





**University of Massachusetts Amherst  
Department of Procurement  
Request for Bids:**

**Liquid Nitrogen Contract  
per the attached specifications**

**RFB# AA10-RH-3539**

**Bid Opening Date – October 8, 2009 @ 1:00 p.m.**

The Polymer Science Department at the University of Massachusetts at Amherst, hereafter referred to as the UNIVERSITY, invites interested vendors to submit bids to provide liquid nitrogen storage facilities and to supply/deliver liquid nitrogen as described in this bid.

**SECTION I**

**Duration of Contract:**

The contract will be in effect for either a 2-year program for the period of December 1, 2009 to November 30, 2011, or a 5-year program for the period of December 1, 2009 through November 30, 2014. The successful bidder will be required to sign a University Contract for Services (CFS). Prices, terms and conditions shall remain firm throughout the term of the contract and any option years. Where a term or condition in the CFS may be in conflict with a term or condition in this RFB, the RFB term or condition shall prevail.

**Contract for Services:**

The selected vendor will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at:

[http://www.umass.edu/procurement/Fill-In\\_Forms/CFSL\\_RE\\_060208.pdf](http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf).

Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contract negotiation process at the discretion of the University.

**Bid Evaluation and Invitation to Present:**

A Selection Committee representing the University will review the bid offers and select the bid(s) whose product, pricing, services, availability, and references have the most appeal to the University. The selected bidder(s) may be invited to come to the Amherst Campus to make a formal presentation to the Selection Committee. It is projected that the invitation, if required, will be extended within two weeks after the bid closing date. The presentation shall be made by the bidder(s) at the University within ten (10) days thereafter. The bidder's failure to make such a timely presentation may be grounds for rejection of the bid, at the option of the University.

The award will be made to the bidder who, in the opinion of the Selection Committee, offers the best overall package. The evaluation will include, but not necessarily be limited to, the following (in rank order of importance to the University):

- Cost to the UNIVERSITY
- Record of demonstrated ability to successfully execute the services as specified in the bid specifications.
- Conformance with bid specifications herein.
- Staff and resource commitment and capabilities, including resources committed to staff assistance and problem-solving.
- Responsiveness to the RFB and quality of the bid offer.

The bids will be evaluated based on a point system. The criteria and their assigned points will be placed in a sealed envelope in the bid file prior to the bid opening date and time, for use by the Selection Committee.

**Public Information:**

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded.

The University is not responsible for any expenses that may be incurred by any bidder to prepare or submit bids.

Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the University. The University will not increase the purchase order to the successful vendor for omissions or oversights not due to the fault of the University or its agents. All changes must be approved in writing.

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: [www.umass.edu/procurement](http://www.umass.edu/procurement) - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form".

Bidders shall deliver **two (2) copies** of their bid response to the following address by **Thursday, October 8, 2009 at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts  
Procurement Department  
407 Goodell Bldg. ~ 140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643  
*Attention: RFB AA10-RH-3539***

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by September 29, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 5:00 pm on September 30, 2009.

The contact information for this individual is:

**University of Massachusetts Amherst  
Rosemary A. Hassay, Purchasing Manager  
Fax: (413) 545-1643  
Email: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu)**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

## **SECTION II – SPECIFICATIONS**

### **Background:**

The Polymer Science Department at the University requires turn-key bulk liquid nitrogen storage systems that are compatible with the existing liquid nitrogen piping systems. The bulk storage system shall supply the existing internal building nitrogen piping system as well as the existing liquid dewer fill station inside the building's loading dock area. The bulk storage systems supplied must be turn-key installations. The supplier shall provide all necessary transportation, labor and materials to provide for bulk delivery of liquid nitrogen including adequate hard pipe and/or flexible fill line from tank to loading dock pads. All costs will be at the expense of the awarded vendor. All bidders are encouraged to visit the site prior to bidding to ensure that they are familiar with the scope of the services required. To set up a site visit, please contact Ann Brainerd via telephone at: 1-413-545-1353.

### **Estimated Quantities:**

The Polymer Science Department estimates that they will use approximately 100,000 gallons per year. The bulk liquid nitrogen vessels supplied by the successful bidder should be sized according to this estimate. The vendor is responsible for sizing the vessels appropriately to ensure that the University has an adequate supply of liquid nitrogen at all times.

