



COLORADO DEPARTMENT OF PUBLIC SAFETY
Colorado Bureau of Investigation
710 Kipling Street, Suite 200
Lakewood, CO 80215

SIGNATURE PAGE

DOCUMENTED QUOTE #: CBIDQ160909 CBI FTIR Microscope
TITLE: FTIR Microscope for the Colorado Bureau of Investigation (CBI)
DATE DUE: Wednesday, January 20, 2015 at 2:00MT
LATE BIDS WIL NOT BE CONSIDERED

ISSUING OFFICE: This Documented Quote is issued for the State of Colorado by the Colorado Department of Public Safety (CDPS), for the benefit of the Colorado Bureau of Investigation. The CBI Procurement Office is the SOLE point of contact concerning this solicitation.

Procurement Agent: Jennifer Paddock
Telephone Number: 303-239-5765
FAX Number: 303-239-5788
E-mail Address: jennifer.paddock@state.co.us

MAILED, HAND-DELIVERED OR EMAIL QUOTES WILL BE ACCEPTED.

Prices shall be binding and valid for ninety (90) days after the closing date.

FEIN _____ DATE _____

^Enter your FEIN or SSN as registered on Colorado's Vendor Self Service System (VSS).

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ FAX _____

EMAIL ADDRESS _____

My company is registered on Colorado VSS. Yes _____ No _____

Confirm # _____ of Amendments received. Confirm # _____ of Addenda received.

Confirm that you are aware that the award notice will be published on Colorado VSS. Yes _____

PRINT NAME OF COMPANY REPRESENTATIVE _____

TITLE: _____

SIGNATURE OF COMPANY REPRESENTATIVE _____

Handwritten signature by an authorized officer or agent of the vendor.

SIGN AND RETURN THIS PAGE WITH BID SUBMISSION

GENERAL INFORMATION

1.0 General

Purpose

The Colorado Department of Public Safety (CDPS), Colorado Bureau of Investigation is seeking to purchase an FTIR Microscope and corresponding service maintenance contract for its Arvada Forensic Science Laboratory.

Contact Information

The Procurement Office for the Colorado Bureau of Investigation (CBI) is the sole point of contact concerning this Documented Quote. All communication must be done through the CBI Procurement Office, Attention: Jennifer Paddock, at jennifer.paddock@state.co.us or 303.239.5765.

Vendor Self Service System (VSS) and Registration

This solicitation is published using the Colorado Vendor Self Service System (VSS). Vendors must be registered on VSS in order to be considered responsive at the time of submission of the response. Registration on VSS is required to be considered for award. If a vendor is not registered on VSS, solicitation responses from such vendor received may not be considered. VSS and its registration information may be linked through the State Purchasing Office link at www.colorado.gov/vss.

Award Period

The anticipated award period for this Documented Quote (DQ) is three (3) years – through June 30, 2018, contingent upon funds being appropriated, budgeted and otherwise made available and all bid requirements being satisfied. No guarantees of additional quantities are made as a result of this solicitation and award. Pricing is to remain valid for the length of the award.

Binding Proposal

By providing a response to this DQ, Offerors are bound to providing the proposed goods and services at the costs and rates quoted in their DQ response for the award period.

Submission

By submission of a bid, Offeror agrees as follows:

- Except as replaced, modified, or supplemented by the Colorado Bureau of Investigation for this solicitation, all items in the State of Colorado Solicitation Instructions/Terms and Conditions are considered part of, and are incorporated by reference into this document. In the event of a conflict of terms between this solicitation and the State of Colorado Solicitation Instructions/Terms and Conditions, the terms listed in this solicitation shall govern.
- The Offeror guarantees to the State that they understand and agree to the terms and conditions of this solicitation and that they will not default from performance by virtue of a mistake or misunderstanding. Offerors shall seek clarification from the Colorado Bureau of Investigation of any specifications, terms and/or conditions that they determine to be unclear. The failure of a bidder to seek clarification may be deemed a waiver of any such clarification.
- Offerors shall accept the terms and requirements of this DQ without exception, deletion or qualification and without making its offer contingent.
- Pursuant to CRS 24-30-202.4 (as amended), the State controller may withhold debts owed to State agencies under the vendor offset intercept system for: (a) unpaid child support debt or child support arrearages; (b) unpaid balance of tax, accrued interest, or other charges specified in Article 22, Title 39, CRS; (c) unpaid loans due to the student loan division of the department of higher education; (d) owed amounts required to be paid to the unemployment compensation fund; and (e) other unpaid debts owing to the State or any agency thereof, the amount of which is found to be owing as a result of final agency determination or reduced to judgment as certified by the controller.
- The Colorado Department of Public Safety reserves the right to reject any and all bids or parts thereof, and to waive minor informalities or irregularities.
- Reciprocity is mandated by statute. CRS 8-18-101 states, "When a contract for commodities or services is to be awarded to a bidder, a resident bidder shall be allowed a preference against a nonresident bidder equal to the preference given or required by the state in which the nonresident bidder is a resident." The Colorado Bureau of Investigation will apply this statute to the extent necessary for all solicitations posted on Colorado VSS.
- If for any reason it becomes necessary to modify this solicitation, the modification will be published on the Colorado.gov/VSS website, and the modification will supersede any discrepant terms, specification and other information in this document. If the bid submission deadline is extended, the new bid submission deadline will be

- published on the Colorado.gov/VSS website and will supersede the above date and time.
- CDPS is tax exempt.
- The Colorado Department of Public Safety (CDPS) encourages free and open competition among Bidders. Whenever possible, specifications, bid invitations and conditions are designed to accomplish this objective consistent with the necessity to satisfy the Colorado Department of Public Safety's needs. The Bidder's signature on this bid guarantees that the prices quoted have been established without collusion with other eligible Bidders and without effort to preclude CDPS from obtaining the lowest possible competitive price. If an award is made, it will be to the responsible bidder whose bid is determined to be the most advantageous to CDPS. In accordance with Procurement CODE, CRS 24-103-207.5 titled – Purchasing Preference for Environmentally Preferable Products; bidders responding to this solicitation may seek to qualify for the preference and governmental bodies conducting this solicitation shall award a contract to a bidder who offers environmental preferable products subject to the conditions in the Code and Procurement Rules.
- Low tie bids will be awarded in accordance with CRS 24-103-202.5 LOW TIE BIDS – AWARD PROCEDURE AND DETERMINATION – BID PREFERENCE.

Contractual Obligations

This solicitation including documents linked and attached, the vendor's offer and all documents, modifications, and agreement terms and conditions will form the contract between the parties. Any additional terms and conditions proposed by the vendor must be submitted with their offer in order to be considered. All material developed under this contract are the sole intellectual property of the State of Colorado.

Type of Contract

State Purchase Order: The successful bidder may be issued a **State Purchase Order** with CDPS. The **State Purchase Order** may incorporate this BID, published addenda and the response of the successful bidder.

Term of State Purchase Order

The term of this **State Purchase Order** resulting from this solicitation shall begin on **February 1, 2015 or upon approval by the State Controller (or delegate) – whichever is later – through June 30, 2018**, contingent upon future funds being appropriated, budgeted and otherwise made available and all bid requirements being satisfied.

Discussion with Offerors

Discussions may be conducted with apparent responsive Offerors for the purpose of clarification to assure full understanding of the requirements of the solicitation. All solicitations, in the CBI's sole judgment, needing clarification, shall be accorded such an opportunity.

Amendments

All amendments to and interpretations of this solicitation shall be in writing from CDPS/CBI. Any amendment or interpretation that is not in writing shall not legally bind CDPS/CBI.

Modifications

All modifications shall be in writing and posted to Colorado VSS. Vendors are responsible for checking VSS prior to the opening date and time for solicitation modifications.

Response Format

Bidders must comply with and or submit the following item(s) in order and clearly labeled:

- a. Completed and Signed cover sheet.
- b. Qualifications and any supporting documentation as required in this solicitation.
- c. The total cost of the requirements of this solicitation.

Bidders may respond to this solicitation by e-mail (preferred), hand delivery or mail to **Jennifer Paddock**. The contact information is:

E-mail: jennifer.paddock@state.co.us
Physical Address: Department of Public Safety
CBI Procurement Office
710 Kipling Street, Suite 200
Lakewood, CO 80215

Email or send a hard copy of your bid proposal to the procurement official listed in this solicitation. Please do NOT complete your bid submission on VSS but send to/email Jennifer Paddock. Responses to this solicitation by e-mail (preferred), hand delivery or mail are the ONLY acceptable methods.

