



REQUEST FOR PROPOSAL
RFP No.: L342602

**Comprehensive, Service-Oriented Water Treatment
Program for the Central Utility Plants**

ISSUED BY:
Supply Chain Services

FOR:
Facilities Management

Issued by:
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PROPOSALS ARE DUE IN THE UNIVERSITY PORTAL SHOWN BELOW NO LATER THAN:
Thursday, June 23, 2026, by 2:30 PM CT

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Section 1 – Introduction

1.1 Project Overview

The Arizona Board of Regents (ABOR), on behalf of the University of Arizona, is soliciting proposals from qualified vendors to support the University with a comprehensive, service-oriented water treatment program for our central utility plants. The central plant water systems include, but are not limited to, high pressure steam boiler steam and feed water, closed loop chilled water, and cooling tower.

1.2 Contract Term

University anticipates that the term of the Agreement will be One (1) year with the option to renew for additional four additional one-year (1) periods. The unit price is to be negotiated between UA and the successful bidder annually; however, it is not to exceed the annual renewal escalator percentage entered on the bid response form.

1.1 Background & Special Circumstances

Founded in 1885, the University of Arizona (U of A) is a premier public, land-grant research university in Tucson, Arizona. Known as the state's oldest university, it was established before Arizona achieved statehood. The institution is recognized for high-impact research, including space exploration, tree-ring research, and two medical schools.

The University of Arizona's main campus covers approximately 380–400 acres in central Tucson. Founded in 1885, it was the first university in the Arizona Territory, with its first building, Old Main, completed in 1891 on a 40-acre plot. It has grown into a major research-focused, land-grant institution with over 200 buildings. The University of Arizona is also well-regarded for its top-rated financial aid and robust campus life, contributing to its designation as a "Best Value University" by The Princeton Review.

The mission of Facilities Management at the University of Arizona is to effectively and efficiently provide maintenance, operational services and utilities services that support the faculty, staff and students in pursuit of excellence in their individual and institutional academic research and community objectives.

These services are directed toward the pursuit of sustainability in the maintenance and operation of all facilities. Facilities Management's vision is to achieve customer satisfaction and employee excellence. We value accountability, communication, sustainability, cooperation, education, fairness and trust.

Section 2 – Scope of Work and Deliverables

2.1 Scope of Work

Arizona Board of Regents on behalf of the University of Arizona ("UA") is considering an agreement for the services of a firm that can provide a comprehensive, service-oriented water treatment program. The proposal shall be best and final. The agreement shall be awarded to the vendor who best satisfies all of UA's water treatment needs at optimum cost performance.

2.1.1 Goals

In no order of preference, the primary goals of the service-oriented, water treatment program are as follows:

- 2.1.1.1** The submitted proposal must be tailored to provide all possible protection of UA's infrastructure from water-related damage.
- 2.1.1.2** Minimize or eliminate chemical handling by, and safety hazards to, UA personnel.
- 2.1.1.3** Provide professional, knowledgeable, and involved service personnel.
- 2.1.1.4** Accurately monitor program results and communicate appropriate recommendations with quantifiable, business-oriented justifications. Reports shall provide required daily data to indicate UA's compliance with all applicable water discharge limits per UA's requirements.
- 2.1.1.5** Thoroughly train UA personnel on the implementation and control of the programs. Also, thoroughly train UA personnel on spill response and emergency response in regard to supplied chemistry.
- 2.1.1.6** Reduce the overall energy/utility consumption through improved heat-transfer efficiency and improved water quality. This is accomplished by improving the make-up quality, reducing system contamination, and minimizing scale, corrosion, fouling, and microbiological growth, which create deposits on heat-transfer surfaces.
- 2.1.1.7** Minimize the repair and maintenance costs associated with the replacement and cleaning of equipment due to scale, corrosion, fouling, or microbiological activity.
- 2.1.1.8** Provide competitive water treatment program costs.

2.2 Deliverables

2.2.1 All chemicals

- 2.2.1.1** The vendor will deliver requested product within 48 hours. In addition, each product shipped will be accompanied by a batch analysis.
- 2.2.2** All testing reagents, supplies, test procedures, and disposal procedures.
 - 2.2.2.1** The water treatment provider must use their own reagents and testing equipment during service visits to verify plant results.
- 2.2.3** The successful proposer shall provide sufficient "dip slide" type total bacteria tests and instructions so that plant personnel can perform total bacteria tests on the open and closed, recirculating water systems on a weekly basis. The successful proposer shall also provide sufficient sulfate reducing bacteria (SRB) test kits so that UA personnel can perform SRB tests on the open, recirculated systems on a weekly basis. In addition, the successful proposer shall test the chilled water loop for microbiological quality at least once per quarter, or more frequently as needed.

2.2.4 All necessary equipment

Propose full containerization and a bulk chemical delivery and control system. Submit drawing schematics and specify container types (e.g., tank, tote, drum), materials (e.g., plastic, FRP, stainless steel), sizes, footprints, and power requirements. **Please note that no pails are allowed.**

2.2.4.1 Note that a leasing option is preferred for controllers and chlorine dioxide generators.

2.2.4.2 Note that UA currently owns chemical metering pumps and bulk storage tanks. Portafeeds on site are owned by Nalco and will need to be replaced.

2.2.4.3 The current vendor owns all of the equipment at the UA utility plants (controllers, tanks, and chemical feed equipment). Provide costs for replacements to provide a functional and successful water treatment program. You should note any deficiencies in the current systems and detail the corrective actions taken to correct the noted deficiencies.

2.2.4.4 Controllers and monitoring equipment should be non-proprietary. You may propose a proprietary system as an alternate if the proprietary system has features that provide additional value to UA. Controllers must include the following features: conductivity, pH, ORP, luminescent trace for inhibitor feed, and microbiocide control. Controllers must be able to provide weekly ORP graphs and also be accessible for remote monitoring.

2.2.4.5 The vendor will need to provide a chlorine dioxide generator of equal size (50 pounds per day) or greater to the existing unit for the TES loop. The precursor chemicals are currently being sourced through the vendor.

2.2.5 All log sheets, a fully functional water chemistry tracking and trending software, and at least two days of in-depth training

2.2.6 The successful proposer shall provide and maintain a program manual at each of the three central plants, as well as provide a copy to UA's water systems manager. These manuals are to be updated whenever necessary to ensure accurate representation of the current program. The manuals shall include, but not be limited to, the following:

- Detailed testing instructions
- Actions to be taken in response to test results
- Control guidelines
- All pertinent information required by an operator to correctly apply the water treatment programs
- Emergency contact numbers

2.2.7 The successful proposer's representative shall provide initial and semi-annual formal training to UA staff. The training program shall be approved by a person or persons designated by UA. The personnel or subcontractor performing the training shall be

identified in the bid, including their resume and/or references. The training will include, but not be limited to, the following subjects:

- Chemical safety
- Safe handling of chemicals used
- Emergency and spill response
- Proper application of the treatment program
- Proper operation and setting of any monitoring and control equipment used

- 2.2.8** Propose according to the indicated programs for each system; however, feel free to offer alternatives in addition to the requested information.
- 2.2.9** Weekly service for all towers, boilers, chill loops, condensate returns, and make-up water, as a minimum – The vendor will provide weekly ORP curves for all operational cooling towers to facility personnel and the HOMEYER CONSULTING SERVICES, INC. consultant.
- 2.2.10** Tests for boiler feedwater for dissolved oxygen quantities shall be performed at a minimum annually, or more frequently if required.
- 2.2.11** Tests for chlorine dioxide across the campus during chlorine dioxide feeds to the TES loop
- 2.2.12** Tests for all closed glycol loops to ensure that proper concentration levels shall be performed annually.
- 2.2.13** On-site service cannot be less than two hours per plant per week. The time is to be logged by the plant operator. On-site service cannot be less than one hour for each \$300.00 spent for chemicals.
- 2.2.14** The successful proposer must maintain its own, or contract with, an industrial water-conditioning testing laboratory, the services of which shall be made available to test and analyze samples at no additional cost. These laboratory facilities shall maintain accurate quality control to ensure product uniformity and analytical quality.
- 2.2.15** Also, the successful proposer shall maintain a current, accurate file on the awarded contract and provide guidance and recommendations for complying with USDA, OSHA, USEPA, and other applicable standards as requested, and as needed because of proposed or actual changes in the law, regulations, standards, etc., or as required because of the types of chemicals used or handled.
- 2.2.16** Service must be interpreted as the field testing and immediate correction and/or adjustment of chemistry as needed of all treated systems, the review of written and computerized log sheets, inventory review, the inspection of chemical feed equipment, and general equipment inspections. A written report must be completed during each and every service call (electronic preferred). The service representative shall notify the central plant supervisor, both verbally and in writing, of any deviations from designated treatment levels and of any abnormal situations in the treated systems, and make appropriate recommendations for corrective actions. Copies of the weekly service reports shall be presented to the central plant supervisor.