Because the University must pay in arrears, each month's usage must be invoiced after delivery. A dollar amount will be encumbered with a University issued Purchase Order at the initiation of the contract. Each monthly payment will be based on actual monthly usage and deducted from the original amount encumbered for the Purchase Order. The amount on the purchase order is for UNIVERSITY encumbered purposes only and should not be construed as a guaranteed amount to the vendor. Any approximated quantity is an estimate only and is in no way to be construed as a guarantee of usage. Actual usage could vary considerably from any figures contained herein (plus or minus).

If for any reason the Polymer Science Department discontinues the use of liquid nitrogen, the bidder agrees that upon a (30) thirty-day written notice they will remove their storage vessel without cost or penalty to the University.

The actual monthly usage will be multiplied by the cost per gallon bid in section III.

### **Bidders Exception to Contract Terms & Conditions:**

If bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of the University.

**SECTION III – BID RESPONSE**

Please fill in the vessel size your company proposes to install and your bid price next to each item listed.

We will supply a Bulk Storage Vessel of \_\_\_\_\_ gallons (estimated volume of 8,300 gallons per month).

Vessel Rental Cost per Month \$ \_\_\_\_\_, this price will remain firm for the terms of the contract.

**LIQUID NITROGEN COST**

**2-Year Program** - Contract Term: December 1, 2009 to November 30, 2011.

1<sup>st</sup> Year                 \$ \_\_\_\_\_ / Gallon

2<sup>nd</sup> Year                 \$ \_\_\_\_\_ / Gallon

**5-Year Program** - Contract Term: December 1, 2009 to November 30, 2014.

1<sup>st</sup> Year                 \$ \_\_\_\_\_ / Gallon

2<sup>nd</sup> Year                 \$ \_\_\_\_\_ / Gallon

3<sup>rd</sup> Year                 \$ \_\_\_\_\_ / Gallon

4<sup>th</sup> Year                 \$ \_\_\_\_\_ / Gallon

5<sup>th</sup> Year                 \$ \_\_\_\_\_ / Gallon

**OPTIONAL EQUIPMENT**

1. Please propose & quote a card swipe system for the Conte Polymer Science Building liquid nitrogen system that will allow the University to track volume of gas by user at each of their six (6) sectors. Include cost to swipe cards in the bid response.

Bid price to install and maintain the above system is: \_\_\_\_\_

2. Please quote a price for meters to be installed at the Conte Polymer Science Building to measure volume of gas used in each of their six (6) sectors each month. Meters must be easily accessible to University personnel who will verify volume used.

Bid price to install and maintain the above system is: \_\_\_\_\_

**SERVICE & DELIVERY**

The following items are to be included in the costs listed under Section III.

No additional charges will be allowed for these services.

1. All delivery charges, set-up, installation and hook-up of bulk storage vessels at the sites designated by the University.
2. All delivery charges for bulk liquid nitrogen to the University.
3. Rental fee includes all costs associated with removal of vessel within thirty (30) days of the termination of the agreement.
4. Bidders must specify delivery lead-time to supply new bulk storage facilities.

Required Delivery Time: \_\_\_\_\_ days

5. Annual testing and routine maintenance of storage facility. The supplier will be responsible for any repair/replacement of the storage facility or related components as required during the rental period.

**NOTE: Vendor must perform an annual safety check on the storage vessels and related components prior to each anniversary date of the contract. These reports must be forwarded to each department prior to any increase in rates being approved under this bid.**

6. To insure safe and proper operation of the bulk storage facility the supplier will provide necessary operational and safety training at no additional cost to the designated staff as requested by the University.

List three (3) customers with similar requirements as those of the University of Massachusetts Amherst who the University may contact for reference purposes, including the company name, contact person, telephone number, address and brief description of business done with the company within the past year. By submitting this information the vendor authorizes the University of Massachusetts Amherst to contact these clients for the purposes consistent with the review of this bid.

**Reference #1**

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

**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
 \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

**Reference # 2**

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

**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
 \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

**Reference #3**

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

**Address:** \_\_\_\_\_

**Description of Services:** \_\_\_\_\_  
 \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Contract Term:** \_\_\_\_\_ **Through:** \_\_\_\_\_

**Your signature below signifies that your company complies with the RFB.**

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Zip: \_\_\_\_\_