

SANITARY DISTRICT OF DECATUR
REQUEST FOR PROPOSAL (RFP)
AUTOMATED DISCRETE ANALYZER

OFFICIALS

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JUNE 2026

The Sanitary District of Decatur, "District", will accept sealed proposals for an AUTOMATED DISCRETE ANALYZER and requested accessories "Unit." Proposals will be accepted until **Wednesday, July 29, 2026, 10:00 AM local time** at the Sanitary District of Decatur Administration Building when all received proposals will be opened and read aloud. All proposers are invited to attend said proposal opening. All proposals must be received prior to this time. Proposals received after this time will remain unopened. Telephoned, emailed or faxed proposals will **not** be accepted.

RFP AGREEMENT SUMMARY

UNIT: AUTOMATED DISCRETE ANALYZER

This RFP Agreement Summary Sheet must be returned with all other documents which follow in this notice.

Complete specifications for the AUTOMATED DISCRETE ANALYZER and all compatible parts and accessories must be included with the proposal documents.

The Proposer declares that the RFP conditions and product specifications presented in the remainder of this document have been thoroughly examined and Proposer is able to provide the Sanitary District of Decatur with the product listed below plus all other necessary parts and accessories which at minimum, equals listed products (in the GENERAL section of the specifications) in quality, capabilities, and workmanship for the cost listed below (the Sanitary District of Decatur is a tax-exempt organization).

The vendor **will not** be responsible for supplying the computer system that controls the unit. The vendor **will** supply the **computer requirements and specific details for the unit with their RFP.** Vendor **will** also specify computer ports necessary for connection to all unit components that require it. The District will supply a computer based with the Vendor specified configuration.

Furthermore, Proposer agrees to comply with all provisions of this RFP and declares that full knowledge of the task that this instrument will be used to perform by the district as described in the RFP is understood.

BASE PROPOSAL

I/We propose to provide AUTOMATED DISCRETE ANALYZER model

for a delivered and installed cost of \$_____.

ADDITIONAL COSTS NOT INCLUDED IN BASE PROPOSAL

The cost of an annual maintenance services contract after the expiration of the warranty period if accepted at the option of the District will be \$_____ in 2027

and \$_____ in 2028

SEALED RFP SUBMITTED BY: _____
NAME OF PROPOSING COMPANY

PROPOSER'S REPRESENTATIVE: _____
PRINTED NAME OF PROPOSING COMPANY'S REPRESENTATIVE

PROPOSER'S REPRESENTATIVE: _____
SIGNATURE OF PROPOSING COMPANY'S REPRESENTATIVE

COMPANY MAILING ADDRESS:

REPRESENTATIVE PHONE NUMBER:

REPRESENTATIVE E-MAIL ADDRESS:

REQUEST FOR PROPOSAL (RFP)

The Sanitary District of Decatur, "District", will accept sealed proposals for an AUTOMATED DISCRETE ANALYZER and requested accessories "Unit." Proposals will be accepted until Wednesday, July 29, 2026, 10:00 AM local time at the Sanitary District of Decatur Administration Building when all received proposals will be opened and read aloud. All proposers are invited to attend said proposal opening. All proposals must be received prior to this time. Proposals received after this time will remain unopened. Telephoned, emailed or faxed proposals will not be accepted.

Mailed proposal **must be sealed** and sent to the following address:

Sanitary District of Decatur
Attn: Ashley Bailey, Director of Compliance & Innovation
Re: PROPOSAL FOR AUTOMATED DISCRETE ANALYZER
501 Dipper Lane
Decatur, IL, 62522

Copies of specifications and RFP forms are available in this office.

All proposals must be clearly marked with the following:

"PROPOSAL FOR AUTOMATED DISCRETE ANALYZER"

1. Prices quoted shall remain firm for a period of ninety (90) days after the opening date.
2. Proposal prices shall be F.O.B. Destination with delivery to the laboratory at the Sanitary District of Decatur, IL. All freight and full damage insurance to be paid by vendor.
3. The total cost must include on-site installation and testing of the unit.
4. The submitted proposal, must provide full documentation and technical references showing that the unit which is proposed is capable of meeting the U.S. EPA's detection limit requirements enumerated in this document.
5. The proposer guarantees that the proposed AUTOMATED DISCRETE ANALYZER shall be new, unused, and free from defects in design, workmanship, and material at time of delivery.
6. The Unit must be a model still in current production.
7. The proposer must provide.
 - information on electrical requirements, controls, and control schematics.
 - sketches and connection requirements for electricity and controls; and
 - shop drawings and owner's manuals for operating the unit, maintenance, and troubleshooting.

