

Caltech

REQUEST FOR QUOTATION NO. 2015-14
FOR
FABRICATION OF ANNULAR END REACTION MASS

DATE OF ISSUANCE: **September 8, 2015**

**QUOTES TO BE RECEIVED BY CALTECH NO
LATER THAN**

DATE: **OCTOBER 2, 2015**
TIME: 4:00 PM PACIFIC TIME (PT)

COMMUNICATIONS TO REFERENCE
RFQ NO. 2015-14
Internal Req. # C1501364

Send completed copy of your Quote to the attention of:

Name: Hannah Hansen
Email: hannah.hansen@ligo.org
Department: LIGO
Title: LIGO Laboratory Business Manager
LIGO Hanford Observatory-Business Office
PO Box 159
Richland WA 99352
Phone: (509) 372-8264
Fax: (509) 372-8137

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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 to provide Fabrication six Annular End Reaction Masses (AERMs.)

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 Subcontract s Administrator 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 for 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 delivery of the machined parts defined in the statement of work (see section 3 below). Please provide a cost breakdown of the price.

2.2. Quality Control

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

2.3. Schedule

In accordance with the statement of work referenced below, confirm the requested delivery dates or propose an alternate delivery schedule.

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. Fabrication Approach

A brief description of the Contractor's approach for the fabrication 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 Annular End Reaction Masses LIGO-C1501363-v1

4. SELECTION

Selection is based on the low, responsive, responsible bid.