- 2.2.17** The service representative shall be available for emergency service on a 24-hour basis (by cell phone) and be located within two hours of UA.
- 2.2.18** Inspect each chemical feed station prior to proposing and offer solutions to chemical feed, blowdown, storage, and distribution system deficiencies.
- 2.2.19** UA reserves the right to purchase small quantities of chemicals not specified herein for the purpose of evaluating and conducting water treatment tests.
- 2.2.20** Include a representative example of a transition plan. This plan should describe the steps undertaken with a corresponding schedule for the transition.
- 2.2.21** The proposals shall address, but not be limited to, treatment programs for the following:
- The chilled water loop (approximately 5,500,000 gallons)
 - Condenser water in the twelve towers
 - Boiler make-up, feedwater, and steam systems
 - Purified water for the Central Heating and Refrigeration Plant and the Arizona Health Sciences Center Central Plant

2.3 Performance:

- 2.3.1** Acceptable performance shall be indicated by the following specifications:
- Corrosion rates no greater than 1 mil per year (MPY) for mild steel and 0.1 MPY for copper in open systems, 0.5 MPY for mild steel in closed loops, and MPY for copper and stainless steel in all systems
 - Aerobic bacteria counts no greater than 10,000 cells/ml in towers and 1,000 cells/ml in chill loops
 - Anaerobic bacteria counts no greater than 50 cells/ml in any system
 - Clean heat-transfer surfaces with no pitting, as determined by UA's water consultant
- 2.3.2** The successful bidder shall be responsible for removing all non-permanent chemical containers and their own unused chemicals (if so directed) at any time following the end of the contract period. Such requests to remove chemicals and their containers must occur within 120 days following the end of the contract period or any extensions to the contract period. Chemical containers must be heavy gauge, stainless steel or plastic, double containment, permanent storage containers, which can become the property of UA at the expiration of the contract or any extensions at their option (the proposal must clearly show a buyout schedule, if applicable).
- 2.3.3** The vendor shall be responsible for cleaning scaled or fouled equipment that arises as a direct result of the poor implementation of the water treatment by the vendor.
- 2.3.4** **Any cooling tower system disinfections that are needed due to the malfunctioning of vendor-supplied controllers or equipment, or due to the lack of microbiocide inventory (i.e., disinfection is needed due to the non-feeding of oxidizing biocide for greater than seven days) shall be at the responsibility of the water treatment provider.**

- 2.3.5** The vendor must maintain adequate chemical inventories at all times to avoid a shutdown.
- 2.3.6** The vendor's program must not produce any offensive odors or other nuisance to the campus and neighboring homes and facilities.
- 2.3.7** The vendor will be penalized at rates of \$1,000.00 per day for running out of chemicals, \$500.00 per day for missed service visits, and \$250.00 per day for failing to repair or replace any defective controllers and/or chemical feed equipment supplied by the vendor as part of this water treatment program starting seven days following notification to the vendor of the failure.
- 2.3.8** The vendor must submit a list of tests to be performed during each service visit, a calendar of services to be performed during the year, and a list of tests to be run by UA personnel per day. Please submit an example UA service report.
- 2.3.9** Note the skin temperatures used in calculating saturation indices when building your cooling program.
- 2.3.10** The successful bidder shall be responsible for removing all non-permanent chemical containers and their own unused chemicals (if so directed) at any time following the end of the contract period. Such requests to remove chemicals and their containers must occur within 120 days following the end of the contract period or any extensions to the contract period. Chemical containers must be heavy gauge, stainless steel or plastic, double containment, permanent storage containers, which can become the property of UA at the expiration of the contract or any extensions at their option (the proposal must clearly show a buyout schedule, if applicable).

2.4 Specific Instructions

- 2.4.1** The pricing for the chemical portion of this bid is assumption-based. This means that we have chosen the assumption under which this bid will be evaluated for pricing. If volumes and make-ups change in the future, the contract will be adjusted according to those changes. The cost per 1,000 gallons you provide will be used to calculate any changes. Fill out a complete set of Pricing Sheets per scenario.
- 2.4.2** DO NOT submit SDSs with this bid submission. UA will request product literature and SDSs as needed. The vendor should attempt to minimize unnecessary product bulletins, company literature, etc. to help streamline bid analyses.
- 2.4.3** Required Tests – The following are the minimum required tests that must be performed during each scheduled visit:
 - Raw Water
 - pH
 - Conductivity
 - M-alkalinity
 - Calcium hardness

- Silica
- Softened Water
 - pH
 - Conductivity
 - M-alkalinity
 - Calcium hardness
 - Silica
- Tower Water
 - pH
 - Conductivity
 - ORP
 - M-alkalinity
 - Calcium hardness
 - Silica
 - PTSA trace
 - Phosphonate
 - Azole
 - Iron
 - Copper
 - Turbidity
 - Free halogen
 - Biological count (by strip method inoculated 48 hours prior by UA personnel and incubated at 35° C)
- Chilled Water
 - Conductivity
 - Silica
 - Copper
 - Iron
 - Azole
 - Turbidity
 - Biological count (by strip method inoculated 48 hours prior by UA personnel and incubated at 35° C)
- RO Water
 - Conductivity
 - pH
 - Total alkalinity
 - Calcium hardness
 - Silica
- Boiler Feedwater
 - Conductivity
 - pH
 - Calcium hardness
 - Sulfite

- Steam Boiler Water
 - Conductivity
 - Iron
 - Polymer
 - Sulfite
 - P- and OH-Alkalinity
 - Silica
 - pH
 - Calcium Hardness
 - Turbidity

- Condensate Water
 - Conductivity
 - pH
 - Total amines
 - Calcium hardness
 - Iron
 - Copper

2.4.4 Corrosion coupon testing (using actual UA metallurgies) must be conducted year-round on a 90-day basis for all tower, closed loop, and steam condensate systems. The data must be reported within 30 days. If coupon racks are not currently located on a given system, your bid should include providing them as part of your equipment package.

2.4.5 If quarterly results exceed specification limits, then 30-day studies should be run until results meet the specification.

2.4.6 Missing or late tower or chilled loop data will be interpreted as incomplete and result in a \$200.00 billing credit per system, per coupon set. These should include the following metallurgies:

- Mild steel
- Copper
- Stainless steel (when applicable)
- Galvanized steel (when applicable)

2.4.7 If a controller or feed system malfunctions causing the overfeed of any treatment products, the cost of the chemicals used will be credited to UA (or replaced at no cost).

2.4.8 Include an equipment package (a complete list of the necessary equipment, with pricing; detail if it is currently present, or if it will be provided) for the following:

- Smart Controllers with trace, conductivity, pH, ORP, temperature, turbidity, corrotor probes, tank level monitoring, and full communications package
 - The controller must be capable of supplying a weekly ORP report (via e-mail) on a single graph that includes the following:

- pH
- ORP
- Conductivity
- PTSA trace
- Halogen and non-oxidizing biocide relays
- Bleed relay
- Flow relay
- Temperature
- Separate reports for the following (where applicable):
 - Tank level monitoring
 - Corrotor probes
 - Free halogen
- Containment for all chemicals
- Any necessary make-up and/or blowdown meters
- Any necessary piping
 - Note that if PVC is to be used, then it must be Schedule 80 PVC
- Feed and control equipment
 - Note that a leasing option is preferred for controllers and chlorine dioxide generators.
 - Note that any necessary closed loop chemical feeders shall be filter feeders.
- Four-position corrosion coupon racks with rotameters
 - Note that if PVC is to be used, then it must be Schedule 80 PVC
- On-site testing equipment:
 - Myron 6PFCE (or equivalent) for conductivity, pH, and ORP
 - Trace meter
 - Incubator
 - Free halogen meter
 - Primary closed loop inhibitor test
 - Boiler test kit
 - All glassware
 - All reagents
 - All dip slides

2.4.9 Present a detailed procedure for cooling tower cleanings that incorporates both hydrogen peroxide and physical cleanings, as well as the associated costs. The winning bidder may be required to perform all cooling tower cleanings.

