Invitation To Bid
And
Instructions To Bidders

General Information
The Madison Metropolitan Sewerage District is accepting sealed bids for Laboratory Supplies meeting the attached specifications. Vendors should quote all items, if possible. If a vendor cannot bid an item, the lowest catalog price will be inserted for that item. Some items have no substitutes and must be the item as listed. The other items may have substitutions but it is at the District’s discretion if the substitute is acceptable. Also, the quantities and size of items should be noted. Madison Metropolitan Sewerage District is a municipal corporation operating under Section 200.01 to 200.15, inclusive, of the Wisconsin Statutes and is therefore exempt from payment of the Wisconsin Sales Tax and all other State Taxes.

Preparation of Bids
Bids must be submitted using the attached Bid Form. All blank spaces in the Bid Form must be filled in, in ink, in both words and figures where required. No changes shall be made to the Bid Form. Any Bid may be deemed informal which contains omissions, erasures, alterations or additions of any kind, or prices uncalled for, or in which any of the prices are obviously unbalanced.

Submission of Bid
Bids should be sent to the following address:

Madison Metropolitan Sewerage District
Attn: Carol Mielke
1610 Moorland Road
Madison, WI 53713

Bids must be submitted in a sealed envelope using the attached bid form. The envelope must be clearly marked “Laboratory Supplies” on the outside along with the name and address of the bidder. If the bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope and marked as above so as to indicate its contents without being opened. Bids will be received until 1:00 pm local time (Madison) on Monday March 9, 2020 at the address stated above, at which time and place all bids will be publicly opened and read aloud. Any bid received after the official bid closure time will be returned to the bidder unopened.

Alternatively, the bids may be emailed to carolm@madsewer.org This bid form should be attached and the “Supply List_2020” spreadsheet should be included, with all of the items listed. The spreadsheet should include the price of each unit and the extended price. If emailed, it
should be received by **1:00 pm local time (Madison) on Monday March 9, 2020** at carolm@madsewer.org

**Award of Bid**
District personnel will review the quotations received. For items that are not bid or that do not meet the substitution criteria, the lowest catalog price will be added to the bid total. Award shall be made to the responsible bidder whose quote is the lowest. The District reserves the right to reject any or all bids. The District reserves the right to waive any informalities in the bids.

Any questions regarding the item specifications should be addressed to Carol Mielke at (608) 222-1201, ext. 287.

Sincerely,

Carol Mielke
Lab Manager

**Specification Sheet for Laboratory Supplies**

The list of laboratory supplies to be provided by the bidder are identified in a spreadsheet named “Supply List_2020” and is located on the District website at [http://www.madsewer.org/Projects/Non-Engineering-Projects](http://www.madsewer.org/Projects/Non-Engineering-Projects). Appropriate catalog numbers have been included. If a substitute is made, please provide the substitute’s new catalog number so that substitutes can be identified and confirmed as appropriate. Quantities and sizes must be included. Items that cannot be bid should be included in the list so the District may insert the lowest catalog price for those items.

**Delivery**
- The bid will include the cost of delivery of all items. Delivery shall be made within eight (8) weeks of the bid award.
BID FORM

TO: Madison Metropolitan Sewerage District
    Attention: Carol Mielke

ADDRESS:  1610 Moorland Road, Madison, Wisconsin  53713

TITLE: Laboratory Supplies

BIDDER'S NAME: ______________________________________________________

BIDDERS ADDRESS: __________________________________________________

BIDDERS TELEPHONE #: ____________________________________________

DATE: __________________________________________________________________

Bids must be submitted on this bid form. In the case of a conflict between a unit price bid and the corresponding extended amount, the unit price bid shall govern. Bids must be received at the District’s office by 1:00 pm local time (Madison) on Monday March 9, 2020. Prices quoted shall be valid for a period of thirty (30) days after the date of bid closing.

1. Lump sum bid for Laboratory Supplies as described in the attached Specification Sheet:

   ___________________________ Dollars and __________________ Cents $________________
   (Use words)                  (Use words)                  (Figures)

I hereby certify that I have examined and carefully prepared this Bid for the Laboratory Supplies based on the specification sheet and any subsequent Addenda, if applicable. Receipt of Addenda is hereby acknowledged:

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<th>Addendum Number</th>
<th>Date</th>
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I also certify that I have full authority to make such statements and submit this Bid in (its)(their) behalf; and that said statements are true and correct.

The name and address of the bidder submitting this proposal is __________________________

______________________________________________________________________________ doing business at

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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which is the address to which all communications concerned with this project and with the contract shall be sent.