REQUEST FOR QUOTATION

Please quote your lowest net price FOB Destination for the item(s) specified below. Any order issued as a result of this request will be paid based on the received firm quoted pricing only. No deviations from this pricing will be paid. This entire RFQ must be completed, signed and sent via email to proposals@udel.edu, with the following Request Number referenced in the subject line of the email message, and must be received no later than the date and time indicated below. If you wish to substitute goods and/or services of equal quality, give complete description of proposed substitution. The University reserves the right to accept or reject all or part of this quotation and to not accept a proposed substitution. Refer to the Procurement website www.udel.edu/procurement to view our terms and conditions.

All questions regarding this RFQ are to be sent via email to proposals@udel.edu with the following Request Number referenced in the subject line of the email message. Responses will be documented in an addendum that will be distributed via email to all invited vendors.

Payment method is credit card. Discounts for expedited payment will be considered.

Subject: Helium Recovery System
Request Issued: August 23, 2019
Request Number: RFQ-9219-8
Quotations Due: 9/3/2019 – No later than 2:00 pm ET!
Submit to: proposals@udel.edu

THIS IS NOT AN ORDER

Company: ________________________________ Ship Date: ________________________________
Address: ________________________________ Phone: ________________________________
________________________________________ Fax: ________________________________
City, State, Zip: ___________________________ E-Mail: ________________________________
Contact Name: ____________________________ Payment Terms: __________________________
Signature: ________________________________ Date: ________________________________
Certification(s): □ Small Business □ Minority □ Woman
REQUEST FOR QUOTATION

Description:

The NMR Core Facility of Chemistry and Biochemistry at the University of Delaware is soliciting proposals from qualified suppliers to build a helium recovery system (HRS) to address the unstable helium supply that has had a detrimental impact on the sustainable long-term operation of our NMR Core facility.

There are 10 superconducting magnets, ranging from 9.7 to 20 Tesla, housed in Brown Laboratory on the University of Delaware campus. Most of the magnets are Bruker persistent magnets with one ultra-high field (20T) pumped magnet. The total annual liquid helium consumption is 4,500 liters. The goal of the helium recovery system is to recapture at least 90% of the total consumption.

Vendors must meet the following requests or technical specifications in their responses to the bid:

1. Vendor must provide a quote for helium liquefying equipment and all associated essential accessories that is capable of recapturing at least 4,500 liter per year or 12.5 liter per day. The space required to house this liquefying equipment must be specified.

2. Vendor must provide a quote for a helium recovery storage bag with suitable dimensions that meets the requirement of the helium liquefying equipment. The space required to install such storage bag must be specified.

3. Vendor must provide a quote for a helium gas compressor. The number of stages of gas compression, and the space required for the compressor(s) must be specified.

4. Vendor must provide a quote for all gas storage tanks with dimensions, including the space required for storing these tanks.

5. Vendor must provide a quote for a helium gas purifier and its technical specs particularly the purity of the helium gas. The space required to install this gas purifier must be specified.

6. Vendor must provide a quote for helium gas collection pipes (manifold).

7. Vendor should specify the electrical requirements for each component of the HRS system.

8. Vendor must provide a plan for integrating a triple filter in the gas collection line as part of the connection of the pumped magnet to the HRS system.

In addition to technical requests, vendor should also address the following requests regarding site preparation, user support, warranty, and training:

1. Vendor should specify electrical requirements for each component of the HRS system.

2. Vendor’s plan to provide technical inquiries, including email, web-meetings, and phone calls, from the project manager at the University of Delaware to build a helium gas collection system.

3. Vendor must specify the warranty of its helium recovery equipment and post-sale customer support plans.

Company: ___________________________  Signature: ___________________________
REQUEST FOR QUOTATION

(4) Vendor must provide user training to essential personnel of the University of Delaware on how to operate and maintain the HRS.

(5) Vendor must provide an estimated date of delivery.

All quoted pricing is to be Delivered Duty Paid (DDP) and is to include all applicable import taxes, shipping, handling and insurance costs.

Please attach all documents.

Vendor participants may be asked to provide 3 references at University’s request.

Method of Payment:

The University of Delaware’s method of payment is credit card. For payment issued against a University purchase order, the method of payment is credit card via the Payment Direct Hub (PDH) through BORA Payment Solutions. The PDH uses credit card processing technology to facilitate payments without the need for a credit card account number, which reduces the potential for fraud. Many University vendors are currently paid via the PDH. Please refer to following link for a FAQ that explains the PDH: http://www.udel.edu/procurement/faq/FAQ_UDel_Supplier_Bora.pdf

1. Does your firm charge customers an additional fee to receive payment via credit card? ___Yes ___No

2. If the answer to #1 is Yes, what fee does your firm charge? _____________

3. If your firm is not currently receiving payment via PDH, is your firm willing to do so for purchase order credit card payments? ___Yes ___No

Note: Additional fees and willingness to receive purchase order credit card payments via PDH will be considered during the quotation evaluation process.
REQUEST FOR QUOTATION

1. Any agreement that comes about as a result of this solicitation will be governed by the University of Delaware Purchase Order Standard Terms and Conditions.
2. Each submitter is solely responsible for the accuracy and completeness of the quote. Errors or omissions may be grounds for rejection or may be interpreted in favor of the University.
3. The University reserves the right to solicit additional information from submitters to determine which best meets the needs of the University.
4. Any agreement issued as a result of the solicitation will be deemed subject to the University’s insurance requirements, of which can be found on the following website: www.udel.edu/procurement/supinfo/tc/insurance.
5. Any agreement issued as a result of the solicitation will be deemed subject to the University policies included but not limited to the policy on a tobacco free campus. All policies can be found at: www.udel.edu/ExecVP/policies.

