddles
 - Accommodation of various tip sizes: 10µL, 50µL 200µL, 350µL and 1000µL tips

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

NAME OF BIDDER: _____

- Handheld 1D & 2D barcode scanner
- Carriers on instrument for:
 - 1x Trough Carrier, 100mL, 6-Position with DiTi Waste Chute, Silver
 - 3x Microplate Carrier, 3-Position, Landscape
 - 1x Microplate Carrier, 2-Position, Portrait
 - 1x Microplate Carrier, 4-Position, Landscape, Low Profile
 - 1x Plate Adapter, PCR, Conical Bottom, 96-well
 - 1x Tube Adapter, 1.5mL or 2mL Microfuge with Hinged Cap, 5-Position, 100mL Trough Format

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Software
 - EVOware Standard Software
 - Should have simulation mode for scripting purposes
 - Collision avoidance for arms and 3rd party devices within instrument envelope
 - Stop/Pause/Resume capabilities
 - Remote monitoring capabilities on mobile devices, built into native software
 - Introspect analytics software capable of tip counting, percent utilization and historical data back to initial first day use of instrument
 - Touchtools Software
 - Define & execute pipetting sequences in real time without prior scripting
 - Recall & execute these unwritten pipetting sequences at a later date

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Computer/monitor/wireless keyboard

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

NAME OF BIDDER: _____

- Installation with IQ/OQ

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 1 week of scripting support

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- 1 training class

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Warranty

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

- Equipment Service – 1 year

EXACT COMPLIANCE YES _____ NO* _____

*DEVIATIONS _____

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE AND DELIVER **LOT A - AUTOMATED LIQUID HANDLERS** AND **LOT B – SUPPLIES** FOR THE PROSECUTOR OF THE COUNTY OF UNION IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

LOT A

QUANTITY (MORE OR LESS)	X	DESCRIPTION	=	SUBTOTAL
1	X	AUTOMATED LIQUID HANDLER for PrePCR	= \$	_____
MAKE, MODEL _____				

1	X	AUTOMATED LIQUID HANDLER for PostPCR	= \$	_____
MAKE, MODEL _____				

TOTAL LOT A \$ _____

LOT B

QUANTITY (MORE OR LESS)	X	DESCRIPTION	=	SUBTOTAL
1	x	Disposable Tips, 10µL, Conductive, Filtered, ANSI/SLAS, Sterile, 3,840 tips/case	= \$	_____
1	x	Disposable Tips, 50µL, Conductive ANSI/SLAS, Filtered, Sterile, 3,840 tips/case	= \$	_____
1	x	Disposable Tips, 200µL, Conductive, ANSI/SLAS, Filtered, Sterile, 3,840 tips/case	= \$	_____
1	x	Disposable Tips, 1000µL, Conductive, ANSI/SLAS, Filtered, Sterile, 3,840 tips/case	= \$	_____
1	x	Disposable Troughs, 25mL, Low Dead Volume, PURE, Box of 120, Polypropylene	= \$	_____
1	x	Disposable Troughs, 100mL, Box of 108, Grey Polypropylene	= \$	_____

TOTAL LOT B \$ _____

NAME OF BIDDER: _____

WARRANTY

ATTACH OR PROVIDE DESCRIPTION OF WARRANTY FOR PREPCR.

NAME OF BIDDER: _____

WARRANTY

ATTACH OR PROVIDE DESCRIPTION OF WARRANTY FOR POSTPCR.

NAME OF BIDDER: _____

INSTALLATION

ATTACH OR PROVIDE DESCRIPTION OF INSTALLATION FOR PREPCR.

NAME OF BIDDER: _____

INSTALLATION

ATTACH OR PROVIDE DESCRIPTION OF INSTALLATION FOR POSTPCR.

NAME OF BIDDER: _____

TRAINING

ATTACH OR PROVIDE DESCRIPTION OF TRAINING FOR PREPCR.

NAME OF BIDDER: _____

TRAINING

ATTACH OR PROVIDE DESCRIPTION OF TRAINING FOR POSTPCR.

NAME OF BIDDER: _____

EQUIPMENT SERVICE

ATTACH OR PROVIDE DESCRIPTION OF EQUIPMENT SERVICE FOR PREPCR.

NAME OF BIDDER: _____

EQUIPMENT SERVICE

ATTACH OR PROVIDE DESCRIPTION OF EQUIPMENT SERVICE FOR POSTPCR.

NAME OF BIDDER: _____