

**REQUESTS FOR QUOTATIONS**

Purchasing Division  
 1000 Throckmorton  
 Fort Worth, Texas 76102-8311  
 Phone: 817-392-8385  
 Fax: 817-392-8440

RFQ NO:	13-0135
CLOSING DATE:	THURSDAY MAY 23, 2013 @ 1:30 PM
COMMODITY:	ENDRESS + HAUSER INSTRUMENTATION, METERS, REPAIR SERVICE AND PARTS
BUYER:	JANE HUGHES, BUYER
EMAIL:	JANE.HUGHES@FORTWORTHTEXAS.GOV

**INSTRUCTIONS TO BIDDERS**

Quotes are solicited for furnishing the merchandise, supplies, services and/or equipment set forth. Completed Quote must be received in the Purchasing Division, 1000 Throckmorton, Fort Worth, Texas 76102 by the above quote deadline. Quotes must be faxed to 817-392-8440 or emailed, addressed to the above Buyer, City of Fort Worth and have the bid number and opening date clearly marked on the fax cover page. Late quotes will not be considered for award unless bidders are notified otherwise. Quotes may be withdrawn at any time prior to the official opening by written notification. Quotes may not be altered, amended or withdrawn after the official opening.

- Your quote must be submitted on this form.
- Freight and all other delivery charges shall be included in the unit price(s) bid.
- The City is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in the quote price.

Items quoted must meet or exceed City of Fort Worth Specifications; however, The City of Fort Worth may consider and accept alternate bids if specified herein when most advantageous to the City. The City reserves the right, however, to hold to City Specifications and to determine "or equal" status. The City reserves the right to accept or reject in part or whole any quote submitted, and to waive any technicalities for the best interest of the City.

The undersigned agrees, if the quote is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal will be 90 calendar days (unless the bidder inserts a different period) after opening date.

**City of Fort Worth Standard Terms and Conditions Shall Apply**

Company Name & Address

**QUOTE EVALUATION**

The quote award shall be based on, but not necessarily limited to, the following factors:

Endress+Hauser  
C/O Pan-Tech Controls  
2401 Ave J., Suite 200  
Arlington, TX 76006  
 Telephone no. (AC 817-3640-3232  
 Fax no. (817) 649-7933  
 Signature: Frank Clark  
 Email Address: frank@pantechcontrols.com  
 Date: May 21, 2013

1. Unit Price
2. Total Quote Price
3. Terms and Discounts
4. Delivery Date
5. Results of Testing Samples
6. Special Needs and Requirements of the City
7. Past experience with product/service
8. Vendor's past performance
9. City's evaluation of the vendor's responsibility
10. Demurrage charges, freight costs and mileage
11. Estimated cost of supplies, maintenance, storage,
12. Estimated surplus value



### HOW TO REGISTER WITH THE CITY OF FORT WORTH

- ⇒ Visit [fortworthtexas.gov](http://fortworthtexas.gov)
- ⇒ Click on **Departments**
- ⇒ Choose **Become A Vendor**
- ⇒ Review **Terms & Conditions**
- ⇒ Click **I Accept These Terms** to proceed
- ⇒ At next screen, click **No, I Want to Register**
- ⇒ Click **Register**
- ⇒ The first registration pop-up asks for your Federal ID# or Social Security Number and your company name. The company name **MUST** be the proper organization name and the same as on invoices you would present for payment to the City of Fort Worth.
- ⇒ Follow through the screens by clicking **Continue/Save** at the bottom of each screen. The last screen will ask for your **commodities** (products and/or services that can be provided to the City). This information is used to send quotes/bid opportunities to you by email and is also required in order to keep your account active.
- ⇒ Enter a key word search for unknown commodity codes (example: janitorial)
- ⇒ An email address is required to register online
- ⇒ If you selected "Certified Minority" you will be requested to provide a copy of your Minority/Woman Owned Business certification
- ⇒ Email a copy of your company's IRS W-9 form to the City's vendor registration administrator at [PurchasingBSO@fortworthtexas.gov](mailto:PurchasingBSO@fortworthtexas.gov). Your registration will not be activated until a completed W-9 is received and verified. Completed W-9s may also be faxed to the vendor registration administrator at 817-392-7254.

Congratulations, you've registered!! You will receive an email with your registration confirmation.