2.4.10 Present a cleaning and sterilization proposal for corrosion and biological fouling. We would like to see a detailed procedure.

2.4.11 Present a new piping cleanout procedure, as well as a cost per 1,000 gallons.

- 2.4.12** Present a polymer flush procedure, as well as a cost per 1,000 gallons.
- 2.4.13** Present a surfactant cleaning procedure, as well as a cost per 1,000 gallons.
- 2.4.14** Present a resin inspection and cleaning procedure for the softener units, as well as a cost per 1,000 gallons.
- 2.4.15** Provide dissolved oxygen testing on the deaerator (DA) tanks at a minimum annually, or as needed.
- 2.4.16** The winning bidder will be required to perform volume studies on all systems within 180 days.
- 2.4.17** The winning bidder is required to attend quarterly review meetings with UA and HOMEYER CONSULTING SERVICES, INC. at UA's discretion. Meetings must include project updates, chemical usage, water usage, corrosion coupon results, and out-of-control exceptions by system.

Section 3 - Guaranteed Service Requirement

- 3.1** This section of the proposal is important and should be given considerable attention.
- 3.2** As stated earlier in the bid document, service cannot be less than two hours per week per plant. As stated earlier in the bid document, service cannot be less than one hour for every \$300.00 of chemicals spent by UA.
- 3.3** The successful bidder shall be responsible for good housekeeping practices.
- 3.4** Please clearly outline this section in your proposal as "Guaranteed Service Requirement."
- 3.5** Prepare a list of the items that will be serviced periodically (e.g., particle size distribution studies, biological profiles, system volume/leak tests, system audits, elution studies, dissolved oxygen studies, borescope inspections, deposit analyses, corrosion studies, etc.). Please state the periodicities for each and any costs.
- 3.6** Provide a "footprint" (elevation and plan view, including volume) of the chemical containers for each system if you are proposing replacements. Keep in mind the space limitations you observed during your survey. Note the power requirements.
- 3.7** Describe what types of services shall be available during routine equipment inspections at no expense to UA.
- 3.8** The successful bidder shall attend quarterly reviews scheduled at the discretion of UA. These should include recommendations and corrective actions needed to improve the program performance.
- 3.9** All waterside equipment (towers, boilers, chillers, deaerators, etc.) must be inspected and photographed annually when available for inspection; a full, written report is required. Condensers

must be inspected via video borescope once per year to evaluate the treatment and cleaning effectiveness. All inspection reports must be submitted with two bound copies and be available within 30 days of each inspection.

- 3.10 The vendor must be ISO 9001:2000 certified, meeting the international quality standards, and must provide a copy of their certificate.
- 3.11 As part of normal service, the vendor may be asked to perform quarterly laboratory analyses of all treated systems. Any additional costs for this service must be listed as a line item on the bid summary page.
- 3.12 The vendor must provide a continuing education training program semi-annually, focused on “best practices” for the operator and engineers.

Section 4 - Water Treatment Bid Assumptions

4.1 The following is a list of the systems to be treated and the basis for the bid.

1. Towers (CHRP – 12,000 tons total; CRB – 12,000 tons total; AHSC – 6,000 tons total). Please note that acid is used in all cooling tower systems:

- Make-up per year 209,160,000 gallons
- Cycles of concentration 4.0 cycles
- Volume 300,000 gallons

2. Chilled Loop:

- Make-up per year 1,040,000 gallons
- Volume 5,500,000 gallons

3. Steam Boilers (combined AHSC and CHRP):

- Steam per year 380,000,000 pounds
- Cycles of concentration 50.0 cycles
- Make-up (at 60% average) 27,420,000 gallons per year
(Blend of 70% well/30% city – softened and RO for pretreatment)

4.2 Minimum Equipment Requirements

4.2.1 Tower Water Systems

- Tanks
- Containment systems
- Feed and control equipment (sized to provide the required feeds within the necessary timeframes)

- Smart Controller with trace, conductivity, pH, ORP, temperature, turbidity, corrotor probes, tank level monitoring, and full communications package
 - The controller must be capable of supplying a weekly ORP report (via e-mail) on a single graph that includes the following:
 - pH
 - ORP
 - Conductivity
 - PTSA trace
 - Halogen and non-oxidizing biocide relays
 - Bleed relay
 - Flow relay
 - Temperature
 - Separate reports for the following (where applicable):
 - Tank level monitoring
 - Corrotor probes
 - Free halogen
- Any necessary piping
 - Note that if PVC is to be used, then it must be Schedule 80 PVC.
- Any necessary corrosion coupon racks (four-position with rotameter)
 - Note that if PVC is to be used, then it must be Schedule 80 PVC.

4.2.2 Chilled Water Systems

- Tanks
- Containment systems
- Feed and control equipment (sized to provide the required feeds within the necessary timeframes).
 - Any necessary chemical feeders shall be filter feeders.
- Any necessary piping
 - Note that if PVC is to be used, then it must be Schedule 80 PVC.
- Any necessary corrosion coupon racks (four-position with rotameter)
 - Note that if PVC is to be used, then it must be Schedule 80 PVC.

4.2.3 Steam Boiler Water Systems

- Pumps sized for proper dosage and federate
- Tanks
- Controllers
- Containment systems
- Make-up water meters
- Any necessary corrosion coupon racks (four-position with rotameter – condensates)

4.2.4 Testing Equipment

- Myron 6PFCE (or equivalent) for conductivity, pH, and ORP
- Trace meter
- Incubator
- Free halogen meter
- Primary closed loop inhibitor test
- Boiler test kit
 - All glassware
 - All reagents
 - All dip slides

4.3 Tower Water System Treatment (Soft Water Make-Up)

4.3.1 Inhibitor (Trace/Phosphonate [PBTC]/Azole/Polymer-Based) – City Water Make-Up:

4.3.1.1 Provide the treatment levels, recommended feed points, Langelier Saturation Index limitations, and container sizes, materials, and types.

4.3.1.2 Traced technology is required (no molybdenum).

4.3.2 Dispersant (Liquid) – You may propose a one-drum treatment approach.

4.3.3 Acid Feed – 93% sulfuric acid is used in all cooling tower systems to neutralize alkalinity and maximize cycles.

4.3.3.1 Detail the recommended pH range (and the controller set point) for your program and the exact level of acid required (in PPM of H₂SO₄) in the cooling tower needed to maintain the correct system pH.

4.3.4 Biocide #1 (Liquid Stabilized Bromine) – Feed three times per week to achieve a free halogen residual of 1 PPM at the end of a four-hour feed. Use 90 PPM per day for calculation purposes. Halogen feed control should be time and ORP differential.

4.3.4.1 Provide the minimum/maximum levels in PPM; active ingredients; container sizes, materials, and types; and recommended dosage schedules in days.

4.3.5 Biocide #2 (Glutaraldehyde [45%]) – Feed greater than 120 PPM once per week. Please note that 50% active may be used at a proportionate dosage.

4.3.5.1 The full dose must be fed within a one-hour timeframe.

4.3.5.2 Provide pump ratings/capacities to ensure an adequate dose.

4.3.6 Biocide #3 – (Sodium Hypochlorite) – Online Disinfections

4.3.6.1 Feed as needed to perform biological remediations and/or disinfections.

4.3.6.2 The pump capacity must be able to deliver and maintain the disinfection level remediations (10 PPM of free halogen for 24 hours).

