



**REQUEST FOR PROPOSALS**  
**CITY OF FARGO, NORTH DAKOTA**

**Fourier-Transform**  
**Infrared Spectroscopy**  
**(FT-IR)**  
**Hazardous Materials**  
**Monitor**

**Proposals are due 2:00 p.m. CST, Friday, October 23, 2020**

**REQUEST FOR PROPOSALS**  
**Fourier-Transform Infrared (FT-IR) Spectroscopy**  
**Hazardous Materials Monitor**

**CITY OF FARGO, NORTH DAKOTA**

The City of Fargo, North Dakota, requests proposals from qualified firms to provide the Fargo Fire Department (“Department”) with a fourier-transform infrared spectroscopy (FT-IR) hazardous materials monitor, as more fully described in this document.

The selected firm will be invited to enter into an agreement with the city to provide the requested monitor. The City commission has the ultimate authority to approve any proposal and to authorize execution of the agreement.

**Section I: Submittal Requirements**

Proposals which contain omissions, erasures, alterations, conditional quotes, or that contain irregularities of any kind may be rejected.

The proposal should contain, without limitation, the following information at a minimum:

**A. Contact Information**

- Name of firm and designated sales representative, including direct telephone number, cellular phone number and email.
- Office address, main telephone and fax numbers, and website address.

**B. Bid Proposal, Fee, and Timeline**

- The proposer should include a list of the features of their hazardous materials monitor which will meet the specifications set forth in this document; as well as, the proposed cost and timeline to receive the specified monitor.

## **Section II: Evaluation of Proposals**

Department staff will evaluate all properly submitted proposals, and will grade and rank all proposals. The City reserves the right to ask any proposer for additional information and to interview any proposer to assist the City in making its selection.

The City will then select the top preferred firm. The City Commission has the ultimate authority to approve any proposal and to authorize execution of the agreement.

The City reserves the right to make clarifications, corrections, or changes in the request for proposal (RFP) at any time prior to the deadline for the submission of proposals. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes so long as the proposers and prospective proposers register with the City via email to [mbrand@FargoND.gov](mailto:mbrand@FargoND.gov) prior to the due date for proposals.

## **Section III: Submittal Procedures**

### **A. Questions and Clarifications**

All questions regarding this RFP should be directed in writing to Captain Matt Brand, at [mbrand@FargoND.gov](mailto:mbrand@FargoND.gov)

### **B. RFP Submittals**

**Proposals must be received no later than 2:00 p.m. CST, on Friday, October 23, 2020 at the City Auditor's Office, City of Fargo, 225 4<sup>th</sup> St. N., Fargo, ND 58102. All proposals shall be labeled Fire Department Hazardous Materials Monitor.** Proposals will not be opened publicly. Proposals submitted after closing time will not be opened. No oral, telephone, or facsimile proposals will be considered.

Please also deliver one digital copy of the proposal via email to [mbrand@FargoND.gov](mailto:mbrand@FargoND.gov)

### **C. Standard Terms and Conditions**

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal, conducting any necessary studies, creating any necessary designs for the preparation of the proposal, or for procuring or contracting for services to be furnished under the RFP.

A proposer may withdraw their proposal, either personally or by written request, at any time prior to the deadline for submittals.

The City reserves the right to accept the proposals that are, in its judgment, the best and most favorable to the interests of the City and to the public. The City also reserves the right to reject any and all proposals.

#### **Section IV: Proposal Specifications**

The unit to be furnished under the attached specifications shall be the manufacturer's newest and latest model of fourier-transform infrared (FT-IR) spectroscopy device. Exceptions to the specifications must be noted on the bid proposal. The following specifications are requested as a minimum to the features and standards the FT-IR Spectroscopy Device needs to be manufactured with:

1. The FT-IR spectroscopy device shall be new, not refurbished or used.
2. Shall be handheld, compact, and lightweight.
3. Shall have anvil sampling capabilities.
4. Shall have a second, touch-to-sample sensor for direct sampling.
5. Shall have the ability to identify liquids and solids.
6. Shall be rugged and able to be decontaminated.
7. Shall be able to identify two or more components of a mixture.
8. Shall include a library of a least 35,000 spectra of chemical warfare agents, explosives, narcotics (including fentanyl), TICs, pesticides, white powders, and other chemical classes.
9. Shall have a quick start-up process and produce results quickly and accurately.
10. Shall have the ability to run on batteries that are easily accessible or rechargeable.
11. Shall have a touch screen display that could be operated with a glove, and have simple operation.
12. Shall include a rugged case to carry the monitor along with all necessary accessories.
13. Shall have the ability to add to the library via connection to a laptop or wireless device.
14. Shall include a laptop that integrates wirelessly with the monitor along with software.
15. Shall have the ability for technical reach back 24 hours a day, 7 days a week.
16. Shall have the ability to be used in extreme temperatures, both hot and cold.
17. Shall have the ability to be easily calibrated, if needed.
18. Shall have the ability for data collection and be able to be logged and printed for reporting purposes.
19. Shall have a minimum 36 month warranty.
20. Shall offer library updates for the life of the unit.
21. Shall provide on-site training for 3 days.