**For any changes/edits to your vendor profile please email the vendor registration administrator at [PurchasingBSO@fortworthtexas.gov](mailto:PurchasingBSO@fortworthtexas.gov).**

The City of Fort Worth prefers to make vendor payments by direct deposit to vendors' checking/savings accounts or by procurement credit card. The direct deposit process is called Automated Clearing House Transfer (ACH). Advantages of ACH are:

- Gives vendors use of the funds one business day **AFTER** the transfer has taken place.
- Vendors receive an e-mail showing the invoices being paid by the transfer.
- Invoices approved for payment by 3:00 p.m. will be transferred same day and will reach the vendors' bank accounts by the next business day.

To register for ACH service please visit <http://fortworthtexas.gov/purchasing/>, click on the link titled "[Automated Clearing House Setup](#)", download, complete and submit the two ACH forms.

To register for credit card invoice payments, please contact Jack Dale, Purchasing Manager, by email at [jack.dale@fortworthtexas.gov](mailto:jack.dale@fortworthtexas.gov).

**BID SOLICITATION**

Printed: 05/15/2013

Vendor number 000014480

Endress+Hauser

BUYER: Jane Hughes  
 PHONE #: (817)392 - 8385  
 DELIVERY REQUIRED: 5/23/2013

Vendor Name: C/O Pan-Tech Controls  
 Address: 2401 Ave. J Suite 200  
 City, State Zip Code: Arlington, TX 76006

City of Ft Worth  
 VILLAGE CREEK WATER TREATMENT  
 4500 WILMA LANE  
 ARLINGTON TX 76012

Item	Class-Item	Quantity	Unit	Unit Price	Total
5.000	The City of Fort Worth seeks quotes to establish an annual agreement for Endress+Hauser Instrumentation, Meters, Repair Service and Parts for the Water Department. The agreement will be for one, one-year period with options to renew for up to four (4) additional one-year periods.  The Quantities listed on this Bid response page are only estimates. The City is obligated to pay for only the material and services actually ordered and accepted by authorized City Employees and then received as required by the City.				
1.000	Repair Service/Factory	30	HR	112.00	\$3360.00
6.000	Various New/Replacement Units and Parts	300	EA	\$300.00	\$90,000.00
7.000	Instrumentation Equipment and Meters @ Manufacturing List Price Less 10-40% Discount				
8.000	Repair Parts and Software @ Manufacturing List Price Less 10% Discount				
<b>TOTAL:</b>					<b>\$93,360.00</b>

WE AGREE TO FURNISH ANY OR ALL OF THE ITEMS QUOTED AT THE PRICES SHOWN. QUOTE MUST BE HELD FIRM FOR PERIOD OF 60 DAYS.

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TERM OF PAYMENT: Net 30 days  
 DELIVERY: 2-30 days  
 TELEPHONE NUMBER: 817-640-3232

COMPANY: Endress+Hauser  
 SIGNATURE: *Frank Clark*  
 NAME AND TITLE: Frank Clark Representative

RFQ 13-0135 ENDRESS + HAUSER INSTRUMENTATION METERS,  
 REPAIR SERVICE AND PARTS

**ATTACHMENT A**  
**CONFLICT OF INTEREST DISCLOSURE REQUIREMENT**

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. The City of Fort Worth) must disclose in the Questionnaire Forms CIQ ("Questionnaire") the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the Fort Worth City Secretary no later than seven days after the date the person begins contract discussions or negotiations with the City, or submits an application or response to a request for proposals or bids, correspondence, or another writing related to potential agreement with the City. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the Questionnaires Form CIQ is enclosed with submittal documents. The form is also available at <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 is a Class C misdemeanor.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code.</p> <p>An offense under this section is a Class C misdemeanor.</p>	<p><b>OFFICE USE ONLY</b> Date Received</p>	
<p>1. Name of person doing business with local governmental entity. Frank Clark</p>		
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</p> <p>NONE</p>		
<p>4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</p> <p>NONE</p>		

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>	<b>FORM CIQ</b>
<b>Page 2</b>	
<b>For vendor or other person doing business with local governmental entity</b>	
<b>5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)</b>	
This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.	
A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
D. Describe each affiliation or business relationship.	
<b>6. Describe any other affiliation or business relationship that might cause a conflict of interest.</b>	
7. <u>Frank Clark</u> <i>Frank Clark</i>	Date <u>May 21, 2013</u>
Signature of person doing business with the governmental entity                      Date	