4.3.6.3 The chemical inventory must be sufficient sodium hypochlorite for a system decontamination. It is estimated that the volume of sodium hypochlorite required is one gallon of 12.5% sodium hypochlorite per 2,000 gallons of system volume. The sodium hypochlorite inventory that is not used for a decontamination event is to be used at the next semi-annual cleaning and disinfection and replaced with new contingent sodium hypochlorite inventory.

4.3.6.4 The sodium hypochlorite inventory shall be immediately replaced following a disinfection or decontamination process.

4.3.7 Documentation – Provide a chart listing control limit for the above, including, but not limited to, the following:

- Measurable treatment levels
- Guaranteed levels of phosphonate and azole (i.e., 3-5 PPM as the specific phosphonate and 3-5 PPM of azole)
- Raw water cycles
- pH
- Free halogen levels
- All tests to be performed (describe)
- Assume 50% loss of inhibitors (feed 6 PPM to achieve 3 PPM residual)
- Conductivity

4.3.8 Please note that acceptable performance shall be indicated by total biological counts no greater than 10,000 cells/ml as aerobic bacteria and 50 cells/ml as anaerobic bacteria, corrosion rates no greater than 1 MPY for mild steel and 0.1 MPY for copper, and clean heat-transfer surfaces with no pitting as determined by UA's water consultant.

4.4 Chilled Water System Treatment

4.4.1 Inhibitor (Silica/Azole-Based Treatment):

4.4.1.1 Provide the treatment levels for silica and azole.

4.4.1.2 Provide the container sizes, materials, and types.

4.4.1.3 Be sure that the product quoted is free of all glycols and polymers.

4.4.2 Biocide #1 – Chlorine Dioxide

4.4.2.1 Feed every other month with 1 PPM as chlorine dioxide residual returning to the plant (assume a demand of ten times for bid purposes) to maintain no greater than 1,000 cells/ml of aerobic bacteria. Feed quarterly with 1 PPM as free halogen returning to the plant (assume a demand of ten times), to maintain no greater than 1,000 cells/ml of aerobic bacteria and less than 50 cells/ml of anaerobic bacteria.

4.4.2.2 The full dose must be fed within a one- to eight-day timeframe.

4.4.2.3 Provide any pricing options.

4.4.2.4 The treatment company shall be responsible for the maintenance of the generator. It is recommended that the winning bidder enter into a service contract with the generator manufacturer. Include any associated pricing.

4.4.3 *Biocide #2 – 12.5% Sodium Hypochlorite (alternate)*

4.4.3.1 Feed to achieve 1 PPM as free halogen returning to the plant (assume a demand of ten times for bid purposes), to maintain no greater than 1,000 cells/ml of aerobic bacteria, as needed.

4.4.3.2 The full dose must be fed within a one- to eight-day timeframe.

4.4.3.3 Provide any pricing options.

4.4.3.4 Documentation – Provide a chart listing the control limits for the above, including, but not limited to, the following:

- Measurable treatment levels (i.e., 20-30 PPM above the raw water silica and 10 PPM of azole)
- pH range (8.5-10.3)
- Conductivity range
- All tests to be performed (describe)

4.4.4 Please note that acceptable performance shall be indicated by total biological counts no greater than 1,000 cells/ml as aerobic bacteria and 50 cells/ml as anaerobic bacteria, corrosion rates no greater than 0.5 MPY for mild steel and 0.1 MPY for copper and stainless steel, and clean heat-transfer surfaces with no pitting as determined by UA's water consultant.

4.5 Steam Boiler Water System Treatment

4.5.1 Polymer/Caustic-Based Treatment:

4.5.1.1 Provide a minimum of 100 PPM of active polymer in the boiler.

4.5.1.2 Provide the treatment levels for polymer; also, provide the treatment level of caustic (alkalinity), if needed.

4.5.1.3 Provide the container sizes, materials, and types.

4.5.2 Catalyzed Liquid Sulfite:

4.5.3 Provide the minimum/maximum levels in PPM; active ingredients; container size, material, and type; desired treatment levels in feedwater and boilers; feed points; and concentration.

4.5.4 Intermittent boilers need 100 PPM of sulfite.

4.5.5 Feed sulfite to the storage section of the DA tank. Feed all remaining products to the storage section of the DA tank (separate from sulfite feed point) or to the feedwater lines.

4.5.6 Documentation – Provide a chart listing the control limits for the above, including, but not limited to, the following:

- Measurable treatment levels (i.e., 100 PPM of polymer, 300-600 PPM of p-alkalinity, 3-5 PPM of sulfite in the feedwater, and 100 PPM of sulfite in intermittent boilers)
- Conductivity range

4.6 Condensate Water System Treatment

4.6.1 Amine-Based Treatment:

4.6.2 Provide the treatment levels for amines (DEAE/cyclohexylamine/morpholine), as well as the container sizes, materials, and types.

4.6.3 Feed the recommended “university” blend of amines: 70% DEAE/29% cyclohexylamine/1% morpholine

4.6.4 Amine levels cannot exceed the FDA limits for individual amines and 25 PPM of total amine.

4.6.5 Provide the container sizes, materials, and types.

4.6.6 Documentation – Provide a chart listing the control limits for the above, including, but not limited to, the following:

- Measurable treatment levels (follow the FDA regulations for DEAE, cyclohexylamine, and morpholine)
- pH range (8.3-9.5)
- Conductivity range

4.7 Please note that acceptable performance shall be indicated by corrosion rates no greater than 1 MPY for mild steel and 0.1 MPY for copper and stainless steel.

4.8 Philosophy Statement

4.8.1 The treatment representative should be familiar with each component of the treatment chemicals to be applied.

4.8.2 Biological activity in cooling systems is the primary cause of system failures and should be monitored carefully.

4.8.3 It is recommended that all systems be checked for biological activity at least once per operating week.

4.8.4 Glycol-based systems should receive proactive alternating non-oxidizing biocide feeds

unless maintained at 40% propylene glycol or greater (minimum of two feeds per year).

- 4.8.5 All treated systems should have corrosion coupon studies run regularly (quarterly).
- 4.8.6 Any size chemical container needs containment. A comprehensive Spill Prevention Control Countermeasure plan must be submitted.
- 4.8.7 No treatment chemicals may be fed from five-gallon pails. All automatically fed treatment must be fed from a refillable container of at least double the size of the filling container.
- 4.8.8 Metering pumps and control equipment must be periodically calibrated to the OEM Specifications and documented.
- 4.8.9 Service call reports must be discussed with university personnel prior to leaving UA during each service call visit. They should also be e-mailed to all parties, preferably before leaving UA, or at least within 24 hours.
- 4.8.10 All treatment representative or product changes must be approved by UA in writing as an amendment to the contract, or the contract is in default.
- 4.8.11 The penalty for running out of chemicals is \$1,000.00 per day.
- 4.8.12 The penalty for missing a service visit is \$500.00 per unexcused visit.
- 4.8.13 The penalty for failure to repair or take action to replace any provided controllers and/or chemical feed equipment starting seven days following the notification of defective equipment is \$250.00 per day.
- 4.8.14 All non-oxidizing biocides should be completely fed into the system within a maximum timeframe of one hour.
- 4.8.15 Intermittent halogen feeds to an open, recirculating system should be over four hours, reaching 1 PPM as free halogen at the end of the fourth hour.
- 4.8.16 For TES loop treatment, chlorine dioxide must be fed to attain the desired residual (1 PPM) and maintained for 24 hours as a continuous feed (with the total feed cycle not to exceed eight days). Therefore, an adequate supply of the precursor chemicals must be available at the start of the feed cycle. Split feeds will not be considered as adequate and UA will not be held liable for the cost of the chemicals.

Section 5 – Standard RFP Provisions

5.1 Definitions

- **Agreement / Contract** All types of agreements entered into by the Arizona Board of Regents, regardless of what they may be called, for the procurement of materials, services or

construction, or the disposal of materials. Meaning is interchangeable.