The University will select the quote that, in its sole discretion, is the most advantageous to the University. The University reserves the right to make an award without further discussion of the quote submitted; this is the best and final offer. The University reserves the right to reject any or all quotes in whole or in part, to make multiple awards to either one or multiple vendors, partial awards, awards by type, item by item or lump sum total.

Contact Information:
If you have any questions regarding this RFQ, please email Procurement Service at: proposals@udel.edu and be sure reference the Request Number in the Subject Line.

Company: ____________________________  Signature: ____________________________
REQUEST FOR QUOTATION

Accessibility of Digital Products And Services

The University of Delaware is committed to ensuring that all digital products and services including, but not limited to, third-party products and services, applications, software, web or system services, and cloud-based offerings, are compliant with the Web Content Accessibility Guidelines (WCAG) 2.0 level A and level AA, and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) standards.

Quotations for digital products or services should include the following:

- a Voluntary Product Accessibility Template (VPAT) 2.0 -or-

- An audit report from a third-party accessibility auditor detailing the product or services’ accessibility.
REQUEST FOR QUOTATION

CONFLICT OF INTEREST CERTIFICATION

The University of Delaware believes that full disclosure is the best way to avoid the potential for conflicts of interest. Accordingly, all respondents to this solicitation are required to complete this certification and submit with their response. Failure to complete this document with the requested information may disqualify your response. The University of Delaware, at its discretion, may also disqualify your response if any representation is deemed inaccurate or if it concludes that a potential conflict of interest may be present. Please initial one of the following, as applicable:

☐ The respondent certifies that none of its directors, officers, employees, their immediate family members or close relatives are employed by or affiliated with the University of Delaware.

☐ The respondent certifies that, except for the persons whose names are listed below, none of its directors, officers, employees, their immediate family members or close relatives are employed by or affiliated with The University of Delaware.

Please indicate below if, during the past calendar year, your company, directors, officers, employees, their immediate family members or close relatives have paid, given a gift, or provided other consideration having a value over $25.00 to any employee, officer or trustee of the University of Delaware.

☐ Yes, a payment, gift or other consideration was provided to an employee, officer or trustee.

☐ No, a payment, gift or other consideration was not provided to an employee, officer or trustee.

Are you currently a student at the University of Delaware?  

Yes  No

Has your firm ever been involved in Federal debarment proceedings?  

Yes  No

We, (I), certify that the foregoing information is true, correct and complete.

Signature: ______________________________________
Print Name: ______________________________________
Title: __________________________________________
Date: __________________________________________

Submitted in response to University of Delaware solicitation for this Request for Quotation.
REQUEST FOR QUOTATION

SUPPLIER DIVERSITY PROGRAM

In keeping with our commitment to Inclusive Excellence, the University of Delaware believes that building relationships with small, minority-owned, veteran-owned, women-owned, disable-owned and other disadvantaged businesses is essential if we are to provide opportunities to a supplier base that is as diverse as the communities we serve. Participation in the University's Supplier Diversity Program provides access to University procurement opportunities by matching qualified diverse suppliers with the needs of our internal business units. The goal of the program is to foster mutually beneficial relationships that add value to the University while, at the same time, contributing to the development of diverse businesses through workshops and consultations with the University's Procurement Services Department and Small Business Development Center.

Supplier Diversity Program – Getting Started: [http://www1.udel.edu/procurement/cmoutreach/getstarted.html](http://www1.udel.edu/procurement/cmoutreach/getstarted.html)

**Classification:**

* Choose one or more.
  - Minority Business Enterprise (MBE)
  - African American
  - Asian
  - Hispanic
  - Native American
  - Other
  - Veteran-owned Business Enterprise (VBE)
  - Disabled-owned Business Enterprise (DBE)
  - Small Business Enterprise (SBE)
  - Women-owned Business Enterprise (WBE)

**Certifying Agency:**

* Choose one or more.
  - City of Wilmington
  - Delaware Department of Transportation
  - Delaware Office of Minority & Women Business Enterprise (OMWBE)
  - Minority Supplier Development Council of PA-NJ-DE
  - National Women's Business Corporation (NWBOC)
  - Small Business Administration (SBA)
  - The National Minority Business Council, Inc. (NMBC)
  - Women's Business Enterprise National Enterprise Council (WBENC)
  - Other: [ ]

Company: ___________________________  Signature: ___________________________