

	CITY OF FORT WORTH - PURCHASING DIVISION SPECIFICATIONS		
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RFQt Title: Laboratory Autoclave Sterilizer System			

1.0 INTRODUCTION

The City of Fort Worth (City) seeks quotes for a one time purchase of a laboratory autoclave sterilizer system with a one-year warranty, as described herein this Request for Quotation (RFQt). The system will be used by the Water Department for the sterilization of bacteriological items, trash and waste. The successful bidder(s), known hereafter as “Contractor”/”Vendor.”

2.0 SPECIFICATIONS – Autoclave shall meet the following specifications:

- 2.1 Shall be used in an environmental laboratory with bacteriological testing
- 2.1 Shall be free-standing unit with integrated boiler design
- 2.2 Shall have a single chamber model, 20in x 20in x 38in chamber
- 2.3 The chamber capacity shall be 8.8 cu ft
- 2.4 Sterilizes at a temperature range of 100-135 C
- 2.5 Shall be a steam source integrated boiler design
- 2.6 Shall have programmable controller for performance functions
- 2.7 Shall include an incorporated thermal printer
- 2.8 Shall have an automatic generator blowdown
- 2.9 Shall include automatic idle shutoff capability for energy efficiency
- 2.10 Replacement parts and components necessary for routine maintenance and repair shall be readily available throughout the expected service life of the equipment. The Vendor shall identify any proprietary components and provide information regarding the availability of replacement parts and authorized service providers.
- 2.11 All temperature and pressure sensors on the sterilizer shall be able to be calibrated using a 3-point calibration method.
- 2.12 Pricing shall include removal of old City’s existing unit, installation of new unit, training, freight, and all associated costs for initial set up.
- 2.13 All items shall be delivered to: City of Fort Worth, Centralized Water Laboratory 2600 SE Loop 820, Fort Worth, Texas 76140.
- 2.14 Delivery Time: Monday through Friday, 8AM-4:00PM.

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3.0 BRAND NAME

- 3.1 Make /Model – The items shall meet or exceed the following:
 - 3.1.1 Consolidated Sterilizer System Steam Sterilizer Model SSR-3A
- 3.2 Brand names are listed for reference only and not intended to limit competition. Bidder may offer any brand for which Bidder is an authorized representative, which meets or exceeds the bid specifications.
- 3.3 Bidders shall provide manufacturer name, model number and product literature demonstration compliance with their bid submittal. The Senior Purchasing Manager (SPM) or designee will evaluate “equal” products on the basis of information furnished by the Bidder or identified in the bid and reasonably available to the SPM. The City shall have the sole right to determine equal products
- 3.4 All items shall be new and unused.

4.0 WARRANTY

- 4.1 All components of the laboratory autoclave sterilizer system not considered consumable items, will have a minimum of a full one-year warranty on parts and labor commencing upon the date of installation of the Mercury Analyzer.
- 4.2 Official Warranty Statement must be included with the bid.
- 4.3 When applicable, all equipment requiring replacement will be replaced with a new item and not a refurbished item.
- 4.4 In addition to any other warranties in this contract, the supplier warrants that all work and products shipped under this agreement conforms to the agreement requirements and is free from any defect in workmanship, equipment, material or design furnished by the Supplier.
- 4.5 Vendor agrees to repair or replace promptly, on a one-for-one basis without additional cost to the City of Fort Worth, for all defective work and products. The City defines “prompt” repair or replacement to be within 1-5 business days after notification by authorized City

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personnel.

5.0 METHOD OF AWARD

5.1 Quotes will be evaluated based on the lowest responsive and responsible bidder complying with all the provisions of the solicitation, provided the bid price is reasonable, and it is in the best interest of the City to accept it.

5.1.1 A responsive bidder is defined as one who submits a completed quote packet within the stated deadline and in accordance with the specification.

5.1.2 A responsible bidder is defined as one who demonstrates via responses to the selection criteria his/her ability to successfully deliver the supplies, equipment, or services being procured.

5.2 The City reserves the right to accept or reject in whole or in part any or all bids received and to make an award on the basis of individual item, combination of items, or overall bid, as it is deemed in the best interest of the City. The City also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time agreements of a similar nature.

5.3 The City also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time agreements of a similar nature.

6.0 SMALL BUSINESS PROGRAM - This solicitation is subject to the Small Business Program, Ordinance No. 27832-08-2025 under Chapter 21 of the Code of the City of Fort Worth. More information on the program can be found on the city's website at:

<https://www.fortworthtexas.gov/news/2025/7/sbdp>

7.0 INVOICES AND PAYMENTS

7.1 Registration - Successful Bidder(s) is required to register for direct deposit payments prior to providing goods and/or services using the forms posted on the City's website at:

<https://www.fortworthtexas.gov/departments/finance/purchasing/register>

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- 7.2 Payment – All payment terms shall be “Net 30 Days” unless specified in the bid and agreed in the City.
- 7.3 Invoices – The Vendor shall send invoices electronically to the City’s centralized Accounts Payable department invoice email address:
supplierinvoices@fortworthtexas.gov
 - 7.3.1 Please include the following on the subject line of your email:
Supplier name, Invoice number, and PO number, separated by an underscore (ex: **Example, Inc._123456_FW013-0000001234**)
 - 7.3.2 This email address is not monitored so please do not send correspondence to this email. If Vendor has any invoice questions, please contact the City Department ordering the goods/services or Central Accounts Payable at 817-392-2451 or by email at:
7.3.3 Zz_FIN_AccountsPayable@fortworthtexas.gov

8.0 QUOTE SUBMISSION INSTRUCTIONS

A quote may be deemed non-responsive and may be disqualified, at the City’s discretion, if the bid submittal fails to comply with the following instructions.

- 8.1.1 Bidder shall submit the following items:
- 8.1.2 Completed RFQt-01 Forms
- 8.1.3 Completed Bid Table
- 8.1.4 Small Business Certificate, if applicable