- **Customer** Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the Respondent, other than the University.
- **Contractor** Same as Successful Respondent.
- **Group Purchasing Organization (GPO)** collaborative entity that aggregates the purchasing volume of multiple colleges and universities to negotiate superior pricing, terms, and discounts with suppliers.
- **May, Should** Indicates something that is not mandatory but permissible, recommended or desirable.
- **MST Mountain Standard Time** We do not observe Daylight Savings Time.
- **Must, Shall, Will** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of your proposal as non-responsive.
- **Proposal** The entirety of the Respondent's responses to each point of this RFP, including all supplemental offers or information not explicitly requested within this RFP. **Proprietary Information** held by the owner that if released to the public or anyone outside the owner's organization, would be detrimental to its interests. It is an issue of fact rather than opinion. Pricing and/or revenues cannot be considered proprietary or confidential.
- **Request for Proposals (RFP)** A competitive process under which discussions and negotiations are allowed, it is not to be confused with a Request for Bid (RFB), in which goods or services are precisely specified, and price is substantially the only competitive factor. This RFP provides the University with the flexibility to negotiate to arrive at a mutually agreeable relationship. Price will be considered but will not be the only factor of evaluation.
- **Respondent** Any entity submitting a response to this RFP for the purpose of obtaining the resulting contract and providing the specified goods or services.
- **Response** Same as Proposal.
- **Responsible Respondent** A Respondent with the capability, experience, integrity and reliability to perform the contract in good faith, deliver required quality, and comply with all applicable State of Arizona licensing requirements.
- **Responsive Respondent** A person who submits a proposal which conforms in all material respect to the Request for Proposals.
- **Successful Respondent** A Respondent selected by the University for award and contract execution for the products or services under this RFP.
- **Supplemental Agreement** Any supplemental terms and conditions agreed to by the parties in writing, which take precedence over all other documents governing the transaction.
- **Supplier** Same as Respondent.

- **Respondent’s Proposal** Same as Proposal.
- **Respondent’s Response** Same as Proposal.
- **University Arizona Board of Regents (ABOR)**, a body corporate, for and on behalf of the University of Arizona.

5.2 **Coverage and Participation**

The intended coverage of this RFP and any Agreement resulting from this solicitation shall be for the use of all departments at the University of Arizona. The other State Universities, Arizona State University (ASU) and Northern Arizona University (NAU), along with Pima Community College (PCC) and any other educational institution or Governmental entity may access an Agreement resulting from this solicitation issued and administered by the University of Arizona.

5.3 **Original RFP Document**

The Office of Procurement and Contracting Services shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the Respondent’s submission, is grounds for immediate disqualification.

5.4 **Sole Point of Contact**

All Respondent inquiries, questions and requests for clarification related to this RFP are to be directed, via Procurement Portal (GEP/Quantum), ONLY to the contact listed below no later than the **Question Deadline** as stated in *Section 4 Schedule of events*. If a Proposer is unclear about any information contained in this document or its exhibits (Project, scope, etc.), they are urged to submit those questions for formal clarification.

Rocio Torres

Sourcing Manager

Email Address: rociotorres@arizona.edu

5.5 **Change or Modifications**

Responses to questions or inquiries, which directly affect an interpretation or change to this RFP, will be issued in writing by addendum/amendment and all addenda/amendments will be posted in the University Procurement Portal (GEP/Quantum) (see page 1). All addenda issued by University prior to the response deadline shall be considered part of the RFP. By submitting a response, the Respondent acknowledges receipt and understanding of all addenda.

5.6 **Respondent's Need to Use Proprietary Rights of the University**

All information proprietary to, and disclosed by, the University to any Respondent shall be held in confidence by the Respondent and shall be used only for purposes of the Respondent's performance under any contract resulting from this RFP.

5.7 **Public Record**

After the award and execution of a contract resulting from this RFP, all proposals submitted by Respondents become public records and may be available for review during the University’s regular business hours. The University will, in good faith and to the extent permitted by law, honor information that is clearly and conspicuously designated as proprietary by the Respondent and determined to be proprietary. At no time shall an entire proposal be considered proprietary or

confidential. The University shall not be liable for the disclosure of information that is not clearly and conspicuously labeled as proprietary, nor shall it be liable if it did not know, or could not reasonably have known, that such information was proprietary, Pricing and cost information shall not be considered proprietary or confidential

5.8 Certification

By signature on the “Proposal Certification” form included herein, the Respondent certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Respondent certifies whether any employee of the University has, or has a relative who has, a substantial interest in any Agreement that may result from this RFP. Respondents also certify their status regarding debarment, or suspension by any Federal entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting Agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting Agreement. Any resulting Agreement may be subject to legal remedies provided by law. Respondent agrees to promote and offer to the University only those services and/or materials as stated in and allowed for under resulting Agreement(s).Section 4 – Proposal Format and Content Requirements

Section 6 - Proposal Submission Requirements

6.1 All proposals are subject to the conditions specified herein. The University, in its sole discretion, may reject a Proposal as non-responsive if Respondent fails to follow these instructions and requirements.

6.1.1 Proposals must be received and uploaded to the University’s electronic Procurement Platform (GEP/Quantum) no later than: **Thursday, June 23, 2026, by 2:30 PM**
[Click to view opportunity](#)

6.1.2 The University will accept all proposals received by the specified due date and time that are otherwise compliant.

6.1.3 University will not provide compensation to Respondent(s) for any expenses incurred by the Respondent(s) for response preparation or for any demonstrations that may be made, unless otherwise expressly stated. Respondent(s) submit responses at their own risk and expense.

6.1.4 Each response should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this solicitation. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of University needs.

6.1.5 All Attachments noted are to be properly completed and submitted with response. Signature by an authorized officer of Respondent must appear on the **CERTIFICATION OF PROPOSAL** (ref. **ATTACHMENT ONE**) and **LEGALS WORKERS CERTIFICATION** (ref. **ATTACHMENT TWO**) of the submitted electronic copy of the response

6.1.6 Failure to comply with the requirements contained in this Request for Proposal may result in the rejection of your proposal

6.2 Tentative Schedule of Events

The following is the anticipated solicitation schedule including a brief description of milestone dates:

Solicitation Milestone	Proposed Date
RFP Issued	Friday, May 15, 2026
Pre-Proposal Meeting Join Zoom Meeting	Wednesday, June 3, 2026, at 10:00 AM MST
Mandatory Site Walk-through	Thursday, June 4, 2026, at 11:00 AM MST At University Facility Services – Room 215 Located at: 1405 N Ring Road, Tucson AZ 85721
Deadline for Supplier Questions	Wednesday, June 10, 2026, by 2:00 PM MST
Answers to Supplier Questions (estimated)	Tuesday, June 16, 2026, by EOB
RFP Response Submittal Deadline	Tuesday, June 23, 2026, by 2:30 PM MST
Shortlist - Interview	July 29, 2026, TBD Date & Time
Anticipated Final Legal Review and Award	August 2026

NOTE: The University reserves the right to revise this schedule. Any such revision will be communicated by the issuance of an addendum to the RFP and posted in the University [procurement portal \(GEP/Quantum\)](#) for your convenience.

6.3 Pre-Proposal Conference

The Pre-Proposal Conference will be conducted virtually; respondents should access the link and register in advance. There will be a **MANDATORY** site walk-through on date and time specified in *Section 6.2 Timeline of events*.

The purpose of the site visit is to acquaint the vendors with the conditions under which the work must be performed. The University will not be responsible for additional compensation because the vendor did not acquaint themselves with all the available conditions and information nor shall it relieve the vendor from any responsibility for properly performing the project work.

Contact Buyer referenced any questions related to Pre – Proposal meeting **no later than 12:00 PM MST on Monday, June 1, 2026**

6.4 Proposal format and Organization

6.4.1 Response must be typed on letter-size (8-1/2” x 11”) paper. University requests that responses be submitted in an organized electronic fashion resembling a binder format to include section tabs as further defined below. Preprinted electronic material should be

referenced in the response and included as labeled attachments. Sections should be divided by tabs for ease of reference.

