



REQUEST FOR PROPOSAL (RFP)
DNALC NYC at City Tech Equipment Acquisition

Dated: December 29, 2020

Reference Number: DNALC NYC 2021

**Responses Must Be Received By 4 PM E.S.T.
January 15, 2021**

**Cold Spring Harbor Laboratory
One Bungtown Road
Cold Spring Harbor, NY 11724**

TABLE OF CONTENTS

1.	BACKGROUND ON COLD SPRING HARBOR LABORATORY (CSHL)
2.	COLD SPRING HARBOR LABORATORY (CSHL)'S RIGHT TO AWARD...
3.	GENERAL PROPOSAL INFORMATION AND FORMAT.....
4.	RESPONSES.....
5.	DESCRIPTION OF EQUIPMENT.....
6.	CONTRACT DOCUMENT.....
7.	NON-COLLUSION CERTIFICATION.....
8.	CSHL STANDARD TERMS AND CONDITIONS.....
9.	Attachment A.....

CONFIDENTIALITY AND DISCLAIMERS

The information contained in this RFP and Respondent's response is Confidential Information of Cold Spring Harbor Laboratory (CSHL) and shall not be disclosed by Respondent to any third party except as may be required by order of any court or governmental agency of competent jurisdiction.

All costs of the Respondent in participating in this RFP process are the sole cost and expense of the Respondent. CSHL shall not be liable for any expenses whatsoever or howsoever incurred by the Respondent.

This RFP process, any statements whether oral or written between CSHL and the Respondent, any negotiations with the Respondents, or the participation of the Respondent in this RFP process shall not create any binding legal relationship between the Respondent and CSHL for the acquisition of goods or services. In no event shall any correspondence from CSHL indicating that the Respondent has been chosen as the successful Respondent create any legal, binding relationship between the parties. No binding legal relationship will be created unless there is a written Agreement signed by CSHL and the Respondent.

1. BACKGROUND ON COLD SPRING HARBOR LABORATORY (CSHL)

Founded in 1890, Cold Spring Harbor Laboratory has shaped contemporary biomedical research and education with programs in cancer, neuroscience, plant biology and quantitative biology. Home to eight Nobel Prize winners, the private, not-for-profit Laboratory employs 1,100 people including 600 scientists, students and technicians. The Meetings & Courses Program hosts more than 10,500 scientists from around the world each year on its campuses in Long Island and in Suzhou, China. The Laboratory's education arm also includes an academic publishing house, a graduate school and programs for middle and high school students and teachers.

In 1988, Cold Spring Harbor Laboratory established the DNA Learning Center (DNALC) as the world's first science center devoted entirely to public genetics education. Founder and executive director David Micklos anticipated that there would be huge gaps in science curricula taught at even the finest schools and conceived a program that would better prepare students in 5th through 12th grades and their families to thrive in the gene age.

DNALC NYC at City Tech, a collaboration with the City University of New York (CUNY), is located at New York City College of Technology (City Tech) in Brooklyn. Currently, there is one 32-student lab classroom available for field trips, but will be expanding in 2021 with a new space at City Tech. This space will include six teaching labs with state-of-the-art equipment, two bioinformatics labs, and an interactive exhibit.

DNALC NYC at City Tech brings all the great molecular genetics labs offered at the Dolan DNALC, in a location more accessible to schools in Brooklyn, Queens, lower Manhattan, and central New Jersey. Staffed by veteran DNALC educators, the new center will offer cutting-edge field trip experiences and summer camps for middle and high school students from the tristate area.

1a. PURPOSE OF PROPOSAL

This RFP document is an invitation to submit, on a competitive basis, proposals from qualified vendors (hereinafter referred to as “Vendor(s)” or “Respondent(s)”) for the provision of scientific and non-scientific equipment for the DNALC NYC at City Tech Project set to open March 15, 2021.

The proposed equipment must meet the required standards as set forth by the attached equipment list provided. The vendor is to provide specification data sheets for any proposed alternate equipment for comparison purposes.

The Vendor until called for by Cold Spring Harbor Laboratory for installation or the opening of the new DNALC NYC at City Tech project is to hold all equipment at their facility.

