



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 10005341-10-W

REQUEST FOR BID

Closing Date: May 13, 2010
@ 3:00 pm P.S.T.

Subject: Furnish the City of San Diego with Two Dual Ion Chromatography Systems

Timeline: As may be required for a period of one (1) year from date of award in accordance with the attached specifications.

Company _____

Federal Tax I.D. No. _____

Street Address _____

City _____

State _____ Zip Code _____

Tel. No. _____ Fax No. _____

E-Mail _____

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

If Yes, under what Permit # _____

City of San Diego Business Tax License #: _____

Name _____

[PRINT OR TYPE]

Signature* _____

Title _____

Date _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

Cash discount terms _____% _____days. [Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: _____ days after receipt of order.

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) Beginning January 1, 2008, all bidders must complete the Contractor/Vendor Registration Form. Eventually, this form will also be available for on-line submittal.
- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

BILL BRODERICK, CPPB/muw, Procurement Specialist

Phone: (619) 236-6653

Fax: (619) 236-5904

E-mail: WBroderick@sandiego.gov

TABLE OF CONTENTS

I. Pricing Page

Schedule 1: Ion Chromatography With Hexavalent	4
A. Section 1: Ion Chromatograph Systems – New	4
B. Section 2: Labor and Installation	4
Schedule 2: Maintenance Systems	5
A. Maintenance System 1	5
B. Maintenance System 2	5
C. Maintenance System 3	6
D. Maintenance System 4:	6

II. Specific Provisions

A. Questions and Comments	7
B. Award	7
C. Submittals	7
D. Insurance Requirements	8
E. References/Qualifications	9
F. General Provisions	9
G. Business Tax License	9

III. Specifications and Requirements

A. Background	10
B. General Specifications/Trade-In/Training	10
C. Two - Dual Ion Chromatographs	11
D. Auto Samplers	13
E. Software For Data System	13
F. Instrument Performance Criteria	14
G. Miscellaneous Terms and Conditions	16
H. Warranty	16
I. Acceptance of Equipment	16
J. Pre-Award Equipment Demonstration	16
K. Maintenance Service/Parts	16
L. Delivery	17
M. Standard Manufacture	17

IV. Forms

Bidder's References	18
Contractor/Vendor Registration	19

TABLE OF CONTENTS (*cont.*)

V. Appendices

Appendix I	22
Appendix II	23
Appendix III.....	24
Appendix IV.....	25
Appendix V	26

I. PRICING PAGE

SCHEDULE 1: ION CHROMATOGRAPHY WITH HEXAVALENT

A. ION CHROMATOGRAPH SYSTEMS – NEW

Item No.	Est. Qty.	U/M	Description	Manufacturer	Part Nos.	Unit Price	Extension
1.	2	EA	System 1 – by Dionex or equal in accordance with Section III, Specifications			\$	\$
2.	2	EA	System 2 – in by Dionex or equal accordance with Section III, Specifications			\$	\$
Total For Schedule 1, Section A:							\$
TRADE IN ALLOWANCE (SEE SECTION III) THIS AMOUNT WILL BE DEDUCTED FROM THE TOTAL ABOVE:							\$

B. LABOR AND INSTALLATION

Est. Qty.	U/M	Description	Fixed Lump Sum Price
1	LUMP SUM	Install, on-site two new Ion Chromatograph Systems, fixed lump sum price, including, but not necessarily limited to labor-fully burdened, fabrication, design, layout and documentation, system drawings, system set-up, testing, final commissioning and training in accordance with the specifications of this RFB. See Section III, “Specifications” for details.	\$
Total For Schedule 1, Section B:			\$
TOTAL SCHEDULE 1 (SECTIONS A & B):			\$

State delivery time required: _____ days after receipt of order (to include complete installation).