- 6.4.2** Response to this solicitation must include a response to the requirements set forth in GEP/Quantum portal.
- 6.4.3** Resumes of the proposed key individuals to be involved in this project must be appended at the end of the section required.
- 6.4.4** The University reserves the right, without prior notice and without liability, to reject any proposal that it deems overly complex, disorganized, or difficult to evaluate. Such determination shall be made in the University's sole discretion and without from, or consultation with, any other party.
- 6.4.5** Responses must be submitted to the University via the official University procurement portal (GEP/Quantum) noted in the solicitation prior to the due date. Electronic response files should clearly indicate the company name on the file. Respondents shall upload files individually and not upload folders. Any questions regarding the submittal process shall be submitted to the sole point of contact in advance of the Submittal Deadline.
- 6.4.6** Respondent must submit all material identified in the proposal response requirements electronically as individual and separate documents. The responses will be timed, dated, and secured for the solicitation opening. Responses are held until the submission date. Any Response received after the specified time and date noted on the project details page will not be considered under any circumstance.
- 6.4.7** University shall not be responsible for failure of electronic equipment or operator error. Late or otherwise non-responsive responses will not be considered.

6.5 Proposal Response Requirements

Only lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) University will contract only with the individual firm or formal organization that submits a response to this RFP.

General: Your Response should clearly define (i) Respondent's total capacity and capabilities, (ii) Respondent's qualifications to perform the work as outlined in this Solicitation, (iii) respondent's ability to perform the services outlined in the Scope of Services. At minimum, your Technical Response shall include the following:

6.5.1 Executive Summary

The executive summary shall not exceed 1 page in length, summarizing key points in the response, and shall briefly furnish background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation, corporate charter number), number and location of offices, location of company headquarters/main office, total number of employees' company-wide, and principal lines of business.

6.6 **Tab 1 - Respondents' Qualifications and Experience**

This section should describe the qualifications and experience of the Respondent and your ability to provide the services described in this solicitation.

Along with your proposal submittal please complete responses to **Supplier General Information Questionnaire** under Procurement Portal (GEP/Quantum).

- 6.6.1** Provide a brief description of your firm, including years in business, the geographic area served, and the total number of your personnel related to providing the services of the type and kind required in this solicitation.
- 6.6.2** Relevant client references and case studies with demonstrable results.
- 6.6.3** Describe the past performance and references of the Respondent. Provide a MINIMUM of three (3) clients where the Respondent has provided similar services of the type and kind required in this solicitation during the past five (5) years including but not limited to public and private, tier-one research institutions of higher education or other similarly complex organizations.

University may verify all information furnished. At a minimum, include the following project experience for the last five (5) years:

- Project Name, Location – Year Completed.
 - Brief project description describing work performed by your firm, result, and work subcontracted.
 - Owner's Name, title, email, and current phone number.
 - Describe how the firm maintains quality control in the work performed.
 - Provide documented experience in providing the type of services herein; especially related to tier 1-research institutions of higher education or similarly complex university systems.
- 6.6.3.1** Describe lessons learned from previous clients for similar services that were not successful and what steps Respondent has taken to effectively identify and mitigate from recurring.
 - 6.6.3.2** Demonstrate the capability and successful past performance of the Respondent firm with respect to producing high quality services and maintaining good working relations for services required in this solicitation.
 - 6.6.3.3** Provide a list of all contracts that may have ended during the past 3 years; including contracts that may have been terminated or not renewed when a renewal was available. Include a detailed explanation of the circumstances related therein for any such contracts noted.
 - 6.6.3.4** Provide a list of any work that Respondent may have completed for the University of Arizona, Arizona State University (ASU) and Northern

Arizona University (NAU) or any other college administered by the University of Arizona in the past 3 years, including a detailed description of the work effort and performance. Specify if the work was completed as a contractor directly with University or as a subcontractor under an engagement.

6.7 Tab 2 - Demonstrated Qualifications and Experience of the Assigned Team & Key Personnel

Identify Key personnel that would be assigned to the University for this project. Include an organizational chart that identifies key personnel and their particular roles in furnishing the services required. Describe how the team will be organized to deliver the services outlined by the University.

- 6.7.1** Include the name and resume of the single service representative who shall service the site, as well as their backup. Also, include the name and background of their immediate supervisor. *Include office, home, and cell phone numbers, as well as e-mail addresses.* All references must be those serviced by the proposed service representative, who shall be a full-time, fully trained employee of the water treatment supplier.
- 6.7.2** The local service representative shall act as a liaison between the successful proposer and the UA operation manager(s). The local service representative must have a minimum of three years of verifiable industrial water treatment field service experience. In addition, the local service representative shall be supervised by a professional having at least a bachelor of science degree in chemistry or chemical engineering and a minimum of ten years of industrial water treatment technology field service experience.
- 6.7.3** Removal and/or replacement of any service representative must be approved in advance by UA. Failure to obtain approval will be considered as grounds for termination of the water treatment contract.
- 6.7.4** The successful proposer shall ensure that service via telephone is available to UA personnel 24 hours per day, seven days per week for emergency information and advice regarding chemical spills and/or accidents involving the successful proposer's products. The successful proposer shall provide UA with the emergency telephone number and immediately notify UA of any changes in the contact information.

6.8 Tab 3 - Technical Approach and Project Plan

This section should describe the Respondent's proposed technical approach and methodology for delivering the services required under this solicitation. The University should be able to clearly understand the scope, level, and approach the services will be performed. The proposal must include a detailed explanation of the methods, processes, and tools the Respondent will use to ensure the services meet the requirements of this solicitation.

- 6.8.1** Respondent shall respond to all requirements and questions noted in *Section 2--Scope of Services and Deliverables*.
- 6.8.2** Respondent must provide an overall planning approach and methodology overview which consists of a detailed and comprehensive description of the services requested in response to this solicitation.

6.8.3 Include a statement that UA has been visited and that the proposal submitted is based on the information given combined with your own in-depth survey. Do not consider only the information given; however, please indicate any deviations as such in your proposal. No warranty is given as to the accuracy of this information. This statement must include a Statement of Compliance or echo full text of all items in the General Instructions. The vendor may propose a section titled “Exceptions and Clarifications to Specifications.” This section must include a numbered list of all exceptions and clarifications. Except for items explicitly addressed in this section, the vendor is assumed to be in full agreement with these specifications.

6.8.4 The vendor must submit Safety Data Sheets (SDS) and technical guidance with recommended practices for the storage and handling of all chemicals to be supplied upon award. These files must be kept up to date for the entirety of the contract (both hard and electronic files).

6.9 Tab 4 - Client Relationship Management

6.9.1 Please describe your vision for a mutually successful engagement and relationship with the University.

6.9.2 Respondent will provide a list of any additional services or benefits not otherwise identified in this solicitation that Respondent would propose to provide to University. Additionally, services or benefits must be directly related to the goods and services solicited under this solicitation.

6.9.3 Respondents will provide details describing any unique, special services, benefits offered, added value or advantages to be gained by University from doing business with Respondent. Additional services or benefits must be directly related to the goods and services solicited under this solicitation.

6.9.4 Does Respondent have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Respondent will provide a copy of the plan.

6.10 Tab 5 - Respondent’s Required Documents

a. Respondents’ Technical Response (not including Pricing) - addressing responses to questions in *Section 4 – Response Requirements*

b. Respondents’ Price Proposal addressing *Section 5 – Price Response*

c. Signed and Completed ATTACHMENT 1 –CERTIFICATION OF PROPOSAL

d. Signed and Completed ATTACHMENT 2 - LEGALS WORKERS CERTIFICATION

e. Completed EXHIBIT 1_ COST PROPOSAL SUMMARY & PRICE SHEETS: (excel template response)

f. Company General Information Questionnaire (on GEP Platform)

Section 7 – Price Response

Respondents must complete this section in its entirety and may supplement this section with additional pages to provide the University with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this solicitation. The Total Cost (hourly rates) must be inclusive of all associated costs. University will not reimburse Contractor for expenses and will not recognize or accept any additional charges or fees.