2. COLD SPRING HARBOR LABORATORY (CSHL)’S RIGHT TO AWARD, REJECT AND/OR MAKE CHANGES

This RFP constitutes only an invitation to respond to the proposed project. CSHL reserves, holds and may in its sole discretion exercise the following rights and options with respect to this RFP. CSHL may:

- Interview any and all Respondents;
- Conduct investigations with respect to the qualifications of each Respondent;
- Supplement, amend, or otherwise modify this RFP;
- Hire an outside consultant to assist with the evaluation of the responses;
- Issue subsequent solicitations for proposals;
- Choose all or portions of the proposals;
- Apply the provided recommendations to a subsequent RFP;
- Negotiate with the Respondents for additional information to their recommendations;
- Negotiate with the leading Respondents for a more advantageous pricing/servicing structure;
- Award, not award, or partially award contracts;
- Make any such inspections and tests necessary to assure the accuracy of Respondent’s response.

CSHL shall not be obligated to accept the lowest price as the “best bid”. CSHL may at its sole discretion, accept any proposal or reject any and all proposals without accounting to the Respondents regarding its decision. Financial, as well as other factors, may be considered in the evaluation process. Proposals from the Respondent should be submitted to CSHL on the most favorable terms possible from the standpoint of cost and technical capability. CSHL reserves the right to request

pricing and proposals from additional Respondents to perform work necessary to meet its requirements.

CSHL reserves the right to add, delete or revise any article or clause in this RFP prior to entry into a contract.

All costs of the Respondent in participating in this RFP process are the sole cost and expense of the Respondent. CSHL shall not be liable for any expenses whatsoever or howsoever incurred by the Respondent.

This RFP process, any statements whether oral or written between CSHL and the Respondent, any negotiations with the Respondents, or the participation of the Respondent in this RFP process shall not create any binding legal relationship between the Respondent and CSHL for the acquisition of goods or services. In no event shall any correspondence from CSHL indicating that the Respondent has been chosen as the successful Respondent create any legal, binding relationship between the parties. **No binding legal relationship will be created unless there is a written Agreement signed by CSHL and the Respondent.**

CSHL is committed to a policy of nondiscrimination in its vendors, contractors and other suppliers. All qualified vendors, contractors and suppliers are reviewed without regard to race, color, religion, sex, national, origin, ancestry, age, marital or veteran status, sexual orientation preferences or non-disqualifying physical or mental handicaps.

Respondent shall provide all products or services itself, or if Respondent intends to subcontract any work resulting from this RFP, Respondent must identify the proposed subcontractor in its response, the products or services to be subcontracted, and the approximate value of the proposed subcontracted services. The assignment, delegation or subcontracting of any services by Respondent shall be subject to CSHL's consent.

Respondent, and any Respondent partner or subcontractor, shall execute the Non-Collusion Certification, certifying that Respondent, and any Respondent partner or subcontractor if applicable, has independently developed its response to this RFP and has not acted in any way to restrict competition or affect the prices of any other RFP respondents. Please note that CSHL does not intend to restrict Respondents from the use of subcontractors or from discussing joint bid opportunities with potential partners for preparing a joint bid response. We do request Respondents to disclose to CSHL the extent to which it has discussed its bid response with other potential joint bidders and subcontractors so that CSHL can ensure a fair and honest bidding process.

3. GENERAL PROPOSAL INFORMATION AND FORMAT

3a. COMPANY BACKGROUND

The Company Background should provide vendor information including, but not limited to:

- Company Headquarters Information
- Total number of Employees (Include the chart below for Employee Breakdown)
- Number of Years in business
- Financial History
- Company Awards and Merits
- Company's official registered name
- M/WBE certifications
- New York State certifications
- Brief history of your company, including the year it was established.
- Company's Dun & Bradstreet (D&B) number.
- Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

3b. CUSTOMER REFERENCES

Vendor must supply at least three (3) Customer references. All references should include the following information:

- Entity Name
- Contact Name and Title
- City and State
- Phone number
- Email address
- Years in Service
- Description of Services

3c. ADDITIONAL INSTRUCTIONS TO RESPONDENTS

Submission of Responses:

- Faxed or electronically transmitted responses will be accepted and must be directed to Susan DeAngelo, Director of Procurement at Cold Spring Harbor Laboratory.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.

- Withdrawal of response will not be allowed for a period of 120 days following the opening.
- Pricing will remain firm for 120 days from submittal.
- Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

3d. DESCRIBE YOUR COMPANY’S “GREEN INITIATIVES”

We are taking every step we can to implement innovative and responsible environmental practices throughout CSHL to reduce our carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more. To that effort we ask respondents to provide their company’s environmental policy and/or green initiatives as they may pertain to this project.

3e. PRICING

Submit your proposed price list in Excel format. Price lists must contain the following:

1. Part number (include both manufacturer part number and vendor’s part number if different from manufacturers).
2. Product Description.
3. Vendor’s List Price (to illustrate proposed discounts)
4. Vendor’s fixed proposed delivered and installed price to DNALC NYC at City Tech, Brooklyn, New York.
5. Product lead-time.
6. CSHL requests that vendor honor lowest pricing for similar purchases to other customers or group purchasing organizations.
7. All promotional products, services, extended warranty, etc. are to be listed separately and included in your bid.