SCHEDULE 2: MAINTENANCE SYSTEMS

A. MAINTENANCE SYSTEM 1

Item No.	Est. Qty.	U/M	Description	Unit Cost
1.	1	EA	Maintenance System 1, Year 1	\$
2.	1	EA	Maintenance System 1, Year 2	\$
3.	1	EA	Maintenance System 1, Year 3	\$
4.	1	EA	Maintenance System 1, Year 4	\$
Total For Schedule 2, Section A:				\$

B. MAINTENANCE SYSTEM 2

Item No.	Est. Qty.	U/M	Description	Unit Cost
1.	1	EA	Maintenance System 1, Year 1	\$
2.	1	EA	Maintenance System 1, Year 2	\$
3.	1	EA	Maintenance System 1, Year 3	\$
4.	1	EA	Maintenance System 1, Year 4	\$
Total For Schedule 2, Section B:				\$

C. MAINTENANCE SYSTEM 3

Item No.	Est. Qty.	U/M	Description	Unit Cost
1.	1	EA	Maintenance System 1, Year 1	\$
2.	1	EA	Maintenance System 1, Year 2	\$
3.	1	EA	Maintenance System 1, Year 3	\$
4.	1	EA	Maintenance System 1, Year 4	\$
Total For Schedule 2, Section C:				\$

D. MAINTENANCE SYSTEM 4:

Item No.	Est. Qty.	U/M	Description	Unit Cost
1.	1	EA	Maintenance System 1, Year 1	\$
2.	1	EA	Maintenance System 1, Year 2	\$
3.	1	EA	Maintenance System 1, Year 3	\$
4.	1	EA	Maintenance System 1, Year 4	\$
Total For Schedule 2, Section D:				\$
Total For Schedule 2 (Sections A-D):				\$
TOTAL SCHEDULES 1 AND 2:				\$

II. SPECIFIC PROVISIONS

A. QUESTIONS AND COMMENTS

Questions and comments regarding this bid must be submitted in writing to City of San Diego, Purchasing & Contracting Department, ATTN: Bill Broderick, CPPB, 1200 Third Avenue, Suite 200, San Diego, CA 92101; or by fax to (619) 236-5904; or by e-mail to WBroderick@sandiego.gov, no later than 5:00 p.m. on Thursday, May 6, 2010.

B. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City.

C. SUBMITTALS

1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing & Contracting Department, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and closing date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing & Contracting Department Reception Desk prior to bid closing at 3:00 p.m. on bid closing date. Faxed bids will not be accepted.

The original and one (1) copy of bid, including any attachments, shall be submitted.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid shall be cause for the bid to be rejected as non-responsive.

- a. Bidder's References (as specified in Section II, paragraph E).
- b. Contractor/Vendor Registration (use form in Forms section).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Insurance and Bond Requirements as specified in City of San Diego General Provisions, Section II, paragraph D, if not currently on file.
- b. Taxpayer Identification Number (W-9) as specified in City of San Diego General Provisions, Section C, paragraph 15, if not currently on file.
- c. Business Tax License as specified in Section II, paragraph G, if not currently on file.

D. INSURANCE REQUIREMENTS

Insurance. The winning Bidder/Proposer shall not begin any work under the Contract resulting from this solicitation until it has: (a) obtained, and upon the City's request provided to the City, insurance certificates reflecting evidence of all insurance required in below; however, the City reserves the right to request, and the Consultant shall submit, copies of any policy upon reasonable request by the City; (b) obtained City approval of each insurance company or companies; and (c) confirmed that all policies contain the specific provisions required below. Bidder/Proposer's liabilities, including but not limited to Bidder/Proposer's indemnity obligations, under the Contract resulting from this solicitation, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of the Contract resulting from this solicitation and Bidder/Proposer's failure to maintain or renew coverage or to provide evidence of renewal during the term of the Contract resulting from this solicitation may be treated as a material breach of contract by the City. The Bidder/Proposer shall not modify any policy or endorsement thereto which increases the City's exposure to loss for the duration of the Contract resulting from this solicitation.

