

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-2309-2025

This contract entered into this 11th day of July 2024 by Carlton Industrial Solutions DBA Carlton Scale hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Research and Scientific Equipment, Supplies and Related Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From August 1, 2024 through July 31, 2026 with the option for four (4) two-year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 952642405 dated March 27, 2024, together with Addendum Number 1 To RFP dated April 16, 2024, the proposal submitted by the Contractor dated May 16, 2024 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.

CH MH  
(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor  
By: [Signature]  
(Signature)  
Colby Harris, Territory Sales Manager  
Name and Title

Virginia Tech  
By: [Signature]  
DocuSigned by:  
Mary Helmick  
45C0F5F337E04D0...  
Mary W. Helmick  
Director of Procurement



Request for Proposal # 952642405

For

Research and Scientific Equipment, Supplies and  
Related Services

March 27, 2024

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment**

RFP # 952642405, Research and Scientific Equipment, Supplies and Related Services

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until **May 2, 2024 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: [lhenny29@vt.edu](mailto:lhenny29@vt.edu) . All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 12, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PROPOSAL SUBMISSION:**

**\*Please note, proposal submission procedures have changed effective March 2023.**

**Proposals may NOT be hand delivered to the Procurement Office.**

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

**Proposals must be submitted electronically at:**

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to sign up through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or [procurement@vt.edu](mailto:procurement@vt.edu). It is recommended to use Chrome as your browser.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 50MB in order to be received by the University.**

*In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

9/29/2021

**[INCLUDE THIS PAGE]**

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish term contracts to provide research equipment, supplies and related services through competitive negotiations on behalf of member institutions of The Virginia Higher Education Procurement Consortium (VHEPC) and executed by the Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

VHEPC member institutions regularly purchase a wide variety of research items to carry out their mission. These items include, but are not limited to research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services.

**If your firm currently has an existing cooperative contract with a Virginia State Entity you do not need to respond to this solicitation. This is to avoid duplication of contracts among the VASCUPP members. If you have an existing cooperative contract please notify the Contract Officer listed in this solicitation and a bridge agreement may be established to increase visibility of that contract at Virginia Tech. The purpose of this solicitation is to provide opportunities to vendors who do not have an existing term contract with the Commonwealth of Virginia.**

II. VIRGINIA HIGHER EDUCATION CONSORTIUM (VHEPC)

By utilizing strategic sourcing principles and the collective buying power of Virginia's Higher Education institutions, the Virginia Higher Education Procurement Consortium seeks to identify opportunities, leverage vendors, and recommend courses of action in order to further the strategic sourcing initiatives of the member schools. Founding membership includes 12 senior Virginia Public Higher Education institutions, as well as the Virginia Community College System. In 2016, VHEPC welcomed an additional school to the fold bringing the total membership to 13 senior Colleges and Universities. The PAC agreement included in attachment C will be incorporated into any awarded contracts from this solicitation as a result of this participation.

III. LEAD INSTITUTION (VIRGINIA TECH)

Virginia Tech is serving as the lead institution for the procurement of the Request for Proposal. All communications should be strictly with the Contracting Officer of the lead institution. Contacting other institutions within the VHEPC to inquire or solicit information relating to this RFP will result in a firm's proposal being rejected.

IV. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

V. CONTRACT PERIOD:

The term of this contract is for two year(s), or as negotiated. There will be an option for four (4) two-year renewals, or as negotiated.

## VI. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

## VII. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

#### VIII. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Virginia Tech desires to partner with contractors to provide quality research equipment, supplies, related items, and services. Offerors are encouraged to submit proposals for any or all of the product categories they can provide. All items are to be new and in original packaging. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel.
- B. Deep discounts off list are expected. Except for special handling, prices should be inclusive of delivery (FOB Destination). Pricing may be adjusted downward at any time and upward annually to reflect changes in manufacturers pricing. Contractor must provide full price files to Virginia Tech in either Access or Microsoft Excel to support price increase requests. Virginia Tech has 30 days to review price increase requests and reserves the right to challenge increases based on CPI or other relevant market data.
- C. Sales representation: Provide a plan for sales representation. We recognize that not all institution accounts will warrant full-time on-campus representation. Provide a narrative on how you propose to provide this service.
- D. Addition of new lines of products and services: It is important to have the flexibility in this contract to allow for future events that add value to the relationship. Examples include, but are not limited to, the addition of products and services that are new to the marketplace; the addition to the distribution chain of a new supplier and the acquisition of a complimentary company.
- E. Volume and Growth Incentives: In order to support the growth of the partnership, we look for preferred suppliers to provide financial incentives, payable to the institution at the close of each contract year.
- F. Substitutions of alternate items of products ordered are only allowed with Virginia Tech's prior approval. If a product is not available in a given package size, Virginia Tech will have the option to purchase another size at the same or lower unit price.
- G. Product Satisfaction: The Contractor should act as a customer advocate and coordinator for communications with the manufacturers and is responsible for performance and problem resolution. The Contractor's responsibility for support continues even if the Contractor discontinues selling a manufacturer's product to the extent that resolution is available from the manufacturer. The Contractor must take the necessary actions with manufacturers to reduce, minimize and prevent stock-outs of products and to ensure that promised lead times are accurate. Customer satisfaction will be a determining factor in measuring the Contractor's performance.
- H. Warranty: All products purchased under this contract will minimally include the Original Equipment Manufacturer's warranty which will pass directly to Virginia Tech. Products which fail after acceptance and installation will be covered under warranty. Products which are inoperative at installation will either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair will be at the sole discretion of Virginia Tech, except in the event Virginia Tech fails to provide timely notice of product failure to the Contractor. The Contractor should provide contact information for requests for warranty services for all equipment sold under the contract. Any maintenance agreements available from



the Contractor should be provided to Virginia Tech as an option and priced as discounted off list price.

- I. Sustainability: The Contractor is encouraged to address environmental concerns related to the purchase of recycled products, reductions of operating and maintenance costs, improved energy efficiencies, reduction of waste, use of 'green' products, and efforts to reduce consumption of energy, water, and materials.
- J. Minimum Order: There shall be no minimum order requirement.
- K. Additional Charges: The Contractor shall not add additional fees except as allowed by contract terms.

IX. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- 1. Provide a summary overview of the company, including qualifications and experiences, geographical operations, unique services provided to the higher education marketplace and envisioned company changes including planned technological advances and acquisitions.
- 2. If applicable, provide the link to your complete electronic catalog containing all available items being offered. Include published price list or instructions on how to access published price list electronically.
- 3. List all contact information for ordering, invoicing, customer service, etc.
- 4. Describe experience in working with various departments at educational institutions similar to Virginia Tech. Include method of collaboration for individual orders.
- 5. Describe delivery options and policies including special handling charges, installation and training if required for the items being offered. **All orders shall be FOB destination.** Include information regarding delivery costs and/or free delivery. Specify costs in Attachment B Pricing Schedule.
- 6. Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered.
- 7. Describe return policy and identify any associated costs. Any costs to be specified in Attachment B Pricing Schedule.
- 8. Describe the process for replacement of defective, broken, or damaged items.
- 9. Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.
- 10. Identify any other goods or services being offered to Virginia Tech and associated costs as specified in Attachment B Pricing Schedule.

