REQUEST FOR QUOTATION NO. AO-509a

FOR

Fabrication of the Manifold Cryopump ETM Weldment

DATE OF ISSUANCE: January 9, 2013

QUOTES TO BE RECEIVED BY CALTECH NO LATER THAN
DATE: Friday, January 25, 2013
TIME: 4:00 PM PACIFIC TIME (PT)

COMMUNICATIONS TO REFERENCE
RFQ NO. AO-509a

Send completed copy of your Quote to the attention of:

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Department: LIGO PROJECT
Title: Procurement Agent
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1. INTRODUCTION AND GENERAL INSTRUCTIONS

This is a request for information. This solicitation does not constitute a commitment, implied or otherwise, that Caltech will take procurement action in this particular matter. The Institute is seeking a qualified firm for the procurement of the fabrication of the Manifold Cryopump ETM Weldment.

The following provides background information and general instructions regarding preparation of your quote in response to this RFQ.

1.1. LIGO – Information

The Laser Interferometer Gravitational-Wave Observatory (LIGO) is being built by the California Institute of Technology (Caltech) and the Massachusetts Institute of Technology (MIT). Funded by the National Science Foundation, LIGO functions as a national resource for both physics and astrophysics. When it reaches maturity, the observatories will be open for use by the national community and will become part of a planned worldwide network of gravitational-wave observatories.

1.2. Instructions

Quotes must contain a complete response to requests in the RFQ.

- Electronic submissions are preferred and can be made to the email address on the cover page of this document.
- Printed submissions must be on 8 ½" x 11" paper and addressed to the Procurement Agent using the name and address on the cover page of this document.
- Each must be identified with RFQ No. appearing on the cover page.

1.3. Submittal Deadline

One (1) copy of your complete quote must be delivered no later than 4:00pm PT on the due date identified on the cover page of this document. All late quotes will be considered non-responsive and returned unopened to the vendor except under the following circumstances:

- When sent by U.S. Postal Service, and the postmark or receipt for registered or certified mail establishes the time of deposit with the postal service, and Caltech determines that the late receipt was due solely to delay in the mail for which the offeror was not responsible; or

- When only one responsive, responsible quote is received.

Any quote, portion of a quote or unsolicited offer revision received by Caltech after the time and date specified for receipt of quotes is late. Any volume of a quote received after the time and date specified will cause the entire quote to be late. Caltech's policy is not to consider revisions or supplementary information received after the time and date

specified on the cover page, unless the revisions or supplements have been specifically requested by Caltech, and then only to the extent specified

1.4. Reimbursement of RFQ Costs

No reimbursement shall be made by Caltech for any cost incurred in preparing a quote or in response to this request.

All responses shall be deemed to be the property of Caltech.

1.5. Offer or Authorized Representative

Responses should be signed by personnel authorized to bind your company to a contract and include the contact information of the person or persons assigned to conduct negotiations.

1.6. Caltech Authorized Representative

All inquiries concerning this request shall be in writing (electronic or hard copy) and shall be emailed (preferred method), mailed, or faxed to the contracting officer listed on the cover page of this document.

1.7. Interpretation and Addenda

During the solicitation period, requests to clarify certain aspects of the solicitation package, or for additional information, must be in writing (electronic or hard copy) and addressed directly to the Contracting officer listed on the cover page of this document. Caltech's responses providing additional information or clarification will be sent to all prospective offerors. In addition, any Caltech-initiated changes to the governing documents in the solicitation package will be provided to all prospective offerors as addenda to the package. Caltech will not be responsible for explanations or interpretations of the package by any other means.

1.8. Quote Validity Time

Quote shall be valid for at least ninety (90) calendar days.

2. QUOTE RESPONSES

Quotation responses should include the following:

2.1. Price

A firm, fixed price is requested for the procurement of the fabrication of the Manifold Cryopump ETM Weldment.

In particular, please provide unit pricing for the parts and quantities found in Section 5.0 of the Statement of Work C1001790 (see section 3, below).

2.2 Quality Control

Deliver a QA/QC plan with the quote, or submit a plan for implementing a suitable QA/QC plan/system.

2.3 Schedule

The delivery schedule will be in accordance with Section 8.0 of the Statement of Work C1001790 (see section 3. below). Note: FOB is Destination.

If this cannot be accommodated, please provide an alternative delivery schedule for consideration with your bid package. Early and/or partial delivery is welcomed.

2.4 Exceptions

Identify supplier exceptions to the Terms, Specifications or Drawings. A large number of exceptions or one or more significant exceptions may make your quote unacceptable for evaluation. You must provide a detailed explanation, including the rationale, for any exceptions you take. Offers who submit quotes with exceptions may be selected.

2.5 Technical Approach

Provide a brief description of your company's approach for the assembly of the included work. This summary should include reference to the drawings and any specification documents included.

3. STATEMENT OF WORK

Reference: Statement of Work, Fabrication of the Manifold Cryopump ETM Weldment, LIGO C1001790-v3.

4. SELECTION

The selection will be based on the following items:

1. Delivery
2. Quality
3. Past Experience with LIGO
4. Cost