Deductibles. All deductibles on any policy shall be the responsibility of the Bidder/Proposer and shall be disclosed to the City at the time the evidence of insurance is provided.

Acceptability of Insurers. Except for the State Compensation Insurance Fund, all insurance required by the Contract resulting from this solicitation or in the Special General Conditions shall only be carried by insurance companies with a rating of at least "A-, VI" by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State of California, and that have been approved by the City.

The City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Eligible Surplus Lines Insurers (LESLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

Reservation of Rights. The City reserves the right, from time to time, to review the Bidder/Proposer's insurance coverage, limits, deductible and self-insured retentions to determine if they are acceptable to the City. The City will reimburse the Bidder/Proposer for the cost of the additional premium for any coverage requested by the City in excess of that required by the Contract resulting from this solicitation without overhead, profit, or any other markup.

Additional Insurance. The Bidder/Proposer may obtain additional insurance not required by the Contract resulting from this solicitation.

Excess Insurance. All policies providing excess coverage to the City shall follow the form of the primary policy or policies including but not limited to all endorsements.

Types of Insurance. At all times during the term of the Contract resulting from this solicitation, the Bidder/Proposer shall maintain insurance coverage as follows:

- Product Liability for a minimum of one million dollars combined single limit (\$1,000,000.00 CSL). Such policy shall be provided to the City of San Diego from the manufacturer of the equipment and/or goods to be provided by the Contractor. The Contractor shall be responsible for notifying the manufacturer of this requirement and for ensuring timely submittal.

E. REFERENCES/QUALIFICATIONS

Bidders are required to demonstrate successful performance for work of similar size and scope as specified in this contract during the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work as specified in this contract.

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

- Bidder's References (use form in Forms section).

F. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing & Contracting Department by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

G. BUSINESS TAX LICENSE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/treasurer/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax License, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

III. SPECIFICATIONS AND REQUIREMENTS

A. BACKGROUND

The City is requesting bids for the purchase of two (2) Dual Ion Chromatography (IC) Systems. Each IC System includes two (2) sets of components such as an ion chromatograph, pumps, detectors, auto samplers and data system software.

To minimize overall costs for equipment, training, and operation, the City is requiring bidders to provide the same data system software as used on other instrumentation in the lab.

The City is requiring the use of two identical auto samplers for both systems. The auto samplers must provide the same capability as the one currently in use in the Water Quality Laboratory as specified in Section III, paragraph D.

In keeping with the City's recycling policy, the City is requiring Bidders to recycle obsolete or no longer needed equipment. The City is listing the obsolete equipment and bidders will separately itemize costs or credits to provide this service.

Each Dual IC System must be capable of accurately performing EPA Methods 300.0, 300.1, and 314.0 using a gradient pump.

The bid price must include the costs related to the specifications herein for two (2) fully-automated and computer-controlled Dual Ion Chromatography Systems and auto samplers, training, pre-award demonstrations of capabilities, and post-award demonstration of compliance with instrument performance criteria. Bidder's price must include all taxes, shipping, installation, training, and minimum one-year warranty.

B. GENERAL SPECIFICATIONS/TRADE-IN/TRAINING

1. Bidder must respond to these specifications on a point by point basis.
2. Bidder must supply all parts and materials required for successful installation and startup of the equipment.
 - a. Each Dual Ion Chromatography System must consist of the following major modules: Two Ion Chromatographs (AKA Dual Channel):
 - (1) Two separate column organizers and injectors
 - (2) Two separate auto samplers
 - (3) Two separate computer systems and software data systems
 - b. 200 10-mL auto sampler vials, caps and septa.
 - c. One AS7 column or equivalent.

- d. One AS9-HC column and guard column or equivalent.
- e. One AS16 column and guard column or equivalent.
- f. One AS4 column and guard column or equivalent.

3. Trade-in

The Bidder shall accept for trade-in the following obsolete Dionex dual IC system components, and separately list the total trade-in cost/credit on the Bid:

- a. One (1) ED40 electrochemical detector.
- b. Three (3) IP20 isocratic pumps.
- c. Three (3) CD20 conductivity detectors.
- d. Two (2) AS40 automated samplers.
- e. Four (4) Dionex automated samplers ASM-2.
- f. One (1) GP40 gradient pump.
- g. One (1) EG40 eluent generator.

4. Training

- The Bidder must provide two (2) days of initial training on the equipment by a factory trained and authorized service representative, and two (2) Reference Manuals covering instrument software, operation, maintenance, and trouble shooting. The training will be scheduled at the discretion of the City and will take place at the Water Quality Laboratory located at 5530 Kiowa, La Mesa, California.

C. TWO - DUAL ION CHROMATOGRAPHS

- 1. Each dual channel IC system shall include an isocratic pump and a gradient pump.
- 2. All components in the entire system flow path must be constructed of inert [non-metallic] materials to ensure solvent compatibility and metal contamination-free chromatography.
- 3. All isocratic and gradient pumps must:
 - a. Include programmable high and low pressure limits and, automatic shut down whenever limits are exceeded.
 - b. Have internal vacuum degassing capability to prevent pressure fluctuations and insure data integrity.

4. The gradient pumps must:
 - a. Be capable of blending and pumping mixtures of up to four eluents at controlled flow rates.
 - b. Have a flow rate accuracy of ± 2 uL/min. The flow rate shall be independent of changes in system back pressure and solvent composition.
5. Each isocratic pump shall have a flow rate accuracy of at least $\pm 0.5\%$ of its set value, a precision of at least 0.1% and a flow rate range of at least 0.001 to 10 mL/min.
6. Each dual IC system shall have a membrane-based chemically-suppressed conductivity detector. Each conductivity detector must:
 - a. Contain a switch to control both current output and the self regenerating chemical suppressor.
 - b. Provide digital electronic signal processing with a resolution of 0.1 nS.
 - c. Have output ranges varying at least from 0.01 to 3,000 micro S.
 - d. Provide auto ranging, auto offset and temperature compensation.
 - e. Provide a linear response over a concentration range of at least five orders of magnitude.
 - f. Have a noise level of less than 1 nS for conductivity measurements.
7. The chemical suppressor shall be continuously regenerated, shall require no external source of regenerating reagent, and shall produce no additional waste.
8. The conductivity cell must have a heated cell stabilizer.
9. Each system must include a high pressure rotary injection valve constructed of inert [non-metallic] materials. The valve must be automated and programmable through the pump.
10. The column organizer must provide thermal isolation and remote mounting of detector cells directly adjacent to the column output.
11. Each isocratic pump must be capable of performing EPA Methods 300.0 and 314.0, and be compatible with all required columns, sample loops and any other components specified by these mandated methods.
12. The systems utilizing gradient pumps must be capable of performing EPA Methods 300.1 and be compatible with all required columns, sample loops and any other components specified by this mandated method.

13. The systems must be able to electronically generate high-purity hydroxide or carbonate/bicarbonate eluents from deionized water. The hydroxide and carbonate/bicarbonate composition must be programmable and controlled by the chromatography software to ensure consistency, data integrity, and to safeguard users from caustic and basic chemicals.
14. The system must to be equipped with a regenerating trapping device which continuously removes interfering anionic and cationic contaminants from the eluent.

D. AUTO SAMPLERS

City requires two identical auto samplers. Each shall contain the following:

1. A capacity of at least 50 samples with minimum of 10 mL volume.
2. A rinse cycle between samples to minimize cross contamination.
3. Fluid flow components that are constructed of non- metallic materials to reduce contamination and prevent corrosion.
4. The capability for on-line sample pre-concentration, filtration, and injection.
5. Capability of injection via a sample loop or a concentrator column.
6. The ability to modify a run sequence anywhere within the sampler, during a run, without interrupting the analysis.
7. The capability of performing full-loop, partial-loop, limited sample, sample preparation and automatic sample dilutions.
8. The capability of performing both simultaneous and sequential analysis.

E. SOFTWARE FOR DATA SYSTEM

The City of San Diego Water Quality Laboratory' standard Data System Software is Chromeleon. This software is used to run this and other analytical equipment. Therefore, to minimize the cost of cross training additional staff, alternative software will not be accepted.

1. The Data System Software must:
 - a. Work with a data station as specified in Appendix I.
 - b. Be Windows XP based and fully compatible with Windows XP programs, output devices to spreadsheets and databases for report generation.
 - c. Allow for direct communication with modules for controlling the modules.

- d. Have the capability to independently control multiple systems with multiple modules.
- e. Provide data buffering to prevent data loss from electronic interruptions.
- f. Have the capability to optimize baselines, integrates peaks, and reprocesses data.
- g. Have the capability to “zoom” in on any portion of trace fine-tune integration parameters and test the effects of different base lines.
- h. Have a control mode to prevent changing of operation conditions or date by an unauthorized user.
- i. Be capable of storing the detector and method data for each injection in one file.
- j. Bidder must supply all software upgrades free of charge within the warranty period and while service contract is in effect.

F. INSTRUMENT PERFORMANCE CRITERIA

The Bidder shall supply all materials necessary to determine instrument's performance. Bidder must satisfactorily complete the following performance tests within one (1) month after delivery and prior to final acceptance and issue of payment.

1. Demonstration of Required Accuracy

Calibrate each system, and validate all instrument calibrations with certified external check samples prepared at concentrations within the calibration curves and providing an accuracy of $100\% \pm 10\%$ as follows:

- a. System 'A' with the calibration standards and concentrations listed in Appendix II, and using a 50 uL sample loop.
- b. System 'B' with the calibration standards and concentrations listed in Appendix III, and using a 500 uL sample loop.
- c. System 'C' using the calibration standards and concentrations listed in Appendix IV, and using a sample loop volume of 1000 uL.
- d. System 'D' with the calibration standards and concentrations listed in Appendix V, and using a 1000 uL sample loop.
- e. System "D" with the calibration standards and concentrations listed in Appendix VI and using a 1000 uL sample loop.

2. Demonstration of Method Detection Limits (MDL) as follows:

- a. Prepare solutions at 1-5 times the expected MDL concentration listed below in Section 3.24.
- b. Take seven (7) aliquots of this solution and analyze each for all analysis included in the method being validated for accuracy.
- c. Calculate the MDL for each analysis at the 99% Confidence Level.
- d. The calculated MDL's for all analysis must be at or less than the MDL values listed below for each system:

System 'A'	Flouride	0.02 ppm
	Chloride	0.50 ppm
	Bromide	0.10 ppm
	Nitrate	0.40 ppm
	Phosphate	0.20 ppm
	Sulfate	0.50 ppm
System 'B'	Flouride	0.002 ppm
	Chloride	0.050 ppm
	Bromide	0.010 ppm
	Nitrate	0.040 ppm
	Phosphate	0.020 ppm
	Sulfate	0.050 ppm
System 'C'	Perchlorate	4.0 ppb
System 'D'	Chlorate	20.0 ppb
	Chlorite	20.0 ppb
	Bromate	5.0 ppb

3. Demonstration of Precision as follows:

- a. Measure 10 replicates of the LFB at the concentration of the calibration standard level 5 for Systems 'A' and 'B'. (See Appendix II & III).
- b. Measure 10 replicates of the LFB at the concentration of the calibration standard level 3 for Systems 'C' and 'D'. (See Appendix IV & V).
- c. Calculate % RSD's, and repeat until the % RSD's are all < 5%.

G. MISCELLANEOUS TERMS AND CONDITIONS

Whenever reference to a specific brand name is made in these specifications, it is illustrative and to be construed as a specification which describes a component that has been tested or evaluated by the City as best meeting specific operational, design, performance, maintenance, quality and reliability standards and requirements of the City, thereby incorporating these requirements by reference with the specification.

An equivalent (“or equal”) may be offered by the Bidder, subject to testing or evaluation by the City prior to award of bid. The City reserves the sole right to reject a substituted component that will not fulfill requirements.

It shall be the sole responsibility of the Bidder to provide at Bidder’s expense any product information, test data and other information or documents the City may require to fully evaluate or demonstrate the acceptability of the offered substitute. Where appropriate, independent testing or evaluation at qualified test facilities, at Bidder’s expense, including destructive testing, may be required as a condition of acceptance.

Equipment offered in the bid shall be new and unused. Used equipment is not acceptable.

H. WARRANTY

Equipment shall be guaranteed against defects in materials and workmanship for a period of at least one (1) year after installation and start-up beginning on the date City accepts equipment as per Section 3.0 Instrument Performance Criteria.

I. ACCEPTANCE OF EQUIPMENT

Instrument will be accepted after installation and successful completion of all required performance test specified in Section 3.0 Instrument Performance Criteria.

J. PRE-AWARD EQUIPMENT DEMONSTRATION

At City’s sole discretion, Bidders may be required to demonstrate their equipment prior to bid award to ensure that it meets all specifications. Such a demonstration shall be solely at Bidder’s expense. If required, the demonstration will take place at the Water Quality Laboratory within one (1) week of the City’s request.

K. MAINTENANCE SERVICE/PARTS

Bidder must provide maintenance service from a site located in Southern California for all equipment provided in this bid, and must have readily available an adequate stock of replacement parts for the equipment to complete maintenance/repair services, and must schedule needed repairs within three days of City’s request.

The Bidder must provide a four year service agreement, which will become effective after the first year warranty expires, at a price equal to or less than the cost detailed below for both dual systems.

Bidder must provide parts on an emergency basis within three (3) working days; and on a routine basis within ten (10) working days of City's request.

L. DELIVERY

All delivery arrangements and costs are the responsibility of the vendor. Complete delivery shall be within three (3) months from the issuance of the purchase order.

M. STANDARD MANUFACTURE

Equipment bid must be of standard manufacture and currently in production. Unless otherwise noted in these specifications, equipment which has not been formally announced for marketing purposes may not be offered for this bid.

IV. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work of a similar size and nature was performed within the past three (3) years. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____



**City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form**

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID:

[ID Number will be provided by City]

Firm Info:

Firm Name:

(as reported on W9)

Firm Address:

City:

State:

Zip:

Phone:

Fax:

Taxpayer ID:

Business License:

Website:

Contact Info:

Contact Name:

Title:

Email:

Phone:

Cell:

☐ **Alternate Address** (if different from above) **to Receive Remittance:**

Mailing Address:

City:

State:

Zip:

☐ **Alternate Address** (if different from above) **to Receive Bid/Contract Opportunities:**

Mailing Address:

City:

State:

Zip:

Contractor Licenses (if applicable)

License Number:

License Type:

License Number:

License Type:

License Number:

License Type:

Contractor/Vendor Registration Form – Page 2

Firm Name:
(as reported on W9)

Product/Services Information:

NIGP Codes:

*find list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* (51% ownership or more)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> ☐ Male ☐ Female </td> <td style="width: 33%; vertical-align: top;"> or </td> <td style="width: 33%; vertical-align: top;"> ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Joint Venture ☐ Non-Profit ☐ Governmental/Municipality/Regulatory Agency ☐ Utility </td> </tr> </table>	☐ Male ☐ Female	or 	☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Joint Venture ☐ Non-Profit ☐ Governmental/Municipality/Regulatory Agency ☐ Utility
☐ Male ☐ Female	or 	☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Joint Venture ☐ Non-Profit ☐ Governmental/Municipality/Regulatory Agency ☐ Utility		
*Required				

Ethnicity:

Ethnicity:

* select one from the following **List of Ethnicities:**

AFRICAN AMERICAN
ASIAN AMERICAN
CAUCASIAN AMERICAN
HISPANIC AMERICAN
NATIVE AMERICAN
PACIFIC ISLANDER AMERICAN

Ownership Classification

Classification:

* select from the following **List of Ownership Classification Codes** (select all that apply):

☐	WBE	(Woman Owned Business Enterprise)
☐	OBE	(Other Business Enterprise)
☐	DBE	(Disadvantaged Business Enterprise)
☐	DVBE	(Disabled Veteran Business Enterprise)
☐	SLBE	(Small Local Business Enterprise)
☐	8(a)	(Small Business Administration 8(a) Enterprise)
☐	SDB	(Small Disadvantaged Business Enterprise)
☐	LBE	(Local Business Enterprise)
☐	MLBE	(Micro Local Business Enterprise)
☐	SBE	(Small Business Enterprise)
☐	MBE	(Minority Business Enterprise)
☐	EBE	(Emerging Business Enterprise)
☐	ELBE	(Emerging Local Business Enterprise)

Certified by an Agency? ☐ No ☐ Yes (enter Certification Number and Certifying Agency below)

Certification #: Expiration Date:

Agency:

Certification #: Expiration Date:

Agency:

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/ 236-5904

V. APPENDICES

APPENDIX I

Minimum Computer Requirements

Two Complete Systems

Processor Speed	2.66 GHz
Cache Memory	8 MB Total
System Memory (RAM)	4.0 GB (DDR3)
Hard Drive Size	640 GB (SATA)
Recordable DVD Drive	DVD+/-RW/CD-RW
Digital Media Reader	Digital media card reader
USB 2.0 Ports	6
IEEE 1394 Ports	2
Keyboard	Wireless
Mouse	Wireless, Scroll with charging cradle
Operating System	Windows XP
Software Included	Microsoft Word, Microsoft Excel
Printer	HP LaserJet Black-and-White Laser Printer
Monitor	22" Widescreen flat-panel LCD, with adjustable stand, with speakers.

APPENDIX II

All Standards in mg/L (ppm)

Std.	Fl ⁻	Cl ⁻	Br ⁻	NO ₃ ⁻	PO ₄ ⁻²	SO ₄ ⁻²
1	0.02	0.5	0.1	0.4	0.2	0.5
2	0.1	2.5	0.5	2	1	2.5
3	0.2	7.5	1	4	2	7.5
4	0.5	15	2.5	10	5	15
5	1	25	5	20	10	25
6	1.5	150	7.5	30	15	150
7	2	250	10	40	20	250

APPENDIX III

All Standards in mg/L (ppm)

Std.	Fl ⁻	Cl ⁻	Br ⁻	NO ₃ ⁻	PO ₄ ⁻²	SO ₄ ⁻²
1	0.002	0.05	0.01	0.04	0.02	0.05
2	0.010	0.25	0.05	0.20	0.10	0.25
3	0.020	0.75	0.10	0.40	0.20	0.75
4	0.050	1.50	0.25	1.00	0.50	1.50
5	0.100	2.50	0.50	2.00	1.00	2.50
6	0.150	15.0	0.75	3.00	1.50	15.0
7	0.200	25.0	1.00	4.00	2.00	25.0

APPENDIX IV

All Standards in ug/L (ppb)

Std.	ClO_4^-
1	4.0
2	8.0
3	16.0
4	24.0
5	32.0

APPENDIX V

All Standards in ug/L (ppb)

Std.	ClO_3^-	ClO_2^-	BrO_3^-
1	20	20	10
2	250	250	25
3	500	500	50
4	750	750	75
5	1000	1000	100