# 11. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

## B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page,



the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
- 3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

X. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	30
2. Qualifications and experiences of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	20
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

XI. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)  
Accounts Payable  
North End Center, Suite 3300  
300 Turner Street NW  
Blacksburg, Virginia 24061

XII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XIV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XV. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVII. CONTRACT ADMINISTRATION:

- A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrators in each user departments shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.
- C. Levi Henry, Buyer Senior, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XVIII. ATTACHMENTS:

Attachment A - Terms and Conditions  
Attachment B – Pricing Schedule  
Attachment C – PAC Agreement

## ATTACHMENT A

### TERMS AND CONDITIONS

#### RFP GENERAL TERMS AND CONDITIONS

See: [http://procurement.vt.edu/content/dam/procurement\\_vt\\_edu/docs/terms/GTC\\_RFP\\_09242021.pdf](http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09242021.pdf)

#### ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT\\_Cloud\\_Data\\_Protection\\_Addendum\\_final03102017.pdf](http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf)

## **SPECIAL TERMS AND CONDITIONS**

- 1. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 2. ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.

### **3. INSURANCE:**

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

#### **INSURANCE COVERAGES AND LIMITS REQUIRED:**

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00
- E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract

- 4. LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the # 3.1-250 of the Code of Virginia (1950), as amended,

or # 1261 of Title 15 of the United States Code, then the offeror/bidder, by submitting its Proposal/Bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the offeror/bidder does not violate any of the prohibitions of # 3.1-252 of the Code of Virginia or Title 15 U.S.C. # 1263.

5. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*
6. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets and descriptive literature shall be provided with the Proposal/Bid for each chemical and/or compound offered. Failure on the part of the offeror/bidder to submit such data sheets may be cause for declaring the Proposal/Bid as nonresponsive.
7. **ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.
8. **PRICE ESCALATION/DEESCALATION:** Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

"Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

9. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.



- 10. SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
- 11. TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.
- 12. WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation.

**Attachment B**

**Pricing Schedule**

The offeror shall provide pricing for all proposed categories and/or items for research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services. The pricing schedule should include percentage off list price for specific manufacturer/product lines or percentage discount off catalog. The following sample shall be used: Category/Item, Manufacturer, and Discount Off List Price.

Category/Item	Manufacturer	Discount off List Price

**Attachment C**  
**AGREEMENT**  
**PUBLICLY ACCESSIBLE CONTRACT**

This Agreement executed this [Date] day of [Month, Year] by and between [VASCUPP MEMBER NAME], (“the University”) and [Supplier NAME] (“Supplier”).

**TERM**

The term of this Publicly Accessible Contract (“PAC”) shall remain in effect until the expiration or termination of the Primary Agreement.

**WITNESS**

WHEREAS, the University and Supplier have executed an agreement, [CONTRACT NUMBER], dated [CONTRACT DATE] (the “Primary Agreement”), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. Supplier will:
  - A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement (“Third-Party Access”).
  - B. Pay the Virginia Higher Education Procurement Consortium (“Consortium”) one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
  - C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
  - D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.
- II. The University will ensure the Consortium:
  - A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
  - B. Maintains a Supplier-approved version of the Supplier’s logo on the Consortium website.
- III. Payment
  - A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31<sup>st</sup> of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

- B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager  
Procurement and Supplier Diversity Services  
University of Virginia, Carruthers Hall  
PO Box 400202  
1001 N. Emmet Street  
Charlottesville, VA 22904

Note 'PAC payment' on check.

#### IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

[Lead School Procurement Director]  
[Lead School Procurement Address & Contact Info]

If to [Supplier]:

[Supplier Contact]  
[Supplier]  
[Address]  
Email: [\[Supplier\]](#) Email]

ACCEPTANCE

For [Lead Institution]

For [Supplier]

\_\_\_\_\_  
[Lead Procurement Director]  
[Lead Job Title]

\_\_\_\_\_  
[Supplier Contact]  
[Supplier Contact Title]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Agreement #: [Contract-Number]-PAC



**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
PROCUREMENT DEPARTMENT**

**ADDENDUM NO. 1**

**DATE:** April 16, 2024  
**TO:** All Offerors  
**FROM:** Levi Henry, Contracting Officer  
**TOTAL PAGE(S):** 1 Page (not including attachments)  
**SOLICITATION TITLE:** Research and Scientific Equipment, Supplies and Related Services  
**SOLICITATION NUMBER:** 952642405

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**I. CLARIFICATIONS AND ADDITIONAL INFORMATION**

The deadline for proposal submission has been extended from May 2, 2024 @ 3:00 PM EST to **May 16, 2024 @ 3:00 PM EST**.

**II. REQUESTS FOR INFORMATION**

1. Is free shipping a requirement or can we propose FOB Shipping, pre-paid and added?

Virginia Tech Response: Free shipping is preferred. However, if this is not possible, FOB Destination Pre-paid and added can be accommodated.

2. Is it a requirement to use eVA?

Virginia Tech Response: Any offerors that are awarded a contract shall be required to be eVA registered.

3. Is it a requirement for us to accept the PAC? If it is, is the PAC language negotiable?

Virginia Tech Response: VHEPC has seen great success with Publicly Accessible Contracts over the last four years, in terms of wider contract adoption and increased revenue for our vendors, and PAC fees for our members and the consortium itself. However, it is not a requirement to accept the PAC, and the PAC language is negotiable.

4. What is the projected value of the award?

Virginia Tech Response: There is no estimated value of the award. Virginia Tech cannot guarantee a minimum amount of business for any term contract awarded from this solicitation.





Request for Proposal # 952642405

For

Research and Scientific Equipment, Supplies and  
Related Services

March 27, 2024

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment**



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**To: Virginia Tech**

Attention: Levi Henry / RFP 952642405  
Buyer Senior, Procurement  
Virginia Polytechnical Institute & State university  
Accounts Payable  
North End Center, Suite 3300  
300 Turner St. NW  
Blacksburg, VA. 24061  
[lhensy29@vt.edu](mailto:lhensy29@vt.edu)  
Office: (540) 231-7852

**From: CARLTON Industrial Solutions dba Carlton Group, Inc.**

SWAM Business Certificate# [REDACTED]  
196 Industrial Dr.  
Roanoke, VA. 24019  
[brodeck@carltonscale.com](mailto:brodeck@carltonscale.com)  
Office: (800) 722-7824  
Fax: (804) 222-4607

**Re: Due Date: 05/16/2024      Time: 3:00 PM**

RFP# 952642405, Addendum# 1

VHEPC: Research and Scientific Equipment, Supplies and Related Services

It shall be the intent for Carlton Industrial Solutions to become the sole supplier for the Purchase and Service of Balances, Moisture Analyzers, pH Meters, Pipettes, and other laboratory equipment.

- a. Carlton Industrial Solutions also known as (dba) Carlton Group, Inc.
- b. Carlton Industrial Solutions will provide sales and service for VT and VHEPC institutions of higher education.
- c. Carlton Industrial Solutions sells in the category of Laboratory Equipment from METTLER TOLEDO, OHAUS, SARTORIUS, and A&D Weighing.
- d. Carlton Industrial Solutions will provide services in the category of Research and Scientific Equipment, Supplies and Related Services.