8. The Unit must be delivered to the District Laboratory on a single day between 8:00 a.m. and 1:00 p.m., Monday through Friday (district holidays excepted). Weekend delivery is not acceptable.
9. The Unit must be installed by the proposer's service representative within fourteen days of delivery date. There will be a \$100 late penalty charge per day these tasks are not completed within the specified dates.
10. There shall be at least a twelve-month warranty period starting on the date after installation when preliminary checks are satisfactorily completed.
11. If a component, an accessory, or the unit proves defective during this warranty period or the unit fails to meet the mandatory performance requirements in the RFP specifications, the manufacturer, or his representative,
 - shall repair or replace defective parts within five working days of when they are notified of the problem.
 - During the warranty period, the same failure occurring more than two times or more than two different failures occurring, will be considered abnormal and the District will have the right to receive a no cost extension of the warranty period and/or replacement of entire Unit at the discretion of the District.
12. In the event of any dispute between the parties arising from this RFP, the Agreement, the Implementation Services Agreement, or the services provided hereunder, each party shall, prior to seeking judicial resolution of such dispute, escalate the dispute to a senior representative of such party, and such senior representatives shall use good faith efforts to resolve the dispute between them. If such senior representatives are unable to resolve the dispute, such dispute shall then proceed to mediation. The proposer and the District shall make good faith efforts to resolve any and all disputes as quickly as possible.

Any litigation between the parties of this Agreement shall be conducted in Macon County, Illinois. In the event of any litigation arising out of this contract, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and Attorney fees.

13. Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the District from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of the contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the District. In connection therewith, the Contractor shall execute the Hold Harmless Agreement furnished by the District. Work may not commence until such Hold Harmless Agreement is executed by the Contractor and received by the District.

Contractor will indemnify, defend and hold the District harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the District in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the District shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the District may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the District shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) District's unauthorized modification or alteration of a Product, Material, or Service; (ii) District's use of the Product, Material, or Service in combination with other products, materials, or services not furnished by Contractor; (iii) District's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the District's exclusive remedy to take action in the following order of precedence: (i) to procure for the District the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the District up to the dollar amount of the Contract.

The District may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

14. All proposals shall be subject to the provisions of Illinois State Statutes and District policies relating to prohibition of discrimination in employment. This provision shall be applicable and incorporated as part of any contract.
15. In performing in accordance with the terms of the proposal, the contractor agrees not to discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these protected categories as defined in Illinois State Statutes. Contractor is required to include a similar provision in all subcontracts. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates

of pay or other forms of compensation, and selection for training, including apprenticeship.

The contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places available for employees and applicants for employment notices to be provided by the contracting officer setting for the provisions of the nondiscrimination clause.

16. The District reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.
17. No officer, employee or agent of the District who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this proposal, agreement or contract.
18. Failure on the part of the responder to comply with all the instructions and terms of these Terms and Conditions may result in cancellation of orders without liability to the District.
19. The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under the contract and any contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.
20. All activities associated with this contract shall be interpreted under Illinois Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Illinois and specifications listed in this RFP.
21. The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which they are otherwise entitled.
22. The vendor will be paid within Forty-five (45) days of completed installation and obtaining satisfactory performance checks.

Payment under this Agreement is contingent upon Contractor furnishing District with a completed W-9 IRS tax form, which shall be attached hereto and incorporated herein. Contractor shall cooperate with District in furnishing any additional information District may need to comply with rules and regulations of the Internal Revenue Service.
23. The District reserves the right to reject any or all proposals and waive any informality in the proposing.

Questions regarding these specifications should be directed to Mr. Keith Richard, Laboratory Supervisor, (217) 462-9411, between 7:00 AM and 3:00 PM Monday through Friday.

AUTOMATED DISCRETE ANALYZER – minimum specifications

Footprint: Bench Top Configuration

Environmental Conditions: Instrument must be able to operate in laboratory conditions that may range from 15 – 30 ° C and relative humidity of 10 – 80 % with no condensation.

General:

The system must operate on the principle of discrete batch robotics analysis.

Sample chemistry developed absorbances must be read from a 10 mm path length, temperature-stabilized, quartz, flow through cuvette.

Multiple wash stations, including a moving probe flusher, to prevent cross contamination of sampling and aspiration probes.

Sample and reagent mixing that simulates manual inversion of volumetric flasks.

Stabilized temperature color development.

The system must have segregated waste lines for separate disposal of hazardous reagent waste and rinse water.

For Nitrate analysis, the system must use an in-line cadmium reactor for complete reduction of nitrate to nitrite and the system must also be capable of automatically reactivating the coil on-line with a copper sulfate solution.

User startup, ongoing operation, and shutdown:

Must allow immediate startup, automated method changeover (including software-controlled sample volume, reagent volumes, reaction times, and detection wavelengths), true walk-away operation, and automated shutdown under software control with no operator intervention required. There will be **no** manual switching of manifolds, pump tubes, sample loops, or interference filters. It shall consume the minimal volume of sample and reagents necessary per test consistent with US EPA methodologies utilized.