Award & Evaluation Criteria

This solicitation shall be awarded to one vendor. The Award will be made to the lowest responsible bidder with all other factors considered – as stated in this solicitation in Section 2.0 “Requirements” and “Qualifications”. The State will be the sole judge in determining the acceptability of an offer and in determining the most beneficial offer to the State. If CDPS does not receive qualified responses to this solicitation, this solicitation will be considered a failed procurement and will be cancelled.

2.0 Specifications

General Information

The Colorado Department of Public Safety, Colorado Bureau of Investigation is seeking to purchase and FTIR Microscope and corresponding service maintenance agreement for their Arvada Forensic Science Laboratory. In keeping with the state of Colorado's Keep Jobs in Colorado initiative, preference will be made to Colorado-owned and/or Colorado-based companies.

If there is a price break after a given number of devices and/or years of service maintenance that must be identified. Bids should be inclusive of all fees associated with delivery. Identify any additional fees not specifically requested.

Location of Delivery:

6000 W. 54th Avenue
Arvada, CO 80002

FTIR Microscope Specifications

The FTIR must meet the following criteria

- System must use a version of OMNIC than can open .SPA files automatically
- The CBI has an established database of historical library files in .SPA format. The historical libraries must be automatically opened and saved into the new system software
- Device must have 2 detectors (DTGS and MCT) installed simultaneously
- Device must use a slide in and out Micro ATR device
- Micro ATR device must have the ability to be removed for cleaning between sample analyses
- Ability to analyze samples as small as 50 microns without needing liquid nitrogen
- Motorized stage
- Ability to provide highest available IR sensitivity with no need for an external FTIR spectrometer.
- Simultaneous viewing and collection
- True view aperture
- Integrated FTIR sealed and desiccated optics compartment
- HeNe laser
- External port for desiccant replacement and humidity indicator window
- Full motorized, computer controlled aperture
- Infrared spectra data collection and real time spectral previewing
- Real time spectral search previewing
- Digital image display with multiple customizable camera settings
- Digital image video controls
- Autofocus and software manual focus controls
- Search with high resolution library format capability
- Multi-functional standard operation procedures for most microanalysis
- Image analysis for video images
- Continuous peak location, peak height/area and correlation chemical imaging
- Automated Visible polarizer
- At least 20" Flat panel monitor

Please provide the specs of the FTIR Microscope being bid and how it meets each requirement.

Billing Requirement

Send invoices to:

Colorado Department of Public Safety
Colorado Bureau of Investigation
Attn: Cacthy Tong
690 Kipling Street, Suite 3000
Lakewood, CO 80215

Qualifications

Qualifications shall be made specific by submitting:

1. Signed Cover Letter page	Attached	Yes	No
2. At least three references for whom a similar items have been provided	Attached	Yes	No
3. Cost proposal	Attached	Yes	No
4. Proof of Certification/Licensure for work described (if there are any special certifications or licenses required for you to be able to perform this type of work, please include them with your bid submission.)	Attached	Yes	No

Pricing

Bids for the FTIR and corresponding service maintenance agreement shall be based off a quantity of one (1) with service maintenance for up to three years. If there is a price break after a given number of items, that must be identified. Bids should be inclusive of all fees associated with delivery. Identify any additional service fees not specifically requested.

How to complete your BID proposal:

Step 1: Vendor registration should be completed through Colorado VSS.

Step 2: Email (preferred) or send a hard copy of your bid proposal to the procurement official listed in this solicitation.

Both steps must be completed or your bid may be disqualified.

Your email/hard copy submission will be considered the official version of your bid submission followed by entry into VSS.

No faxed proposals will be accepted.

All bid proposals must include the signature page, qualifications page and bid pricing information:

The signature page is the first page of the main solicitation document.

The qualifications information is located on page 5 & 6 of the main solicitation document.

Bid pricing information is located on page 5 & 6 of the main solicitation document.

If mailing or hand-delivering quote, send to:

Colorado Department of Public Safety
CBI Procurement Office
Attn: Jennifer Paddock, Procurement Agent
710 Kipling St., Suite 200
Lakewood, CO 80215