Carlton Industrial Solutions is an authorized representative for METTLER TOLEDO and Ohaus Corporation to provide sales and service in a territory that encompasses VA, DE, MD, NC, and portions of TN, KY, and SC. Carlton Industrial Solutions is one of the largest METTLER TOLEDO representatives in the United States and we are designated as a Premier Partner. Carlton Industrial Solutions is also a Small Business vendor listed under Carlton Group, Inc. with eVA Cert# [REDACTED], Vendor# [REDACTED]



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In accordance with the Standards of Quality, established through our contractual obligation with METTLER TOLEDO and in terms of Carlton Industrial Solutions licensing, we maintain exclusive Sales and Service of products within our territory. Carlton Industrial Solutions technicians receive leading technical training from the factory to properly service and maintain METTLER TOLEDO and Ohaus products. Carlton Industrial Solutions is also afforded full access to all METTLER TOLEDO and Ohaus Authorized Distributor support resources for technical assistance and technical documentation.

Only authorized METTLER TOLEDO and Ohaus distributors have direct access to the latest technical bulletins and aftermarket parts depot for the latest software and overnight delivery through emergency services program. Also, only authorized distributors are permitted to perform warranty work on METTLER TOLEDO and Ohaus products.

Carlton Industrial Solutions is a vendor for Specialty Underwriters, and also distributes and services equipment for Sartorius, and A&D Weighing. It is Carlton Industrial Solutions intent to become the "One Vendor" for the Sale of and maintenance and service of laboratory and industrial equipment. Carlton Industrial Solutions maintains relationships with numerous vendors skilled in providing service and repairs beyond our scope of accreditation. This cooperative purchase will be governed and invoiced by Carlton Industrial Solutions to the University.

The initial contract term shall be for two (2) years, with the option to extend the contract for up to four (4) additional, two (2) year renewals, or as negotiated upon mutual written agreement of both parties.

- a. The local territory sales manager, Cody Harris, will be assigned to provide onsite or remote access to information for VT users. Him and the service technicians work out of the Roanoke, VA branch and can quickly be onsite to provide assistance and provide recommendations.
- b. A discount for purchase and services, directly related to the volume purchased, will be offered to VT. VT will also be the first notified customer when end-of-year equipment goes on sale at a heavily discounted rate (this usually occurs in October).
- c. VT will be afforded electronic e-commerce capabilities on HokieMart, and electronic invoicing. Carlton Industrial Solutions will provide a university-specific "Line Card" listing the products offered by way of electronic inquiries.
  1. Through our contract with METTLER TOLEDO and Ohaus, Carlton Industrial Solutions will not be able to provide product list price on HokieMart but will provide a "Line Card" with order numbers.
  2. Product requests, through HokieMart, will be sent to Carlton Industrial Solutions that has at a minimum the following information.
    - a. Equipment description to include the product number and warranty request
    - b. List Price
    - c. Product category information
    - d. Contract discount percentage
    - e. Contract Price
    - f. Delivery lead time
    - g. VHEPC contract number



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- d. Carlton Industrial Solutions in Roanoke, VA will provide preventive maintenance for VT, on all existing equipment within the company scope of accreditation, in accordance with this RFP.
- e. Full-service calibration is offered by Carlton Industrial Solutions on all existing equipment within the company scope of accreditation, which involves more detailed cleaning of the equipment, at a higher cost.
- f. Preventive Maintenance on all existing equipment, within the company scope of accreditation, will be charged to VT and VHEPC institutions of higher education at Carlton Industrial Solutions current Academia rate per unit.
- g. Scheduled preventive maintenance for VT and VHEPC institutions of higher education will not incur any additional travel charges, **unless** repair of equipment, not warranted, is requested.
- h. A one-time Material Cost will be charged per invoice.

The Contract Manager shall become Brent Rodeck, who shall serve as the primary point of contact for VT and VHEPC institutions.

- a. Office service coordinator to contact for VT service requests, will be Jessica Kemp, she can be reached by calling (800) 722-7824.
- b. Office service coordinators to contact VHEPC institutions, beyond VT, please see attachment "Carlton Industrial Solutions Branch Directory" for office service coordinator near VHEPC institution requesting service.

Research and development equipment contracted for purchase, installation, maintenance, accessories, and repair shall receive a discount directly related to the volume purchased:

\$0-500,000 = 0%  
\$500,001-1M = 3%  
\$1M-1.5M = 5%  
\$1.5M-2M = 7.5%  
\$2M-2.5M = 10%  
\$2,500,001+ = 12%

The warranty of purchased products shall be a term of one (1) year, in accordance with manufacturer's warranty.

Toll free number for warranty requests shall be (800) 722-7824.

- a. To maintain the manufacturer's warranty the purchased equipment will be serviced at a minimum of one (1) time a year, cost of this maintenance will be in accordance with current Academia rate per unit with no travel cost, and a one-time material cost per invoice.
- b. It is the discretion of VHEPC institutions of higher education to include like equipment (balances, moisture analyzers, pH, and pipettes) to be serviced during offered service of purchased equipment, the cost of this maintenance will be in accordance with current Academia rate per unit with no travel cost, and a one-time material cost per invoice.



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The Contractor shall replace in kind, under warranty, any equipment which fails within first thirty (30) days of purchase. In the event of a warranty repair, the Contractor shall provide loaner equipment, if requested by VT.

After the one (1) year manufactures warranty Carlton Industrial Solutions shall make available to VT, and to VHEPC institutions of higher education, service agreements.

- a. It is the discretion of VT, and VHEPC institutions of higher education, to issue a writeable contract with Carlton Industrial Solutions to conduct service and repair on equipment (balances, moisture analyzers, pH, and pipettes).
- b. Cost of maintenance at the current Academia rate per unit with no travel cost, and a one-time material cost per invoice.
- c. Cost of repair (or Call Service) of a piece of equipment will be quoted at current "Time and Material" rates established by Carlton Scale.

Additional Services shall be provided by Carlton Industrial Solutions. The Contract Manager shall provide professional consultation, instrument demonstrations, installation, system configuration, training, and return authorizations. Carlton Industrial Solutions currently is meeting the needs at VT for the following departments: Bio-Medical Engineering & Cellular Tissue Engineering, Chemistry Department (General, Advanced & Graduate), Dairy Center, Horse barn, Nuclear Engineering, SynTec Lab, and Turkey Center.

Upon receipt of contract award, Carlton Industrial Solutions shall accept a VT Purchase Order for individual orders on a requirements basis and shall accept a corporate Purchasing Card for orders of \$5,000 or less.

#### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Company will attempt to make reasonable accommodations as required by law for qualified persons with a disability. The President of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of the Human Resources Manager, VP of Administration & Operations or President. The employee may do so by calling the above Company representatives at 1-800-722-7824. Discussing or reporting acts of wrongdoing to any person not listed above does not constitute a report. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.