7.1 Price Proposal

The cost to the University to support all items/services associated with the project. This cost must include all labor, transportation, tools, equipment, software, expenses (travel and otherwise), and any other cost incurred by the firm. All costs must be outlined and updated separately from your technical proposal

- 7.1.1 Propose a program as a one-year, “pay-as-you-go, assumption-based price,” with a break-out for all control and feed equipment, with renewable terms
- 7.1.2 You must download and complete spreadsheets associated with *Exhibit 1 – Cost Proposal Summary & Price Sheets*. Incomplete or missing information may result in the rejection of your entire proposal. If the provided spreadsheets do not accommodate all necessary details, you may upload a separate document to illustrate your cost proposal.
- 7.1.3 All prices shall include delivery, chemical handling, removal of empty containers, and the maintenance and repair of all vendor-supplied equipment for the life of the agreement.
- 7.1.4 Any increases in price after the first year require a minimum of 60 days written notice and must be approved by UA in writing before taking effect. Such price increases must be accompanied by proof of the increase in raw material fees, supplier fees, or substantial publicly documented changes in the market, such as the consumer’s price index. Any reduction the supplier makes in their standard fees will be provided immediately to UA as a comparable percentage reduction in the fees.
- 7.1.5 The respondent must provide a description of any discounts offered to the University.
- 7.1.6 For the purposes of this solicitation, University will review the overall rate structure to evaluate its reasonableness for the anticipated work. Failure to fully disclose any fees, costs, or pricing components may result in the proposal being deemed non-responsive.

7.2 Timeline

Respondents should provide a comprehensive timeline for the delivery of services.

7.3 Payment Terms

The University of Arizona, as a public institution in Arizona, follows the state's prompt payment guidelines, generally requiring undisputed invoices to be processed within 45 days of receipt.

7.4 Group Purchasing Organization (GPO) Contract

Any response being made under an available GPO contract that is recognized by The University of Arizona, shall be noted for consideration by the University.

Section 8 - Evaluation Process and Award

8.1 Determination of Qualifications

The University reserves the right to determine whether a Respondent has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The University may request from Respondents information it deems necessary to evaluate such Respondents' qualifications and capacities to deliver the products and/or services sought hereunder. The University may reject any Respondent's proposal for which such information has been requested but which the Respondent has not provided.

8.2 Method of Award.

Each response to this RFP will be reviewed for its overall competence, compliance, format, and organization. Proposals which the University deems overly complex, disorganized, or difficult to evaluate may be rejected in accordance with *Section 6* of this RFP. The award shall be made to the responsive and responsible Respondent whose proposal is determined to be the most advantageous to the University of Arizona, taking into consideration the following evaluation criteria:

Evaluation Criteria	Weight (%)
Respondents' Qualifications and Experience with similar project size and complexity (Section 6.6)	15
Project Team, Technical Strength and Key Personnel (Section 6.7)	25
Technical Approach, Technology and Project Plan (section 6.8)	25
Proposal Cost	35
Total score	100

8.3 Selection, Negotiation, Additional Information

Although the University reserves the right to negotiate with any Respondent(s) to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive and responsible Respondent without further discussion, negotiation, or prior notice. The University may presume that any proposal is a best-and-final offer.

8.4 Pre-Award Presentations

The University reserves the right to request presentations from the highest ranked Respondents, in which they may be asked to provide information in addition to that provided in their proposals.

Section 9 –General Information

9.1 In responding to this RFP, the Respondent accepts the responsibility fully to understand the RFP in its entirety, and in detail, including making any inquiries to the University as necessary to gain such understanding. The University reserves the right to disqualify any Respondent who demonstrates less than such understanding. Respondent will provide Services in accordance with all applicable law regulations, and professional standards.

9.2 Reservation of Rights

The University reserves the right to determine, in its sole discretion and without liability to:

9.2.1 Determine whether the Respondent has demonstrated understanding of the RFP requirements

9.2.2 To extend, cancel or amend this RFP at any time

9.2.3 Make single, multiple or no award for the services described herein and as deemed in its own best interest.

9.2.4 Determine that any proposal is a final proposal revision (otherwise known as a “Best-and-Final Offer”). Or else, to request a “Best and Final Offer” at any time.

9.2.5 The University is the sole owner of all data and information contained within the RFP document and accompanying attachments. Respondents shall use this information exclusively to prepare a proposal. Respondents should not disclose this information to any other firm or use it for any other purpose unless required by law or legal process.

9.2.6 All proposals and related information submitted shall become the property of the University and will not be returned. Such materials may be subject to disclosure pursuant to the Freedom of Information Act, Arizona Public Records Law, or other applicable laws of the State of Arizona. Accordingly, proposals may be released to sister universities (see Section 2.2), without prior notice to Respondent(s), as required to comply with applicable legal obligations.

9.2.7 Any Respondent exception, stipulation, counteroffer, requirement, and/or other alternative term or condition shall be considered rejected unless specifically accepted in writing by the University and thereafter incorporated into any contract resulting from this RFP

9.3 Commitment

Respondent understands and agrees that this RFP and any resulting Agreement is predicated on anticipated requirements for the materials or services described herein and that University has made no representation, guarantee or commitment with respect to any specific quantity of or dollar value to be furnished under any resulting Agreement. Further Respondent recognizes and understands that any cost borne by the Respondent, which arises from Respondent’s performance under any resulting agreement, shall be at the sole risk and responsibility of Respondent.

9.4 Attention to Terms and Conditions.

Respondent must comply with the requirements and specifications contained in this RFP, including the Terms and Conditions (ref. Attachment 3). If there is a conflict among the provisions in this RFP,

the provision requiring Respondent to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence: 1) University Terms and Conditions, 2) University referenced solicitation including all amendments issued by University, 3) the RFP response as accepted and awarded by University.

Respondent may offer for University's consideration alternate provisions to the Terms and Conditions. Alternates proposed must refer to the specific article(s) or section(s) concerned. General exceptions such as "company standard sales terms apply" or "will negotiate" are not acceptable.

Respondent's exceptions will be reviewed by University and may result in disqualification of Respondent's response as non-responsive to this RFP. If Respondent's exceptions do not result in disqualification of Respondent's response, then University may consider Respondent's exceptions when University evaluates the Respondent's response.

Respondent's silence as to the terms and conditions shall be construed as an indication of complete acceptance of these conditions as written.

9.5 Required Signatures

The University may reject any Respondent's response if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this RFP.

9.6 Collusion Prohibited

In connection with this RFP, Respondent collusion with other Respondents or employees thereof, or with any employee of the University, is prohibited and may result in Respondent disqualification and/or cancellation of award. Any attempt by the Respondent, whether successful or not, to subvert or skirt the principles of open and fair competition may result in Respondent disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

9.7 Improper Business Relationships / Conflict of Interest Prohibited

In connection with this RFP, each Respondent shall ensure that no improper, unethical, or illegal relationships or conflict of interest exist between or among the Respondent, the University, and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether Respondent disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

9.8 Anti-Kickback

In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.

9.9 Withdrawal or Modification

No response may be changed, amended, modified or otherwise, after the same has been submitted or filed in response to this solicitation, except for obvious errors in extension. However, a response may be withdrawn and resubmitted any time prior to the proposal due date and time. No response may be withdrawn after the submittal deadline without approval by University,

which shall be based on Respondent's submittal, in writing, of a reason acceptable to University.

9.10 University's Right to Use Respondent's Ideas / Proprietary Information

If the Respondent must submit proprietary information with the proposal, the Respondent shall ensure that it is enclosed in a separate redacted file from the proposal and that it is clearly designated and conspicuously labeled as such. The Respondent may submit a full PDF for the committee and a redacted file for proprietary and confidential information.

9.11 Effective Period of Proposals

Under this RFP, the University shall hold that Respondents' responses to this RFP shall remain in effect for a period of one hundred and eighty (180) days following the Due date, in order to allow time for evaluation, approval, and award of the contract. Any Respondent who does not agree to this condition shall specifically communicate in its proposal such disagreement to the University, along with any proposed alternatives. The University may accept or reject such proposed alternatives without further notification or explanation.

9.12 Actions of Successful Respondent

The University is under no obligation whatsoever to be bound by the actions of any Successful Respondent with respect to third parties. The Successful Respondent is not a division or agent of the University.

9.13 Advertising

The Successful Respondent shall not advertise or publish information concerning the Agreement without prior written consent of the University. The University shall not unreasonably withhold permission.

9.14 Americans with Disabilities Act and Rehabilitation Act

The Successful Respondent will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations. All electronic and information technology and products and services to be used by University faculty/staff, students, program participants, or other University constituencies must be compliant with the [Americans with Disabilities Act as amended](#) and the Rehabilitation Act. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.