Sample Throughput:

Analyzer must include a sample tray that can contain at least 120 samples and perform at least 360 tests (including all required quality control checks) without manual intervention of any type. The system must be able to hold at least 26 reagent containers capable of holding at least 40 mL of reagent each. Must be able to run sequentially up to four chemistries with no operator intervention and run only the tests desired to be run on each sample.

Calibration and Quality Control :

Analyzer must be able to prepare working standards from a stock solution using an automatic diluter based on user entered stock concentration value. This automatic diluter must utilize a high resolution 1000 µL syringe. The user must be able to enter pre-requested dilution ratios for samples of known over range potential from a 1:1 dilution up to at least a 1:100 dilution ratio. The analyzer must also be able to automatically dilute samples for which any over range result is obtained during the course of the run, require no extra space on the sample tray for this capability, and

utilize a minimum of three user-selectable auto dilution settings. Software must allow user to view and printout calibration curves after calibration is completed. Software must allow elimination of standards from the curve and least square fit and automatically recalculate the correlation coefficient. If the correlation coefficient is outside a user specified minimum, software will notify user. Calibration report must include date and analysis time for each calibration standard. Quality control samples (spikes, duplicates, check standards, proficiency standards) must be able to be identified within software and limits user specified with flagging by software if analysis result is outside limits. The user must be able to specify the corrective action in case of such a failure. Software must allow quality control charting of accuracy and precision for check standards using accepted statistical criteria (e.g. $\pm 1, 2$ or 3 standard deviations). Analyzer must possess automatic spike preparation and calculation capabilities.

Computer:

The vendor **will not** be responsible for supplying the computer system that controls the analyzer. The vendor **will** supply the computer requirements and specific details for the analyzer. Vendor **will** also specify computer ports necessary for connection to all analyzer components that require it. The sanitary district will then have such a computer available at installation. All analyzer component communications must be via USB connection with no additional plug in cards required.

Software:

The vendor will supply and install the software used for analyzer control. The software must run under Windows 11 or higher and must be capable of performing simultaneous instrument control, data acquisition, and report generation and meet the following general requirements:

- a. All capabilities mentioned in the sections above
- b. Automatic data output in comma separated value (CSV) format for LIMS interface
- c. Allows post run reanalysis of samples with or without user specified dilution
- d. Automatic reagent level sensing with user notification of shortfalls
- e. All method parameters are computer programmable and do not need any manual changeover

PERFORMANCE:

Analyzer must be able to meet the following method detection limits when needed:

Analyte:	Method Detection limit (or lower):
Ammonia-Nitrogen	0.05 mg/L
Total Kjeldahl Nitrogen	0.12 mg/L
Nitrate+Nitrite Nitrogen	0.01 mg/L
Total Nitrogen	0.20 mg/L
Total Phosphorus	0.006 mg/L
ortho Phosphate	0.005 mg/L

Chloride	0.30 mg/L
Sulfate	0.09 mg/L

TRAINING AND INSTALLATION:

The analyzer will be installed by a vendor-trained service engineer. The laboratory will provide all power necessary to run the analyzer. The vendor will notify the district of types of outlets that the power plug(s) require. The vendor will provide installation instructions and requirements in advance of installation so that the district can make any modifications necessary prior to installation visit. After the instrument is installed and verified operational by the vendor's service representative, training in the analyzer operation will be given to applicable laboratory staff preferably on site immediately after analyzer is determined to be operational. This training will cover all aspects of instrument operation, software, maintenance, and troubleshooting. It will be up to three days duration, as determined by the District, and will be conducted by vendor's own qualified chemist staff.

WARRANTY:

Analyzer must be new and a model currently in production.

Parts should be available for at least ten years after analyzer installation. The instrument warranty must be, at a minimum, one year parts, labor, travel, and service.

Warranty shall begin after system is installed, working, and satisfactorily meets all initial performance checks. After warranty completion, the district shall be given the option of purchasing a continued service contract. Technical email and telephone support shall be available at no additional charge and be monitored during normal operating hours by qualified technical support personnel. Vendor must have an on-site service program available providing local service within 24 hours. Vendor must maintain stock of loaner instruments; however, this does not negate the requirement for local service within 24 hours. Vendor must not contract out technical support but conduct it using its own employees. Vendor will maintain a staff of chemists under their direct employ capable of providing support for method development and validation. Verification of this will be made by supplying the telephone numbers and email addresses of these individuals.

REFERENCES:

The district places significant emphasis on the opinions of independent users regarding a vendor's instrumentation. Therefore, we **require** a minimum of 5 (five) user references who have utilized the vendor's proposed equipment for at least two years in analyzing **environmental** samples. Information obtained during these interviews may figure prominently in analyzer selection.

DELIVERY DATE: within two months of date of order placement delivery to

Sanitary District of Decatur
Attn: Laboratory
501 Dipper Lane
Decatur, IL 62522