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## Mettler-Toledo, LLC

Address: 1900 Polaris Parkway, Columbus, OH 43240

Phone: (800) 638-8537

Fax: (614) 438-4900

Email: [ussales@mt.com](mailto:ussales@mt.com)

[www.mt.com](http://www.mt.com)

March 14, 2024

### Certificate Of Representation

To Whom It May Concern,

We hereby certify that Carlton Industrial Solutions of 120 Landmark Drive, Greensboro, North Carolina is an authorized Industrial Distributor for Mettler Toledo, LLC, providing Sales and Service in the Richmond, Roanoke and Central Virginia territories for the Industrial Business Area. Further, Carlton Industrial Solutions is the sole authorized representative for sales and service for the METTLER TOLEDO Industrial Business Area in the following Virginia counties:

<b>Richmond Branch:</b>	Hopewell City	Prince George	Craig	<b>Greensboro Branch:</b>	Northampton
Albemarle	James City	Richmond City	Floyd	Carroll	Portsmouth City
Amelia	King and Queen	Richmond	Franklin City	Danville	Southampton
Brunswick	King William	Westmoreland	Giles	Galax City	Suffolk City
Buckingham	Lancaster	Williamsburg City	Harrisonburg City	Grayson	Surry
Caroline	Louisa		Highland	Halifax	Sussex
Charles City	Lunenburg	<b>Roanoke Branch:</b>	Lexington City	Henry	Virginia Beach City
Charlottesville City	Madison	Alleghany	Lynchburg City	Martinsville	York
Chesterfield	Mathews	Amherst	Montgomery	Patrick	<b>Kingsport Branch:</b>
Colonial Heights City	Mecklenburg	Appomattox	Pulaski	Pittsylvania	Bristol City
Cumberland	Middlesex	Augusta	Radford City	Wythe	Buchanan
Dinwiddle	Nelson	Bath	Roanoke City	<b>Chesapeake Branch:</b>	Dickenson
Essex	New Kent	Bedford City	Roanoke	Chesapeake City	Lee
Fluvanna	Northumberland	Bedford	Rockbridge	Emporia City	Norton City
Fredericksburg City	Nottoway	Bland	Salem City	Franklin City	Russell
Gloucester	Orange	Botetourt	Waynesboro City	Greensville	Scott
Goochland	Petersburg	Buena Vista City	Accomack	Hampton City	Smyth
Greene	Poquoson	Campbell		Isle of Wight	Tazewell
Hanover	Powhatan	Clifton Forge City		Newport News City	Washington
Henrico	Prince Edward	Covington City		Norfolk City	Wise





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Our Industrial Distributors are assigned specific geographic territories because this provides our customers with the best possible options for local resources, fully capable of doing site assessments locally. This allows them to fully understand and take into account any and all local situations which make impact the outcome of a successful installation or application. We believe it is a critical step in the process for any application, for our authorized local representative to be on site for a thorough evaluation of the site conditions, environment and any other elements which would impact an installation.

This certificate replaces all previous related documents and is valid unit the end of December 31, 2024, at which time we can provide a Certificate of Representation for 2025.

Sincerely,

Melissa Wirrig  
National Distribution Manager –  
Industrial METTLER TOLEDO



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**Virginia Polytechnic Institute and State University  
Procurement Department**

**ADDENDUM NO 1**

**DATE:** April 16, 2024  
**TO:** All Offerors  
**From:** Levi Henry, Contracting Officer  
**TOTAL PAGE(S):** 1 Page (not including attachments)  
**SOLICITATION TITLE:** Research and Scientific Equipment, Supplies and Related Services  
**SOLICITATION NUMBER:** 952642405

**I. CLARIFICATIONS AND ADDITIONAL INFORMATION**

The deadline for proposal submission has been extended from May 2, 2024 @ 3:00 PM EST to  
**May 16, 2024 @ 3:00 PM EST.**

**I. REQUESTS FOR INFORMATION**

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RFP # 952642405, Research and Scientific Equipment, Supplies and Related Services

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until **May 2, 2024 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: [lhenny29@vt.edu](mailto:lhenny29@vt.edu) . All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 12, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PROPOSAL SUBMISSION:**

***\*Please note, proposal submission procedures have changed effective March 2023.***

**Proposals may NOT be hand delivered to the Procurement Office.**

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

**Proposals must be submitted electronically at:**

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to sign up through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or [procurement@vt.edu](mailto:procurement@vt.edu). It is recommended to use Chrome as your browser.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 50MB in order to be received by the University.**



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(Pg2)

*In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE: *Cody Harris* 05/07/24  
Cody Harris (May 7, 2024 08:28 EDT) Date: \_\_\_\_\_

9/29/2021



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## Carlton Industrial Solutions Branch Directory

### Greensboro - Corporate Office

Carlton Scale  
120 Landmark Dr.  
Greensboro, NC 27409

800-722-7824 RECEPTIONIST [www.carltonindustrialsolutions.com](http://www.carltonindustrialsolutions.com)

### Roanoke, VA – Service

Carlton Scale  
196 Industrial Dr.  
Roanoke, VA. 24019

██████████ Coordinator  
HEATHER OWEN  
[howen@carltonindustrialsolutions.com](mailto:howen@carltonindustrialsolutions.com)

### Territory Universities:

James Madison, Radford, VMI, VT

██████████ Sales  
CODY HARRIS  
[charris@carltonindustrialsolutions.com](mailto:charris@carltonindustrialsolutions.com)

### Chesapeake, VA - Service

Carlton Scale  
3745 Holland Blvd  
Chesapeake, VA 23323

██████████ Coordinator  
JAMIA SHAW  
[jsaw@carltonindustrialsolutions.com](mailto:jsaw@carltonindustrialsolutions.com)

### Territory Universities:

Old Dominion

██████████ Sales  
ERIC ZEDER  
[ezeder@carltonindustrialsolutions.com](mailto:ezeder@carltonindustrialsolutions.com)

### Richmond, VA - Service

Carlton Scale  
4108 Eubank Rd.  
Richmond, VA 23231

██████████ Coordinator  
KELLY EPPS  
[kepps@carltonindustrialsolutions.com](mailto:kepps@carltonindustrialsolutions.com)

### Territory Universities:

UVA, VCU

██████████ Sales  
DAKOTA JAYNE  
[djayne@carltonscale.com](mailto:djayne@carltonscale.com)

### Kingsport, TN - Service

Carlton Scale  
2041 Brookside Lane  
Kingsport, TN 37660

██████████ Coordinator  
JESSICA KEMP  
[jkemp@carltonindustrialsolutions.com](mailto:jkemp@carltonindustrialsolutions.com)

### Territory Universities:

UVA (Wise)

██████████ Sales  
DENNIS YORK  
[dyork@carltonindustrialsolutions.com](mailto:dyork@carltonindustrialsolutions.com)

# Be Weigh Better



Weighing is an essential critical quality control point for many quality management systems. Consistent accuracy and precision in industrial weighing enable end-to-end safety, compliance, and quality. Every critical measurement, at every step of your operation, matters.

As a METTLER TOLEDO Premier Distributor, we are uniquely qualified to provide the most comprehensive and innovative industrial weighing solutions across the value chain. Our highly trained and certified professionals take time to understand you, your team, and your operations before we talk about opportunities. By focusing on what matters most to your business, we ensure our solutions provide the optimal mix of service and technology to enable peak performance for years to come.