9.15 Electronic and Information Technology Any acquisition considered electronic and information technology (EIT) as defined by the Access Board at [36 CFR 1194.4](#) and in the [FAR at 2.101](#) must comply with Section 508 ([36 CFR Part 1194](#)) and, for web-based applications, WCAG 2.0, Level AA Guidelines. In addition, the submission of a completed Voluntary [Product Accessibility Template \(VPAT\)](#) is required so the University of Arizona may ascertain conformance. Proposals or bids without a completed VPAT may be disqualified from competition. The UA Guide to the VPAT and the templates themselves are available to assist Respondents in this process. See information at <http://itaccessibility.arizona.edu/guidelines/purchasing/vpat>

9.15.1 EIT is information technology (IT) and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data

or information. EIT includes, but is not limited to:

- telecommunication products, such as telephones;
- information kiosks and transaction machines;
- World Wide Web sites;
- software;
- multimedia (including videotapes); and
- office equipment, such as copiers and fax machines.

9.15.2 *The University of Arizona reserves the right to perform real-world testing of a product or service to validate Respondent claims regarding Section 508 conformance. To facilitate testing, the Respondent will, upon request, provide the University with access to the product being considered for purchase for a period of at least 30 calendar days.*

9.16 Services and Products

An accessible service or product is one that can be used by as many people as possible, taking into account their physical, cognitive, emotional, and sensory differences.

- a) Services provided include, but are not limited to:
 - Education and Training
 - Cultural and Athletic Events
 - Vehicle Rentals
 - Event Space and Lodging; and
 - Parking and Transportation.
 -
- b) Products include, but are not limited to:
 - Office Equipment
 - Office And Classroom Furniture; and
 - Kiosks

9.17 Conflict of Interest

Pursuant to the provisions of [Arizona Revised Statute § 38-511](#), the Arizona Board of Regents may, within three years after its execution, cancel the Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the Agreement for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.

9.18 Drug Free Workplace

The Successful Respondent agrees that in the performance of the Agreement, neither the Successful Respondent nor any employee of the Successful Respondent shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the Agreement. The University reserves the right to request a copy of the Successful Respondent's Drug Free Workplace Policy. The Successful Respondent further agrees to insert a provision similar to this statement in all subcontracts for services required.

9.19 Equal Opportunity

The provisions of Section 202 of Executive Order [11246.41 C.F.R. Sec. 60-1.4.41 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4](#) are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

9.20 Federal, State, and Local Taxes, Licenses and Permits

Successful Respondent is solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. The Successful Respondent must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Successful Respondent shall be prepared to provide evidence of such licensing as may be requested by the University. Successful Respondent shall, at no expense to the University, procure and keep all such permits and licenses in force during the entire period of the Agreement.

9.21 Inspection and Audit

Pursuant to the provisions of [Arizona Revised Statute § 35-214](#), all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.

9.22 Liens

Each Successful Respondent shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Successful Respondent.

9.23 Modifications

The Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

9.24 Non-Discrimination

The parties shall comply with all applicable state and federal statutes and regulations governing equal employment opportunity, non-discrimination, and immigration.

9.25 Sales and Use Tax

The Successful Respondent agrees to comply with and to require all of his subcontractors to comply with all the provisions of applicable law. The Successful Respondent further agrees to indemnify and hold harmless the University from any and all claims and demands made against it by virtue of the failure of the Successful Respondent or any subcontractors to comply with the provisions of any and all said laws. The University is not exempt from state sales and use tax, except for equipment purchased for research or development. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order as issued by the University.

9.26 Prohibited Harassment

Federal law and the policies of the University prohibit sexual harassment of University employees or students. Sexual harassment includes any unwelcome sexual advance toward a University employee or student, any request for a sexual favor from a University employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or

offensive working environment for University employees, or a hostile or offensive academic environment for University students. University Respondents, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of University employees and students. The employer of any person who the University, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be removed from the project site and from University premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

9.27 Small Business Utilization Program

The University is committed to its Small Business Utilization Program and to the development of Small Business. If subcontracting is necessary, the Successful Respondent will make every effort to use Small Businesses in the performance of the Agreement.

9.28 Smoking and Tobacco Policy

This policy applies to the University of Arizona main campus in Tucson, the Arizona Health Sciences Center, the Phoenix Biomedical Center, the College of Applied Science and Technology (UA South) and all University vehicles. This policy applies to University students, faculty, employees, contractors, volunteers, and visitors on its campuses and in its vehicles. To view the complete policy, click on <https://policy.arizona.edu/ethics-and-conduct/smoking-and-tobacco-policy>. The Successful Respondent is expected to respect this tobacco free policy and fully comply with it.

9.29 Export Control

Each party shall comply with all applicable export control laws and economic sanctions programs. Applicable export control or economic sanctions programs may include U.S. export control laws such as the Export Administration Regulations and the International Traffic in Arms Regulations, and U.S. economic sanctions programs that are or may be maintained by the U.S. Government. The parties will comply with U.S. export control and U.S. economic sanctions laws with respect to the export (including a deemed export) or re-export of U.S. origin goods, software, services and/or technical data, or the direct product thereof.

9.30 No Boycott of Goods or Services from Israel

If the Goods/Services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and Supplier is engaged in for-profit activity and has 10 or more full-time employees, then, to the extent required by [ARS § 35-393.01](#), Supplier certifies it is not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from Israel.

9.31 No Forced Labor of Ethnic Uyghurs

To the extent required [by A.R.S. § 35-394](#), Successful Respondent certifies it is not currently, and during the term of this Agreement will not use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of the ethnic Uyghurs in the People's Republic of China. If the Successful Respondent becomes aware during the term of the awarded agreement that it is

not in compliance with this written certification, it shall notify U o A within five (5) business days of becoming aware of the non-compliance.

9.32 Safety Standards

To the extent applicable to the services to be performed under this Agreement, Contractor represents and warrants that all articles and services furnished under this Agreement meet or exceed the safety standards established and promulgated under the [Federal Occupational Safety and Health Law \(Public Law 91-596\)](#) and its regulations, in effect or proposed as the date of this Agreement, which shall include the following guidance provided by OSHA, available at the following link <https://www.osha.gov/common-respiratory-illnesses/covid-19>. In addition, Contractor, Contractor employees, and/or subcontractors who will be performing work in University of Arizona locations, indoor or outdoor, must review and abide by the mask requirements listed at: <https://covid19.arizona.edu/face-coverings>

9.33 Arbitration

The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to [ARS § 12-133](#).

9.34 Travel

If authorized as part of any resulting contract, all reimbursable travel expenses must be authorized in writing by the University in advance of the planned travel and must be consistent with University Financial Policy 9.12 Independent Contractors, https://policy.fso.arizona.edu/fsm/900/912_items_33-42. Each request for reimbursement shall be itemized and accompanied by copies of original receipts. If applicable, reimbursements for airfare shall be for standard airline coach travel only. If applicable, reimbursement for auto travel and per diem shall be made at the rate permitted for State of Arizona employees. Note that the purchase of alcohol shall not be permitted as a reimbursable expense under this Contract. Respondent will submit all receipts and any required backup documentation to the University within 90 days after the applicable expenses were incurred. The University will not be required to reimburse Respondent for any expenses, invoices, or receipts for expenses received after that time.

**Section 10 - Attachments and Exhibits
(included as a separate attachment)**

- 1. ATTACHMENT 1 – CERTIFICATION OF PROPOSAL**
- 2. ATTACHMENT 2 – LEGALS WORKERS CERTIFICATION**
- 3. ATTACHMENT 3 – GENERAL TERMS AND CONDITIONS**
- 4. EXHIBIT 1_ Cost Proposal Summary & Pricing Sheets (Excel Template)**
 - a) Cost Proposal Summary Form
 - b) Chilled Water Systems
 - c) Steam Boiler Water Systems
 - d) Monitoring Sheets: Tower Water Systems
 - e) Monitoring Sheets: Chilled Water Systems
 - f) Monitoring Sheets: Steam Boiler Water Systems
 - g) Monitoring Sheets: Softened Water Systems
 - h) Monitoring Sheets: RO Water Systems
 - i) Monitoring Sheets: Condensate Water Systems