3f. BEST AND FINAL OFFER

If deemed in the best interest of the CSHL, qualified vendors may be permitted to revise their initial proposal by submitting a best and final offer. CSHL shall notify each qualified vendor of the scope of the requested best and final offer and shall establish a date and time for their submission. CSHL may require more than one series of best and final offers and discussions if it is determined that it is in the CSHL’s best interest to do so. A vendor’s immediate previous offer shall be construed as its best and final unless the vendor submits a timely notice of withdrawal or another best and final offer.

3g. CONTRACT FORM

CSHL reserves the right to negotiate a contract with the selected Vendor. At the completion of the selection process, CSHL may enter into negotiations with the selected Vendor to identify any needed revisions to the original proposal. The final contract must stipulate all products that will satisfy the minimal required equipment as stated in the RFP. Vendors should also be aware that the following documents may be included as attachments to the final contract document:

- This Request for Proposal
- The Vendor's proposal
- The Vendor's financial statements
- Related sales literature

In addition to the requirements set forth in this RFP, the final contract shall provide for remedies for delivery of product with specifications and dates required. In addition, the bid will provide for most favored nation pricing for all products and services. Should any of the terms of the final award document conflict with any terms and conditions set forth in this RFP, the terms of the final award document will control.

3h. RFP SCHEDULE

EVENT	DATE AND TIME
RFP Release Date	December 29, 2020
Bidder Questions Due	January 6, 2021
Respond to Bidder Questions	January 8, 2021
RFP Due Date	January 15, 2021
Bid Award	January 29, 2021

3i. QUESTIONS

Questions regarding this RFP shall be submitted in writing via email to Susan DeAngelo, at deangelo@cshl.edu. Verbal questions will not be accepted.

Deadline for questions is January 6, 2021.

All Respondent questions will be addressed in one response email to all Bidders. Questions and answers shall not contain proprietary information or name of any Bidder. CSHL does not guarantee that questions received after above stated date will be answered.

4. RESPONSES

Please return completed responses to Cold Spring Harbor Laboratory on the above stated date and time via email to:

deangelo@cshl.edu
Attn: Susan DeAngelo
Director, Procurement

All Bids must be received at the above email address no later than the date and time identified in this RFP document. Late proposals shall be accepted at the sole discretion of CSHL.

5. DESCRIPTION OF SERVICES

This RFP document is to solicit bids from qualified Vendors for the provision of scientific equipment for the DNALC NYC at City Tech.

As part of the RFP response, the Vendor is to provide detailed pricing of equipment listed in this RFP under Attachment A as conforming to section 3e.

6. CONTRACT DOCUMENT

The terms of any award resulting from this RFP may be found at the below URL:

<https://www.cshl.edu/partner-with-us/procurement/>

The Cold Spring Harbor Laboratory's Supplier Application form is attached hereto and must be completed and returned with any bid.

7. NON-COLLUSION CERTIFICATES (SOLE BIDDER AND JOINT BIDDER)*

*One of the attached certificates must be completed and returned by Respondent with its RFP response.

**NON-COLLUSION CERTIFICATE
SOLE BIDDER**

Respondent, by execution hereof, certifies that to the best of its knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, or as to any matter relating to such prices, with any other bidder or potential bidder; (2) unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the Respondent and will not be knowingly disclosed by the Respondent prior to opening, directly or indirectly, to any other bidder or to any potential bidder; and (3) no attempt has been made or will be made by the Respondent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company Name: _____

By: _____

Name: _____

Title: _____

Date: _____

**NON-COLLUSION CERTIFICATE
JOINT BID**

Respondent, by execution hereof certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that to the best of its knowledge and belief: (1) the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, or as to any matter relating to such prices, with any other bidder or potential bidder, except for those communications necessary to explore a joint bid or subcontracting opportunity as fully disclosed in the Detailed Plan For Use Of Subcontractors/Joint Bidders; (2) unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the Respondent and will not be knowingly disclosed by the Respondent prior to opening, directly or indirectly, to any other bidder or potential bidder, except for those disclosures necessary to explore a joint bid or subcontracting opportunity as fully disclosed in the Detailed Plan For Use Of Subcontractors/Joint Bidders; and (3) no attempt has been made or will be made by the Respondent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company Name: _____

By: _____

Name: _____

Title: _____

Date: _____