**METTLER TOLEDO**  
Premier Distributor



**Cody Harris**  
**196 Industrial Drive Roanoke,**  
**VA 24019**  
**Cell: [REDACTED]**  
**[www.carltonindustrialsolutions.com](http://www.carltonindustrialsolutions.com)**





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# Excellence XPR-S Precision

## Go Beyond Weighing

**Outstanding Performance**  
The SmartPan™ weighing pan shields the effects of air currents on the weighing cell to deliver faster and more accurate results in most conditions. A draft shield is no longer needed, significantly reducing process steps.

### Effortless Compliance

QA functions automatically monitor balance level, routine tests and the minimum weight limit. Height Light™ makes it easy to see at glance if it's okay to start weighing.

### Error-free Data Handling

Data transfer to a PC or software program is easy and error-free via USB or Ethernet. Integrated LabX function helps assist you in ensuring data integrity. It plugs in a printer and barcode reader to eliminate manual transcription.



Material Number	Description	Maximum Capacity	Readability	Linearity	Repeatability (Test Weight)
30316446	XPR303SN	310 g	1 mg	2 mg	100 g
30315753	XPR303S				
30315652	XPR504S	510g	0.1 mg	0.3 mg	0.1 mg
30710392	XPR1203SN	610 g / 120 g	0.01 g / 1 mg	6 mg	200 g
30316504	XPR603S				
30316540	XPR603SN	610 g	1 mg	2 mg	500 g
30316504	XPR603S				
30316563	XPR1203S	1210 g	5 mg	6 mg	1000 g
30316701	XPR3003S	3.1 kg			2 kg
30316990	XPR5003S	5.1 kg	5 mg	7 mg	1000 g
		3.1 kg			2 kg
30316548	XPR6003S05	6.1 kg	0.01 g	20 mg	500 g
30317123	XPR1202S	1210 g			1000 g
30316996	XPR2002S	2.1 kg	0.1 g / 0.01 g	60 mg	2 kg
30317269	XPR4002S	4.1 kg			
30317458	XPR6002SDR	6.1 kg / 1.2 kg	0.01 g	20 mg	5 kg
30317428	XPR6002S	6.1 kg			
30317466	XPR8002S	8.1 kg	0.01 g	20 mg	5 kg
30710395	XPR12002S	10.1 kg			



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# Excellence

## XPR-L Precision

### Go Beyond Weighing

#### Outstanding Performance

The SmartPan™ weighing pan m1 weighing cell to deliver fast and accurate results. The effects of air currents on the draft shield is n o l o n g e r n e e d , significantly reducing process steps.

#### Effortless Compliance

QA functions automatically monitor the balance level, routine tests and the minimum weight limit. The integrated d , touchsight makes it easy to see at a glance if it's okay to start your weighing task.

#### Error-free Data Handling

Data transfer to a PC or software package as and error-free via USB or Ethernet.

Integrated LabX function, RFID and barcode reader in ensuring data integrity. Just plug in a printer and barcode reader to eliminate manual transcription.



Material Number	Description	Maximum Capacity	Readability	Linearity ±	Repeatability (Test Weight)
30317522	XPR15002L	15.1 kg	0.01 g	20 mg	5 kg
30317526	XPR20002LDR	20.1 kg/ 4.2 kg	0.1 g/0.01 g		
30317530	XPR10001L	10.1 kg			
30317542	XPR16001L	16.1 kg	0.1 g	200 mg	10 kg
30316292	XPR32001L	32.1 kg		300 mg	
30316477	XPR64001L	64.1 kg		500 mg	
30316485	XPR32000L	32.1 kg	1 g	600 mg	10 kg
30316493	XPR64000L	64.1 kg	1 g		20 kg

Applied

# Excellence

## XSR-S Precision

### Efficient, Robust, Ergonomic

#### Fast Performance

The SmartPan™ weighing pan minimizes the effects of air currents on the weighing cell to deliver faster and accurate results. In most conditions a draft shield is no longer needed, simplifying process steps.

#### Extremely Durable

The new Monobloc weighing cell provides fast and precise results with overload protection to help safeguard the weighing cell and help ensure a long balance lifetime.

Free Data Transfer to record results or save time by transferring task parameters to a PC or software via

USB. Large volumes of data transferred quickly without error.



Material Number	Description	Maximum Capacity	Readability	Linearity :t	Repeatability (Test Weight)
30316500	XSR303SN	310 g	1 mg	2 mg	100 g
30315757	XSR303S				
30316544	XSR603SN	610 g			
30316497	XSR603S				
30316567	XSR1203S	1210 g			500 g
30317127	XSR1202S				
30317407	XSR2002S	2.1 kg	0.01 g	20 mg	1000 g
30317443	XSR4002S	4.1 kg			
30317462	XSR6002SDR	6.1 kg / 1.2 kg	0.1 g / 0.01 g	0.06 g	2 kg
30317453	XSR6002S	6.1 kg	0.01 g	20 mg	
30317437	XSR10002S	10.1 kg		100 mg	5 kg
30317501	XSR4001S	4.1 kg	0.1 g	60 mg	2 kg
30317496	XSR6001S	6.1 kg			
30317515	XSR8001S	8.1 kg			
30317487	XSR10001S	10.1 kg			100 mg

# Excellence

## XPR-L Precision

### Go Beyond Weighing

**Outstanding Performance**  
 The magnetron weighing pan shields the effects of air currents on the weighing cell to deliver faster and accurate results. In most conditions a draft shield is no longer needed, significantly reducing process steps.

**Effortless Compliance**  
 OA functions automatically monitor the balance level, routine tests and the minimum weight limit. The integrated status light makes it easy to see at a glance if it's okay to start your weighing task.

**Error-free Data Handling**  
 Data transfer to a PC or software is easy and error-free via USB or Ethernet. Integrated LabX function is a safety to ensuring data integrity, just plug in printer and barcode reader to eliminate manual transcription.



Material Number	Description	Maximum Capacity	Readability	Linearity :t	Repeatability (Test Weight)
30317522	XPR15002L	15.1 kg	0.01 g	20 mg	5 kg
30317526	XPR20002LDR	20.1 kg / 4.2 kg	0.1 g / 0.01 g		
30317530	XPR10001L	10.1 kg	0.1 g	200 mg	
30317542	XPR16001L	16.1 kg		300 mg	10 kg
30316292	XPR32001L	32.1 kg		500 mg	20 kg
30316477	XPR64001L	64.1 kg		600 mg	10 kg
30316485	XPR32000L	32.1 kg	1 g		20 kg
30316493	XPR64000L	64.1 kg	1 g		

# NewClassic MS-TS

## Worry-Free Weighing

### Trusted Results

Built-in checks and safety features such as MinWeigh, LevelControl, ISO-Log, Sample IDS, Passcode Protection and Automatic Internal Adjustment (FACT)

### Comfortable Weighing

Extra-Large Color TFT touchscreen with intuitive user interface and more than 10 built-in applications

### Easy Cleaning

Quick to dismantle: QuickLock for draftshield and glass panels. Chemical resistance: Full metal housing resistant to most chemicals incl. acetone



Material Number	Material Description	Maximum Capacity	Readability	Minimum Weight (USP)	Adjustment	Interfaces	Weighing round pan Diameter (W X D)
30133523	Analytical Balance MS204TS/00	220 g	0.1 mg	160 mg	Internal / FACT	USB Host / USB Device / RS232	90 mm
30133524	Analytical Balance MS304TS/00	320 g					
30133522	Analytical Balance MSI 04TS/00	120 g					
30133538	Analytical Balance MSI 04TS/A Approved legal for trade	120 g					
30133539	Analytical Balance MS204TS/A Approved legal for trade	220 g					
30133540	Analytical Balance MS304TS/A Approved legal for trade	320 g					





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# NewClassic MS-TS

## Worry-Free Weighing

### Trusted Results

Built-in checks and safety features such as Min Weigh, LevelControl, ISO-Log, Sample IDs, Passcode Protection and Automatic Internal Adjustment (FACT)

### Comfortable Weighing

✓ Extra-Large Color TFT touchscreen with intuitive user interface and more than 10 built-in applications

### Robust and Durable

Full metal housing and robust Mono bloc weighing cell for highest performance & longest lifetime with massive overload protection



Material Number	Material Description	Maximum Capacity	Readability	Minimum Weight (USP)	Weighing pan Dimensions (W X D)
30133525	Precision Balance MS303TS/00	320 g	1 mg	1.4 g	127 mm x 127 mm
30133526	Precision Balance MS403TS/00	420 g			
30133528	Precision Balance MSI003TS/00	1,020 g			
30133527	Precision Balance MS603TS/00	620 g			
30133529	Precision Balance MSI 602TS/00	1,620 g	0.01 g	14 g	170 mm x 200 mm
30133530	Precision Balance MS3002TS/00	3,200 g			
30133531	Precision Balance MS4002TS/00	4,200 g			
30133533	Precision Balance MS6002TS/00	6,200 g			
30133535	Precision Balance MSI2002TS/00	12,200 g	0.01 g; 0.1 Q	140 g	190 mm x 226 mm
30133532	Precision Balance MS4002TS-DR/00	820 g; 4,200 g			
30133534	Precision Balance MS6002TS-DR/00	1,220 g; 6,200 g			
30133536	Precision Balance MS8001TS/00	8,200 g			

# NewClassic ML-T

## Big Features Go Compact

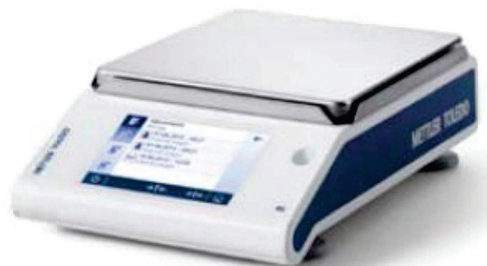
Intuitive interface simplifies operation

The large 4.5" color TFT touchscreen with clear icons and intuitive guidance enables users to operate quickly even while wearing gloves.

Proven weighing cell, reliable results  
Monobloc weighing cell with FACI automatic internal adjustment and the Level-Compensation functionality deliver reliable results.

Compact and convenient

The compact design makes the most of your workspace, while offering powerful functionalities to support you in your daily tasks.



Material Number	Material Description	Maximum Capacity	Readability	Minimum Weight (USP)	Weighing round Pan Diameter (W x D)
30243403	Precision Balance ML203T/00	220 g	g		
30243406	Precision Balance ML303T/00	320 g	1 m	1,400 mg	120 mm
30243409	Precision Balance ML503T/00	520 g			
30243412	Precision Balance ML802T/00	820 g			
30243415	Precision Balance ML1002T/00	1,620 g			
30243418	Precision Balance ML1002T/00	3,000 g	0.01 g	14 g	
30243421	Precision Balance ML4002T/00	4,200 g			170 x 190 mm
30243424	Precision Balance ML6002T/00	6,200 g			
30243427	Precision Balance ML8002T/00	8,200 g			
30243430	Precision Balance ML6001T/00	6,200 g	0.1 g	120 g	





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# I High Precision Weigh Modules WMF

## High Precision Weigh Modules

### Compact Size

Small width of 25mm enables building arrays with minimal pitch and allows multi-line weighing on small space to achieve high throughput in production.

### Industrial Ethernet

Fully integrated Industrial Ethernet interface (EtherNet/IP) and Ethernet TCP/IP allow direct integration into a real-time automation network.

### Overload Protection

Robust overload protection protects the weigh module in the event of malfunction of handling devices or mistakes during installation.

### Scope of Delivery

WMF including adapter weighing platform, user manual, production certificate, declaration of conformity, gasket bottom WMF



Material Number	Material Description	Maximum Capacity	Resolution	Dimensions (L X W X H)	Protection Rating
30282219	Weighing Module WMF204C-UIE	220 g	0.1 mg	200 mm x 25 mm x 100 mm	IP44
30282230	Weighing Module WMF204C-W/IE				IP44; IP65
30282233	Weighing Module WMF303C-UIE	320 g	1 mg		IP44
30282234	Weighing Module WMF303C-W/IE				IP44; IP65
30282231	Weighing Module WMF204C-UPN	220 g	0.1 mg	200 mm x 25 mm x 100 mm	IP44
30282232	Weighing Module WMF204C-W/PN				IP44; IP65
30282235	Weighing Module WMF303C-UPN	320 g	1 mg		IP44
30282236	Weighing Module WMF303C-W/PN				IP44; IP65

# High Precision Weigh Modules

## WMS

### High-Precision Weigh Module

#### High precision

The WMS weigh modules guarantee high precision for any environment thanks to individual selection of filter characteristics and stability criteria

#### Rugged Design

The extremely robust stainless steel design and the built-in overload protection guarantee high reliability, long lifetime and easy handling.

#### Fast

Designed to meet the most demanding customer specifications. The WMS is a high speed high accuracy weigh module with a split-second stabilization time.



Material Number	Internal Calibration	Material Description	Maximum Capacity	Resolution	Dimensions (L x W x H)	Protection Rating
30008490	Yes	Weigh Module WM-S104C-L	120 g	0.1 mg	268 mm x 59 mm x 126 mm	IP54
30008491	Yes	Weigh Module WM-S104C-W				IP66
11152100	Yes	Weigh Module WM-S404C-L	410 g	0.1 mg		IP54
11152101	Yes	Weigh Module WM-S404C-W				IP66
11152200	Yes	Weigh Module WM-S1203C-L	1,220 g	1 mg		IP54
11152201	Yes	Weigh Module WM-S1203C-W				IP66
11152300	Yes	Weigh Module WM-S6002C-L	6,200 g	0.01 g		IP54
11152301	Yes	Weigh Module WM-S6002C-W				IP66









# Laboratory Equipment



*OHAUS is now offering equipment designed for every area of the laboratory, giving you the opportunity to Do More. From stirrers to shakers, lifts to clamps, our newly expanded portfolio is filled with products perfect for life sciences laboratories, giving you countless opportunities to fill every inch of your laboratory.*










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**Cody Harris**  
**Field Sales Representative**  
**196 Industrial Drive Roanoke, VA 24019**  
**Cell: [REDACTED]**  
**[www.carltonindustrialsolutions.com](http://www.carltonindustrialsolutions.com)**

	Mini Centrifuge	Micro Centrifuges				
						
Model	FC5306	FC5513I	FC5513	FC5513R	FC5515	FCSSISR
Description	Small but powerful mini centrifuge for simple and quick separation	Space saving, economical 18-place micro centrifuge	Standard micro centrifuge for clinical and basic molecular biology applications		High-speed micro centrifuge for a broad range of applications	
Max Capacity (ml)	8x1.5/ 2.0 ml	18x1.5/ 2.0 ml	24x1.5/ 2.0 ml	18x1.5/ 2.0 ml	44x1.5/ 2.0ml	
Max RCF	2,000xg	15,994 X g	17,317xg	17,157 X g	21,953 xg	
Max RPM	6,000	14,000	13,500	14,500	15,200	
Refrigerated	—	—	—	-20 °C to 40 °C	—	
Dimensions (Wx DxH)	5.9 X 6.6 X 5.0"	14 X 9.3 X 10.9"	14 X 9.3 X 10.9"	11.3 X 21.8 X 11.3"	15.5 X 11.5 X 11.3"	22.1 X 11.5 X 11.3"
Weight (lbs)	4.1	27.8	27.8	72.7	38	77
Noise	s60dB(A)	s 57dB(A)	s60dB(A)	s 56dB(A)	s60dB(A)	s 57dB(A)
Rotor Options	2	1	4	3	7	
Microtube 5 ml	—	—	—	—	12	
Microtubes 1.5/2.0 ml	8	18	24		44	
Microtubes 0.5 ml	8	18	24		44	
Microtubes 0.2 ml	8	18	24		44	
8-place PCR Strips	4	—	4		4	
Hematocrit Capillaries	—	—	24		24	

	Multi Centrifuges	
		
Model	FC5707	FC5706
Description	Economical low-speed centrifuge with medium capacity	Compact, low-speed centrifuge with medium capacity for clinical and cell culture labs
Max Capacity Swinging-Bucket	—	6x5ml
Max Capacity Fixed-Angle	8x 15 ml	6x50 ml
Max RCF	4,445xg	4,427 X g
Max RPM	6,800	6,000
Refrigerated	—	—
Dimensions (WxDxH)	14 X 9.3 X 10.9"	15.4 X 10.5 X 11.5"
Weight (lbs)	23	23
Noise	s60dB(A)	s60dB(A)
Rotor Options	2	3
Conical 50 ml	4	6
Round Bottom 50 ml	4	—
Conical 15 ml	4	12
Round Bottom 15 ml	8	—
Blood Tube 10 ml (16 mm)	—	12
Blood Tube 7 ml (13.5 mm)	8	12
Blood Tube 5 ml (13.5 mm)	8	12
Microtube 1.5/2.0 ml	8	12



Multi Pro Centrifuges							
							
Model	FC5714	FC5718	FC5718R	FC5816	FC5816R	FC5916	FC5916R
Description	Entry-level, multipurpose high-speed centrifuge	High-speed, compact multipurpose centrifuge		Medium through-put, general purpose centrifuge		High-throughput, multipurpose centrifuge for ultimate versatility	
Max Capacity Swinging-Bucket	4x100 ml	4x100ml		4x250ml		4x750ml	
Max Capacity Fixed-Angle	30x15 ml	6x85 ml		6x250ml		6x250ml	
Max RCF	18,624 x g	23,542xg		21,379xg	24,325 x g	24,325 xg	26,328xg
Max RPM	14,000	18,000		15,000	16,000	16,000	16,000
Refrigerated	—	—	-20°C to 40°C	—	-20°C to 40°C	—	-20°C to 40°C
Dimensions (Wx DxH)	19.4x13x14.2"	19.6X 13.8X 16.0"	28.7X 14.1X 16.0"	21.2X 14X 17.6"	212x14x28.5"	26.4X 15.4X 21.3"	26.4X 15.4X 28.7"
Weight (lbs)	66	95	132	115	170	187	260
Noise	563 dB(A)	563 dB(A)	560 dB(A)	561 dB(A)	563 dB(A)	563 dB(A)	563 dB(A)
Rotor Options	9	19		13		14	
Bottles 750ml	—	—		—		4	
Conical 500 ml	—	—		—		4	
Conical 250ml	—	—		—		4	
Bottle 250ml	—	—		6		6	
Round Bottom 100 ml	4	4		4		12	
Conical 50ml	8	10		16		28	
Round Bottom 50ml	6	6		12		28	
Conical 15 ml	30	30		40		68	
Blood Tube 13 mm	28	28		56		108	
Blood Tube 16 mm	20	20		32		72	
Microtube 1.5/2.0ml	96	40		96		96	
Microtiter Plates (MTP)	6	6		6		12	
Deep Well Plates (DPW)	2	2		2		4	
8-place PCR Strips	—	4		—		4	

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	Endeavor™ Orbital Shaker	Endeavor™ Orbital Shaker	Endeavor™ Orbital Shaker
Model	e-E5100403	e-E51LD0420	e-E51L0MP03
Speed Range	100-800rpm	50-300rpm	100•1200rpm
Timer	Up to 99 hours 59 minutes	Up to 99 hours 59 minutes	Up to 99 hours 59 minutes
Motion	Orbital	Orbital	Orbital
Orbit	3mm	20mm	3mm
Max Weight Capacity	8.8lbs	8.8lbs	4 Microplates/ 2 Micro-tube Racks/ 4 Deepwell Plates
Audible Alarm	*	*	*
Load Sensor	—	—	—
Motor Type	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor
CO, Environment	*	*	*
Overload Protection	*	*	*
User Calibration (Speed)	—	—	—
RS232 Interface	*	*	*
Programs	On-board programming for 8 separate, 5-step programs	On-board programming for 8 separate, 5-step programs	On-board programming for 8 separate, 5-step programs
Included Tray (L x W)	11.75 x 8.75"	11.75 x 8.75"	11 x 7.75"
Tray/ Platform Options	Universal Platform, Adjustable Platform	Universal Platform, Adjustable Platform	—



	High Speed Microplate Shaker	Extreme Environment Shaker	Heavy Duty Shaker	Heavy Duty Shaker	Heavy Duty Shaker
Model	SHHSMPOG	SHEX1619DG	SHHD1619AI	SHHD1619DG	SHI-02325AI
Speed Range	600 rpm to 2500 rpm	15 to 500 rpm	25 to 500 rpm	15 to 500 rpm	25 to 500 rpm
Timer	1 second to 160 hours	1 second to 160 hours	1 to 120 minutes	1 second to 160 hours	1 to 120 minutes
Motion	Orbital	Orbital	Orbital	Orbital	Orbital
Orbit	3.6mm	19mm	19mm	19mm	25mm
Max Weight Capacity	48 microplates	35lbs	35lbs	35lbs	50lbs
Audible Alarm	*	*	—	*	—
Load Sensor	*	*	—	*	—
Motor Type	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor
CO, Environment	*	*	*	*	*
Overload Protection	*	*	—	*	—
User Calibration (Speed)	*	*	—	*	—
RS232 Interface	*	*	—	*	—
Included Tray (L x W)	12.3 x 11"	11 x 13"	11 x 13"	11 x 13"	18 x 24"
Tray/ Platform Options (L x W)	12.25 x 11" (31.1 x 27.9 cm)	11 x 13", 13 x 13", 18 x 18", 18 x 24" Adjustable Platform Separatory Funnel Platform	11 x 13", 13 x 13", 18 x 18", 18 x 24" Adjustable Platform Separatory Funnel Platform	11 x 13", 13 x 13", 18 x 18", 18 x 24" Adjustable Platform Separatory Funnel Platform	18 x 24", 18 x 30" Adjustable Platform Large Vessel Carrier Platform

\*Yes \*Maximum speed/tilt angle may vary with heavy or unbalanced loads. \*\*Centered on tray.





