

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
IN-SITU WATER QUALITY MONITORING PROBES, SONDES, CABLES, AND
HANDHELD METERS**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of purchasing two in-situ water quality monitoring handheld meters, two sondes, two ten-meter field cables, and 14 probes. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable:

| | |
|----------------------------------|---------------------------------------|
| Issue RFQ | <i>December 1, 2021</i> |
| Deadline for Submittal of Quotes | <i>December 15, 2021 by 5:00 p.m.</i> |
| Preliminary Selection of Firm | <i>December 16, 2021</i> |
| Notify Contractor Chosen | <i>December 17, 2021</i> |

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Emile Ancelet
Surface Water Program Supervisor
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 350-6258
emileancelet@cityoffederalway.com

- B. If submitted on paper, all quotes must be in a sealed envelope and clearly marked in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFQ - In-Situ Water Quality Monitoring Probes, Sondes, Cables, and Handheld Meters.”
- C. All quotes must be received by the Deadline for Submittal of Quotes detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the quote must be presented. No faxed or telephone quotes will be accepted.
- D. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of

recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

- E. The Surface Water Program Supervisor or representative will notify the contractor selected by the date stated in II. Time Schedule.
- F. All quotes must include the following information:
 - 1. A proposed budget based on the outline of tasks, products, and schedules in this RFQ.

IV. SELECTION CRITERIA

Factor Weight Given

| | |
|---|------|
| 1. Responsiveness of the written proposal to the purpose and scope of service. | 10% |
| 2. Price. | 80% |
| 3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work. | 10% |
| <hr/> | |
| Total Criteria Weight | 100% |

Each quote will be independently evaluated on factors one through three.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the contract.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by

the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney’s office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.

VI. SCOPE OF SERVICES

The City seeks to purchase two in-situ water quality monitoring handheld meters, two sondes, two ten-meter field cables, as well as 12 probes (6 for each meter).

| <i>Item</i> | <i>Description of Feature</i> | <i>Check if As Specified with a Yes or No</i> | <i>Describe Fully If Not As Specified below or attached information</i> |
|-------------|--|--|---|
| A | Item Name: Water Quality Sensor Sonde Standard of Quality(SOQ): EXO 2 Multiparameter Sonde Part #: 599502-00 Mfg: YSI Web page: https://www.ysi.com/EXO2 | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| | Performance Requirements | | |
| 1 | 7 – Field interchangeable, wet mountable sensor ports | | |
| 2 | No depth sensor installed | | |
| 3 | Replaceable batteries | | |
| 4 | Bluetooth capability | | |
| 5 | AUX port for future expansion | | |

| Item | Description of Feature | Check if As Specified with a Yes or No | Describe Fully If Not As Specified below or attached information |
|---------------------------------|--|--|---|
| B | Item Name: Conductivity/Temperature Sensor Standard of Quality(SOQ): EXO Wiped Conductivity/Temperature Smart Sensor Part #: 599827 Mfg: YSI Web page: https://www.ySI.com/WipedCT | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |
| 3 | Open tip for central wiper or sediment drainage | | |
| C | Item Name: Optical Dissolved Oxygen Smart Sensor Standard of Quality(SOQ): EXO Optical Dissolved Oxygen Smart Sensor Part #: 599100-01 Mfg: YSI Web page: https://www.ySI.com/Product/id-599100-01/EXO-Optical-Dissolved-Oxygen-Smart-Sensor | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |
| D | Item Name: 10 Meter Field Cable Standard of Quality(SOQ): EXO Field Cable Part #: 599040-10 Mfg: YSI Web page: https://www.ySI.com/product/id-599040/exo-field-cable | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Connects sonde to EXO handheld display | | |
| E | Item Name: pH Smart Sensor Standard of Quality(SOQ): EXO pH Smart Sensor Part #: 577602 Mfg: YSI Web page: https://www.ySI.com/product/id-599702/exo-ph-smart-sensor | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |
| F | Item Name: Turbidity Smart Sensor Standard of Quality(SOQ): EXO Tubidity Smart Sensor Part #: 599101-01 Mfg: YSI Web page: https://www.ySI.com/product/id-599101-01/exo-turbidity-smart-sensor | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |

| Item | Description of Feature | Check if As Specified with a Yes or No | Describe Fully If Not As Specified below or attached information |
|---------------------------------|--|--|---|
| G | Item Name: NitraLED Smart Sensor Standard of Quality(SOQ): EXO NitraLED Smart Sensor Part #: 608090 Mfg: YSI Web Page: https://www.ySI.com/exo/nitraled | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |
| H | Item Name: Central Wiper Smart Sensor Standard of Quality(SOQ): EXO Central Wiper Smart Sensor Part #: 599090-01 Mfg: YSI Web page: https://www.ySI.com/product/id-599090-01/exo-central-wiper | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Compatible with EXO 2 sonde | | |
| 2 | Wet mountable | | |
| I | Item Name: Handheld Multiparameter Sonde Display Standard of Quality(SOQ): EXO Handheld Display Part #: 599960 Mfg: YSI Web page: https://www.ySI.com/exo-hh | <input type="checkbox"/> SOQ <input type="checkbox"/> EQUAL | |
| Performance Requirements | | | |
| 1 | Rechargeable li-ion battery | | |
| 2 | Integrated GPS | | |
| 3 | Wet mate connector | | |
| 4 | IP-67 protection or greater | | |

1. QUOTE PRICE SHEET:

Bidder is to complete and return (Bidder is to bid all items and include all shipping and freight cost per line item to be responsive). Quantities are for cost evaluation purposes only and may not reflect actual quantities purchased under this RFQ.

| Bidder Name: | | | | | |
|---------------------|--|------------|-------------|------------------------|--------------------------|
| Item | Description | Qty | Unit | Unit Bid Price* | Total Extend Cost |
| A. | Item Name: Water Quality Sensor Sonde Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ | 2 | ea | \$ | \$ |
| B. | Item Name: Conductivity/Temperature Sensor Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ | 2 | ea | \$ | \$ |
| C. | Item Name: Optical Dissolved Oxygen Smart Sensor Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ | 2 | ea | \$ | \$ |
| D. | Item Name: 10 Meter Field Cable Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ | 2 | ea | \$ | \$ |
| E. | Item Name: pH Smart Sensor Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ _____ _____ _____ | 2 | ea | \$ | \$ |

| Bidder Name: | | | | | |
|---|--|------------|-------------|------------------------|--------------------------|
| Item | Description | Qty | Unit | Unit Bid Price* | Total Extend Cost |
| F. | Item Name: Turbidity Smart Sensor Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ _____ _____ | 2 | ea | \$ | \$ |
| G. | Item Name: NitraLED Smart Sensor Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ _____ _____ | 2 | ea | \$ | \$ |
| H. | Item Name: Central Wiper Smart Sensor Refer to Minimum Specifications Identify Product Bid: Mfg: _____ Part/Model: _____ | 2 | ea | \$ | \$ |
| I. | Item Name: Handheld Multiparameter Sonde Display Refer to Minimum Specifications. Identify Product Bid:Mfg.: _____ Part/ Model: _____ _____ _____ | 2 | | | |
| Subtotal | | | | | \$ |
| *Unit bid pricing includes all freight cost; palletizing, packaging, shipping charges, etc.) | | | | | |

| Bidder Name: | | | | | |
|---|-------------|--------|------|-----------------|-------------------------|
| Item | Description | Qty | Unit | Unit Bid Price* | Total Extend Cost |
| Prompt Payment Discount: (Identify if Prompt Payment Discount is available. Offers for 30 days or greater will be included in price evaluation) | | _____% | | | _____ Days |
| Total Bid Cost | | | | | \$ |
| (Minus any prompt payment discount) | | | | | |
| Washington State Sales Tax (Federal Way, WA) 10.1% | | | | | \$ |
| Grand Total (Total Bid Cost + Sales Tax) | | | | | \$ |
| After Receipt of Order (ARO) Above Prices include Standard Delivery Time of: | | | | | _____ Days for Delivery |

VII. COMPENSATION

- A. Contractor is responsible to remit the applicable Washington State sales tax.
- B. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:

Dates:

