

McHENRY COUNTY COLLEGE
REQUEST FOR QUOTES - #04242013
BIOLOGY SUPPLIES

Summary

McHenry County College requests Quotes from companies to provide Biology Supplies for the College.

Date Issued: April 10, 2013
Service Requested: Biology Supplies
RFQ Closing Date/Time: April 24, 2013 – 10:00 A.M.
RFQ Contact: Jennifer Jones, Director for Business Services
JJONES@MCHENRY.EDU

Quotes must be sealed and delivered to the attention of Jennifer Jones, Director for Business Services, McHenry County College, 8900 US Highway 14, Crystal Lake, IL 60012 on or before April 24, 2013, 10:00A.M.CST. There will not be a public opening. RFQ results will be sent via email to all Bidders.

All late Quotes will be rejected.

All Quotes must be signed by a duly authorized representative of the firm.

All unsigned Quotes will be automatically rejected.

SPECIAL NOTE: This Request for Quotes (RFQ) does not obligate McHenry County College (MCC) or its Board of Trustees to award a contract or complete the proposed project, and each reserves the right to cancel this RFQ if it is considered to be in its best interest. RFQs must be clear and concise. RFQs that are difficult to follow or that do not conform to the RFQ format or binding specifications, may be rejected. Responding vendors must include the required information called for in this RFQ. MCC reserves the right to reject a RFQ if required information is not provided or is not organized as directed. MCC also reserves the right to change the evaluation criteria or any other provision in this RFQ by posting notice of the change(s) on MCC's website, www.mchenry.edu/bid. For this RFQ, posting on the captioned website above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final RFQ.

McHenry County College administration will competitively evaluate all qualified RFQs and present a recommendation to enter into an agreement with the Board of Trustees at the May 23, 2013 (tentative date) Board meeting.

We appreciate your interest in McHenry County College and look forward to your response.

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REQUEST FOR RFQ

Biology Supplies

RFQ #04242013

Issue Date: April 10, 2013

RFQ Response Deadline: April 24, 2013

McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012-2761
Telephone: (815) 455-3700

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1.0 GENERAL REQUIREMENTS

1.1 Introduction: McHenry County College (hereinafter “MCC”) is inviting responsible Vendors (hereinafter “Bidder” or “Contractor”) to submit Quotes for *Biology Supplies*. A more complete description of the supplies and/or services sought is provided in the “RFQ Specifications”. If you are interested and able to meet these requirements, we would appreciate and welcome a quote. This RFQ will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of samples, descriptive literature, technical data, references, licenses, or other information or material.

Unsolicited RFQ samples or descriptive literature however, are submitted at the vendor’s risk, may not be examined or tested, will not be deemed to vary any of the provisions of the RFQ, and may not be utilized by the vendor to contest a decision or understanding with MCC.

1.2 Background: McHenry County College (MCC) is a community college offering pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. McHenry County College serves one of the fastest growing counties in Illinois. MCC is located forty-five miles northwest of downtown Chicago, the college is committed to providing high quality, need-based educational and training opportunities to adult residents of Community College District 528. Nearly 250,000 residents live within the MCC district boundaries. The campus is located at 8900 U.S. Highway 14, Crystal Lake, IL 60012.

1.3 Contact Information: The contact, identified below, is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful vendor.

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

1.4 Contract Terms: The contract is for three (3) years, July 1, 2013 thru June 30, 2016 with option yearly renewals upon mutual agreement.

1.5 Minimum Bidder Qualifications: The following minimum qualifications must be met by each Bidder:

- a. The Bidder shall have a minimum of three (3) years, previous experience and possess manpower and equipment, financial resources, and an organization as herein specified to perform the type, magnitude, and quality of work specified.

1.6 Site Visit: N/A

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1.7 Key Event Dates: The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues RFQ listed at www.mchenry.edu/bid	April 10, 2013
Last day for vendors questions via email jjones@mchenry.edu	April 16, 2013
Response to vendor questions will be listed by addendum at www.mchenry.edu/bid	April 18, 2013
RFQ End Date	April 24, 2013
Reviewed by MCC Evaluation Team by	April 29, 2013
Recommendation to Board of Trustees	May 23, 2013 (tentative)
Notification of Award by	May 28, 2013 (tentative)
Contract Start Date	July 1, 2013
Project Manager Contact	Amy Maxeiner, 815-455-8717

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2.0 RFQ SUBMISSION

- 2.1 Examination of Solicitation Documents and Explanation to Bidders.** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the Bidder. Should the Bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the Bidder shall promptly notify the Director of Business Services via email. The Bidder making such request will be solely responsible for its timely receipt by the Director of Business Services. Replies to such notices may be made in the form of an addendum to the solicitation.
- 2.2 Submission:** The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope and nature of the project requirements. **Faxed RFQs ARE NOT acceptable.**
- 2.3 Interpretation or Representations.** MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
- 2.4 RFQ Questions and Clarifications:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum.
- 2.5 Addendum:** The only method by which any requirement of this solicitation may be modified is by written addendum. If an addendum to the bid document is a result of a pre-bid conference, MCC will e-mail the addendum within a reasonable time following the conference. MCC is not responsible if a vendor does not receive the bid revision in time to include the information with the submission. Any addendum will be posted to MCC's website, www.mchenry.edu/bid. The addendum shall be acknowledged by signature and included in your bid submission.
- 2.6 RFQ Preparation Costs.** The costs for developing and delivering responses to this RFQ are entirely the responsibility of the Bidder. The University is not liable for any expense incurred by the Bidder in the preparation and presentation of their RFQ or any other costs incurred by the Bidder prior to execution of a Purchase Order or Contract.
- 2.7 Cancellation of RFQ:** If the Director of Business Services determines that it is in MCC's best interest, he/she reserves the right to do any of the following
- Cancel this RFQ
 - Modify this RFQ in writing as needed
 - Reject any or all Quotes received to this RFQ.

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- 2.8 Accuracy/ Withdrawal of Quotes Prior to RFQ Opening:** RFQs may be withdrawn in writing any time prior to the opening hour. However, no RFQ may be withdrawn for a period of sixty (60) days subsequent to the opening of the RFQ without the prior written approval of the Director of Business Services of McHenry County College.
- 2.9 Taxes:** MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.
- 2.10 Evaluation:** In evaluating the RFQs submitted, MCC will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFQ will be made to that vendor whose offer conforms to the RFQ and it is determined to be the most advantageous, or "best value" to MCC, in the sole judgment of MCC. The selection process will include, but not be limited to, the following considerations:
1. The quality and range of products and services the firm proposes to provide.
 2. The ability to provide product and service in an expedient and efficient manner.
 3. The firm's overall experience, reputation, expertise, stability, and financial responsibility.
 4. The experience and qualifications of the staff that will be assigned to service MCC's account.
 5. The provider's ability to assist MCC in meeting the overall goals of the RFQ.
 6. The Bidder's past relationship with MCC, if any.
 7. Any other relevant factor that a business entity would consider in selecting a vendor.
- 2.11 Award of Contract:** MCC reserves the right to reject any or all prices or quotes submitted, waive irregularities, and to accept that RFQ which is considered to be in the best interest of the College. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the RFQ has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the RFQ. Submit complete specifications for any substitute offered. In the event two Bidders have submitted equal values for items listed, the in-district Bidder will be given preference, everything else being equal.

The successful Bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. *This RFQ may be awarded to multiple vendors.* We reserve the right to make moderate quantity alterations to conform to budget limitations.

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3.0 INSTRUCTION TO BIDDERS

Read the following instructions carefully before submitting any RFQ. Failure to follow these instructions and the rules may result in the rejection of your RFQ. MCC reserves the right to reject any and all RFQs, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new RFQs, or to request confirmation or clarification from any Bidder regarding a RFQ.

3.1 RFQ Format and Content: In order for MCC to evaluate RFQs fairly and completely, Bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order for a RFQ to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the RFQ.

1. **Cover Letter.** The cover letter must confirm that the **Bidder understands all the terms and conditions contained in this RFQ and will comply with all the provisions of this RFQ.** Further, that should the contract be awarded to your company, you would be prepared to begin services upon contract approval from MCC. The cover letter must include the full contact information of the person(s) MCC shall contact regarding the RFQ. A Bidder representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether or not subcontractors will be used.
2. **Experience & Operational Plan.** Bidders must describe their capabilities to provide the services requested in this RFQ by providing the following:
 - A description of Bidder's experience in Biology Supplies.
 - Staffing and operational plan for this contract, including use of any subcontractors and description of equipment to be used.
3. **Pricing.** Bidder shall submit on the RFQ submission form, prices for each item listed for Biology Supplies.

3.2 Packaging of Response: Please submit one (1) original and two (2) copies of the RFQ. The RFQ documents, must be submitted by mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

- Bidder's complete name and address
- Solicitation Number
- RFQ Due Date and Time
- RFQ for Biology Supplies
- Sealed RFQ

3.3 Late RFQs. *Regardless of cause, late RFQs will not be accepted and will automatically be disqualified from further consideration.* It shall be the Bidder's sole risk to assure delivery at the designated office by the designated time. Late RFQs will not be opened and may be returned to the Bidder at the expense of the Bidder or destroyed if requested.

3.4 Bidder's Signature. The RFQ submission form must be signed in ink by an individual authorized to legally bind the business submitting the RFQ. The Bidder's signature on a RFQ

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in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.

3.5 Submit RFQs To:

McHenry County College
Attn: Jennifer Jones
Director of Business Support Services
8900 US Highway 14
Building A, Room 248
Crystal Lake, IL 60012

- 3.6 RFQ Opening:** MCC will open all RFQs that are submitted in a proper and timely manner submission, and will record the names and other information specified by law and rule. All RFQs become the property of MCC and will not be returned except in the case of a late.
- 3.7 Responders' Costs:** The cost of developing this RFQ belongs solely to the Bidder and may not be charged to MCC.
- 3.8 Contract Terms:** The contract term is for three (3) years, July 1, 2013 thru June 30, 2016, with optional two year renewals upon mutual agreement.
- 3.10 Price Adjustment (Escalation / De-escalation):** The Contractor is to submit a RFQ pricing that will be fixed for three (3) years-.

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4.0 GENERAL TERMS AND CONDITIONS

- 4.1 Applicability:** These general terms and conditions will be observed in preparing the RFQ to be submitted.
- 4.2 Purchase:** After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
- 4.3 Right to Cancel:** MCC may cancel contracts resulting from this RFQ at any time by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
- 4.4 Proprietary Information:** Bidder should be aware that the contents of all submitted RFQs are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your RFQ will be considered public information unless Bidder identifies all proprietary information in the RFQ by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
- 4.5 Negotiation:** MCC reserves the right to negotiate all elements, which comprise the Bidder's RFQ to ensure the best possible consideration, be afforded to all concerned. MCC further reserves the right to waive any and all minor irregularities in the RFQ, waive any defect, and/or reject any and all RFQs, and to seek new quotes when such an action would be deemed in the best interest of MCC.
- 4.6 Retention of Documentation:** All materials and supporting documentation that is submitted in response to this RFQ, becomes the permanent property of MCC.
- 4.7 Insurance Requirements:** If fabrication, construction, installation, service or other work is specified to be conducted on MCC's premises, supplier shall maintain in force during the period of such work the following coverage's: (a) worker's compensation, as required by the laws of the State of Illinois; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. The successful Bidder shall provide a certificate of insurance naming McHenry County College as additional insured.
- 4.8 Indemnification:** The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.
- 4.9 Substitutes to Specifications:** Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with this RFQ document. A demonstration may be requested. Submit complete specifications for any

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substitute offered. Your RFQ should be made on the Bid Submission Form, and any explanation regarding your RFQ should be attached. A complete disqualification could result without these reference materials attached. Indicate warranty specifications that apply to the items included in your RFQ.

- 4.10 Disclosure:** Contractors shall note any and all relationships that might be a conflict of interest and include such information with the RFQ.
- 4.11 Terms of Payment:** MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.
- 4.12 Web Accessibility:** As required by Illinois Public Act 095-0307, all information technology, including electronic information, software, systems, and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/iitaa>

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5.0 RFQ SPECIFICATIONS

McHenry County College is seeking the acquisition of listed biology supplies for three years from July 1, 2013-June 30, 2016 with optional yearly renewals upon mutual agreement.

MCC will evaluate based on cost, quality, performance, and references. The College may award the contract to more than one vendor if it is in the best interest of the College to do so. All costs must be included in the quotes including any delivery and freight costs. Any additional fees for meeting this obligation needs to be communicated in this RFQ. **No additional payments will be authorized by MCC for these deliveries unless it is stated and agreed to by award to vendor of this RFQ.**

MCC is a member of several consortiums, including but not limited to E&I and US COMMUNITIES. Please use consortium pricing (if less than RFQ prices) if you are a member of any consortiums and indicate on the RFQ form, which consortium pricing you are using.

All Bidders must complete the RFQ Submission Form for all three years. Prices must be firm for three years. Bidders will be disqualified for not providing prices for all years.

The name of the manufacturer may be used in the specifications for the purpose of establishing quality and design, not for the purpose of limiting competition.

Complete specifications for any substitute must accompany RFQ for consideration.

Unless we are advised to the contrary, it is understood that the RFQ has been submitted in strict accordance with specifications. Any explanation regarding the items listed should be delivered with the RFQ.

Indicate warranty specifications that apply to the items included in your RFQ. We reserve the right to make moderate quantity alterations to conform to budget limitations.

Quotations should include all packing and shipping costs: F.O.B. Destination, Crystal Lake, Illinois.

Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with this RFQ document. A demonstration may be requested.

In the event two vendors have submitted equal values for items listed, the in-district vendor will be given preference, everything else being equal.

6.0 ATTACHMENTS

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ATTACHMENT A
RFQ SUBMISSION FORM

RFQ Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this RFQ document unless otherwise marked and listed in the "exception to RFQ" section.

RFQ Submitted by: _____

Signature: _____

Title: _____

- The Owner/
Sole Proprietor Member of the
Partnership Officer of the
Corporation Member of the
Joint Venture

Company: _____

Address: _____

Email Address: _____

Telephone: _____

Fax: _____

Date: _____

Contract Person: _____

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**ATTACHMENT A
RFQ SUBMISSION FORM**

BIOLOGY SUPPLIES LIST

Item Description	Total # to purchase	Cost/item	Total Cost Year 1	Total Cost Year 2	Total Cost Year 3
PCR grade agarose powder 125g container	5				
Screw top tubes (pack 500) 1.5 mL (BIO Rad)	4				
Flat Cap PCR 0.2 ML tubes (pK1000) (BIO Rad)	2				
PV-92 PCR Refill Room Temperature Kit (BIO RAD)	20				
PV-92 PCR Refill Temperature Sensitive Kit (BIO RAD)	24				
Blood Typing Kits (Carolina)	10				
Actinospharum (Carolina)	1				
Albumin (500g egg white)	1				
Amphidinium (Carolina)	1				
bromothymol blue (500mL)	2				
Bursaria (Carolina)	1				
Fern Allies Set (Carolina)	1				
Chlamydomonas (Carolina)					
Rotifers (Carolina)	1				
Moss Capsules (Carolina)	1				
100 ml Sheep Blood in Alsevers (Presently ordered form Hemostat Laboratories)	3				
Carolina Formlin perserved sheep brains with mennigis ***	88				
Carolina Perfect solution Cats 18+" double injected w skin removed	91				
Carolina Perfect solution Cats 18+" plain	91				
Carolina Perfect solution pregnant Cat plian.	6				
Carolina Perfect solution Pigs 13+" double injected 1/bag (For Bio 110)	230				
Carolina Perfect solution Pigs 13+" double injected 1/bag (For Bio 158)	14				
Carolina Perfect solution sheep brain packed in pail (Bio 264)	70				
Carolina Perfect solution sheep brain packed in pail (Bio 158)	14				
Carolina Perfect solution Sheep eyes packed in pail (Bio 110)_	200				
Carolina Perfect solution Sheep eyes packed in pail (Bio 158)	14				
Carolina Perfect solution Sheep eyes packed in pail (Bio 263)	98				
Carolina Perfect solution Sheep hearts	74				

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Chlamydomonas moewusii - (Carolina)	1				
Chlamydomonas moewusii + (Carolina)	1				
Clam (kit of 15)	1				
Coliphage T2	7				
YED media (Carolina)	1				
MV Media 2L (Carolina)	1				
Yeast Strain HA1	1				
Yeast Strain HA2	1				
Yeast Strain HB1	1				
Yeast Strain HB2	1				
Control PTC paper (pack 100)	10				
Crayfish (kit of 15)	1				
Daphnia pulex	1				
Earthworm (kit of 15)	1				
Escherichia coli	2				
Euglena	1				
Fern allies set (Carolina)	1				
Frog (kit of 15)	1				
Fungi survey (Carolina)	1				
Gloeocapsa	1				
Hydra	1				
Kovac's reagent (500mL)	1				
Lactose Broth	4				
Live Elodea (pk25)	12				
Mendlen Genetics of Corn kit	1				
Moss set (Carolina)	1				
Mueller-Hinton (500g)	1				
Nigrosin Dye (500mL)	2				
Nitrate test strips (Pack of 50 strips)	2				
Oscillatoria	1				
Perch (kit of 15)	1				

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pH paper (cs of 10 pks 100)	2				
Phenol Red broth base (500g)	3				
Physarum plate	1				
Polysiphonia	1				
Potassium hydroxide pellets (500g)	9				
Proteus vulgaris	1				
Protoslo (12mL)	2				
Pseudomonas aeruginosa	1				
Sea urchin embryology kit (Carolina)	1				
Simmons citrate agar (500g)	3				
Spirogyra	1				
Squid (kit of 15)	1				
Starfish (kit of 15)	1				
Streptococcus pyogenes	1				
Tropical Fern set (Carolina)	1				
Trychonympha	1				
Vinger eel living	1				
Volvox	1				
Wright stain 1L bottle	1				
Agar powder (1lb)	10				
CuSO4 (500g)	7				
MacConkey agar (1lb)	1				
Nutrient broth (1lb)	8				
Nutrient gelatin (1lb)	1				
petri plates (sleeve of 25plates)	300				
Sabouraud dextrose agar (1lb)	1				
Triple sugar iron agar (1lb)	1				
Tryptic soy broth (1lb)	1				
15mL centrifuge tube (cs/500)	1				
Eco RI restriction enzyme Digest (Edvotek)	14				

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Hind III & Eco RI restriction enzyme Digest (Edvotek)	12				
Hind III restriction enzyme Digest (Edvotek)	16				
String (roll 200ft)	6				
Ampicillin (pk 50)	4				
PEA Agar with 5% sheep blood (Fisher carries this item) PK of 10	10				
Blood agar plates (PK of 10)	42				
Chloramphenicol (pk 50)	5				
Desoxycholate agar (500g)	1				
Eosin Methylene Blue agar (500)	1				
Erythromycin (pk 50)	5				
Grams Iodine (1 gallon)	1				
Hucker Crystal violet (1 gallon)	5				
Malachite green (500g)	1				
Mannitol (500g)	2				
Penicillin G (pk 50)	5				
Saffrin (1 gallon)	5				
Streptomycin (pk 50)	5				
Tetracycline (pk 50)	5				
Tryptone Broth	1				
Ziehl Nielson (1 gallon)	4				
Ethanol 95% (5 gal) (Flinn Cubitainer Cat. (E0014)	2				
Live flowers for dissection (monocots and dicots)	2				
Pots 4" by 4"	40				
16oz bottle of water (cs12)	3				
Fresh strawberries (1quart)	4				
13.5 Lb. Bag of Baking Soda	6				
Bag of cotton balls	3				
Fruits and vegetables (set of 24)	4				
paper towel A (40sheet roll)	14				

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paper towel B (40sheet roll)	14				
paper towel C (40sheet roll)	14				
Red food coloring	2				
Box of multicolored food coloring	1				
Alfalpa Spouts	14				
Disposable Mouthpieces for spirometer 100/pkg	2				
Castor bean seeds (1lb)	1				
3mL Disposable pipette (pk of 500)	1				
8" Glass rods (pk 12)	1				
Bean seed (1lb)	1				
Chromatography paper (1" x 100' roll)	1				
Corn seed (1lb)	1				
Forceps	25				
Hand lens	25				
Pea seed (1lb)	1				
Plastic disposable 100mL graduated cyclinder	25				
Plastic disposable 10mL graduated cyclinder	25				
Razor blades (box 100)	1				
Tree finder books (pk of 10)	3				
3oz plastic cups (pack of 100)	1				
Large rubber bands (1 lb))	4				
5 oz Dixie cups (pk 450)	15				
Bleach (5gal)	4				
Hydrogen peroxide (2-32 oz bottle)	65				
Individually wrapped Straws (pk of 100)	5				
Potatoes (10lb bag)	35				
Half and half cream (quart)	3				
Bovine elastin (5g)	½				
Coagulase (6vial kit)	3				
Alpha-amylase 250g	1				

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Lipase (pancreatin) 100g	1				
Trypsin	1				
Pepsin 100g	1				
Bile Salts 100g	1				
Litmus Powder 25g	1				
N-a-Benzoyl-DL-arginine 4-nitroanilide hydrochloride (5grams)	4				
2.5 gallon Ziplock bags (box 12)	20				
Sharps Contaniner	6				
Solo cups (pk of 100)	2				
Urine test strip (bottle 100)	7				
Razor blades (box 100)	5				
Benedicts (4L)	1				
Immersion oil (16oz)	2				
Permanganate (500g)	1				
Silver nitrate (100g)	1				
#22 Replacement scalpel blades (box 100)	3				
Dialysis tubing 1.75" x 100'	14				
Dextrose (2500g)	6				
Lactose (500g)	2				
Blank Slide (box 72)	80				
Cover Slips (cs 1000)	3				
7.0mL disposable plastic droppers (box 500)	2				
google cleaner (5oz)	10				
Gloves small	80				
Gloves med.	110				
Gloves large	80				
Gloves X-large	50				
Lens paper (12 books of 50)	12				
1 mL Serological Pipet PK of 25	15				

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Sterile Cotton Tipped Applicators (1 per sleeve) 25 PK	10				
1.5mL centrifuge tubes (natural)	2				
1.5mL centrifuge tubes (red)	2				
1.5mL centrifuge tubes (blue)	2				
1.5mL centrifuge tubes (yellow)	2				
1.5mL centrifuge tubes (green)	2				
Pipettor tips (pk 1000)	4				
Microscope Lens cleaner (8oz)	5				
Alconoz Detergent 25 LB	1				
Sucrose (5lbs)	20				
NaCL- Noniodized (1lb)	35				
Colored pencils pk of 50	5				
Masking Tape 1" thick	16				
Notecards (pk of 100)	10				
Glassware disposal boxes	8				
Sharpie pk of 12	8				
Door gasket for Market Forge	3				
30 gallon ploy drums for dissection disposal and storage (Must be air tight) (R3Environmental)	30				
Disposal of preserved specimens	2				
alcohol wipes (box of 100)	22				
Aluminum foil (box 500 sheets)	3				
Corn starch (16oz)	2				
Q-tips (cs of 3 boxes)	3				
Yeast (1 lb)	1				
Zip lock gallon bags (cs of 206)	4				
Zip lock quart bags (cs of 216)	4				
NSF-accredited test and certify of 17 chemical fume hoods per year.	1				
Semesterly Microscope Maintenance (number of scopes serviced per year)	150				

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small colored hair rubber bands (250/box)	8				
Bug spray	4				
Disposable ponchos	12				
Non individually wrapped Straws (pk of 100)	7				
Flat Toothpicks (box 100)	12				
Barium nitrate (1lb) Ordered very infrequently – once every 8 t 10 years.	1				
Sodium sulfate (500g)	1				
Vernier EKG Electrodes (Pack of 100)	20				
Sodium docyl sulfate (100g)	1				
Ethamine Diamine Tetraacetic Acid (EDTA) (1lb)	1				
Under pads pack of 50	1				
Green polypropylene Spill Pads (Grainger)	3				
Dissecting tool replacements per year	5				
Model replacements per year Bio 110	6				
Model replacements per year Bio 263 and 264	8				
Prepared Microscope slide replacement	15				
Dissecting tool replacements per year	1				
Glassware replacement (flasks, test tubes, beakers etc.) \$800.00	?				
Equipment replacement (for things such as water baths, blood pressure cuffs, stethoscopes etc. (\$2000.00)	1				
36 gallon sterilite containers replacements per year	4				
40 gallon sterilite containers replacements per year	4				
40 gallon sterilite containers replacements per year	4				
TOTAL	3013.5				

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ATTACHMENT B
CONTRACTOR CERTIFICATION
Illinois Revised Statute 1987
Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from RFQing on this contract as a result of violation of either Section 33E-3 (RFQ rigging) or 33E-4 (RFQ rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this RFQ has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name _____

By * _____

Address _____

City/State/ZIP _____

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a RFQ and any Bidder's responsiveness to a request for RFQs. Specifically, district officials or employees must not knowingly open a sealed RFQ at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed RFQ or any Bidder's responsiveness to the request for RFQs commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE REQUEST FOR QUOTES, CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once a REQUEST FOR QUOTES for a particular contract is released, MCC cannot respond to individual inquiries from Bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

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**ATTACHMENT C
 EXCEPTIONS TO RFQ**

(PLEASE LIST BELOW, ATTACH SHEETS IF NECESSARY): Any exceptions, variations, or clarifications to the Specifications must be set forth on this form and included with the RFQ Form. These exceptions must be spelled out in detail, numbered, and make reference to exact page number for easy comparison.

Failure of the Bidder to note on this form any and all exceptions to any portion of the specifications, means that the Bidder must meet or exceed in all respects any and all specifications not so noted.

Failure to denote exceptions in the above manner may be cause for rejection of the entire RFQ.

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ATTACHMENT D
REFERRAL LIST

List four companies, schools preferred, to whom your company has sold and installed comparable products within the last three years:

1. NAME: _____
ADDRESS: _____

PHONE: _____

2. NAME: _____
ADDRESS: _____

PHONE: _____

3. NAME: _____
ADDRESS: _____

PHONE: _____

4. NAME: _____
ADDRESS: _____

PHONE: _____

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ATTACHMENT E

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
		Social security number - -
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		Employer identification number - -
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and		
3. I am a U.S. citizen or other U.S. person (defined below).		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person ▶	Date ▶
General Instructions		
Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form		
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.		
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),		
2. Certify that you are not subject to backup withholding, or		
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:		
• An individual who is a U.S. citizen or U.S. resident alien,		
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,		
• An estate (other than a foreign estate), or		
• A domestic trust (as defined in Regulations section 301.7701-7).		
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		
Cat. No. 10231X Form W-9 (Rev. 1-2011)		