	Heavy Duty Orbital Shaker	Heavy Duty Orbital Shaker	Heavy Duty Orbital Shaker	Heavy Duty Orbital Shaker	Heavy Duty Orbital Shaker
MoMI	SHHD2325DG	SHHD4525DG	SHHD4550DG	SHHD6825DG	SHHD6850DG
SpfddRang•	20to 500rpm	15to 500rpm	15to 300rpm	15to 500rpm	15to 300rpm
Tim•r	1secondto 160hours	1secondto 160hours	1 second to 160hours	1second to 160 hours	1second to 160 hours
Motion	Orbital	Orbital	Orbital	Orbital	Orbital
Omit	25mm	25mm	51 mm	25mm	51mm
Max W•ight Capacity	50lbs	100lbs	100lbs	150lbs	150lbs
Audibl• Alarm	*	*	*	*	*
loadS•nsor	*	*	*	*	*
MotorTy•	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor	Brush less DC Motor	Brushless DC Motor
CO, EnvironnMnt	*	*	*	*	*
Ov•rload Proi•ction	*	*	*	*	*
UsuCalibration (SpHd)	*	*	*	*	*
RS232 In•rfac•	*	*	*	*	*
InclUCMCI Tray (LxW)	18X 24"	24x24"	24x24"	24x36"	24x36"
Tray/ Platform Options (LxW)	18X 24", 18 X 30" Adjustable Platform Large Vessel Carrier Platform	24x24" Large Vessel Carrier Platform	24x24" Large Vessel Carrier Platform	24x36" Large Vessel Carrier Platform	24x36" Large Vessel Carrier Platform



	Rocking Shaker	Rocking Shaker	Waving Shaker	Waving Shaker	Reciprocating Shaker
MoMI	SHRK04DG	SHRK07AL1	SHWV02DG	SHWV02AL	SHRC 0719DG
SpfddRang•	1 to 50rpm•	1 to 75 rpm•	1 to 30rpm•	1to 75 rpm•	20to 300rpm
Tim•r	1 second to 160hours	1 minute to 120minutes	1second to 160hours	1 minute to 120minutes	1second to 160 hours
Motion	Rocking	Rocking	Waving	Waving	Reciprocating
Orbit	lilt Angle: 0to 15°	lilt Angle: 0to 15°	Tilt Angle: 0to 20°•	Tilt Angle: 0to 16"	Stroke: 19 mm
Max W•ight Capacity	10lbs**	16 lbs..	5lbs"	5lbs**	15lbs
Audibl• Alarm	*	—	*	—	*
loadS•nsor	—	—	—	—	*
MotorTy•	Stepper Motor	Stepper Motor	Stepper Motor	Stepper Motor	Brushless DC Motor
CO, Environm•nt	*	—	*	—	*
Ov•rload Proi•ction	*	—	*	—	*
UsuCalibration (SpHd)	—	—	—	—	*
RS232 Int•rfac•	—	—	—	—	*
InclUCMd Tray (LxW)	12.75 X 10"	14 X 11"	11.75X 8.75"	14x11•	11 X 13"
Tray/ Platform Options (LxW)	Stacking Tray	Stacking Tray	Stacking Tray	—	11X 13", 13 X 13", 18 X 18", 18 X 24" Separatory Funnel Platform

• Yes \*Maximum speed/Tilt angle may vary with heavy or unbalanced loads. \*\*Centered on tray.

# MINI VORTEX MIXERS

Choose the Perfect Vortex Mixer From Four Durable Models for Everyday Mixing

## Display

Independent LED displays for speed/time allow the operator to view both settings simultaneously (digital models) and adjustment knob with dial markings for variable speed control (analog models)

## Construction

Cup head and 3-inch accessory platform for beakers, flasks, test tubes etc. (included with all models), stainless steel microtube holder for 12 tubes (pulsing models)

## Design Features

Microprocessor-control to maintain set speed for consistent mixing action (digital models), 230V models have a maximum speed of 2500 rpm

## Operation

Detachable 3-wire cord and plug (included)



Touch mode operation activates mixing when depressing the cup head or continuous mode for use with accessory attachments. Sturdy, rugged design ensures the unit stays in place while in use.

Robust digital and non-digital Vortex Mixers offer effective speed control from low RPM start-up for gentle shaking to high-speed mixing for vigorous vortexing of samples.

The Fixed Speed Vortex Mixer is an economical choice for vigorous mixing of samples at high speed. To ease repetitive sample processing, this unit provides simple, effective full-speed mixing.

Model	Type	Speed Range	Timer	Orbit	Capacity	OutyRating	Item Number
VXMNAL	Analog	300 rpm - 3200 rpm	-	02 in (4.9 mm)	05 kg	Intermittent	30 392115
VXMNOG	Digital	500 rpm - 3000 rpm	1 second - 9999 minutes	02 in (4.9 mm)	05 kg	Intermittent	30 392122
VXMNFS	Fixed Speed	3200 rpm	-	02 in (4.9 mm)	05 kg	Intermittent	30 392108
VXMNPS	Pulsing	500 rpm - 3000 rpm	1 second - 9999 minutes	0.1 in (25 mm)	05 kg	Intermittent	30 392129

Accessories	Item Number
8cm Head with Rubber Cover	30400196
Tube Holder Kit with Retainer	30400197
Micro Tube and Well Plate Holder Kit	30400198
Micro Well Plate Kit with Retainer	30400199
Microtube Kit with Retainer	30400200
Foam Insert Variety Pack	30400201
Single Tube Holder	30400202
Single Tube Holder Adapter Vortex Genie	30400203
05 ml Micro-Tube Holder	30400204
15-2.0 ml Micro-Tube Holder	30400205
15-2.0 ml Stainless Steel Tube Holder	30400206
Ampule Tube Holder - Small (15-17mm)	30400207

Accessories	Item Number
Ampule Tube Holder- Large (10-17mm)	30400208
Insert Retainer	30400227
Vessel Harness, Pack of 2	3040 0228
Holder For 9-13 mm Tubes, Pack of 2	3040 0229
Holder For 14-19 mm Tubes, Pack of 2	30400230
Holder For 20-25 mm Tubes, Pack of 2	30400231
Micro-Tube Holder, Pack of 2	30400232
Micro-Well Plate Holder, Pack of 2	30400233
Flat Foam Insert, Pack of 2	30400234
Cup Head	30400235
7.6 cm Head (3j)	30400236
7.6 cm Rubber Head Cover (3j)	30400237

# HEAVY-DUTY VORTEX MIXERS

*Increase Productivity with Continuous-Duty Vortexing of Multiple Samples*

## Display

Independent LED displays for speed/time allow the operator to view both settings simultaneously (digital models) and adjustment knob with dial markings for variable speed control (analog models)

## Construction

Cyclo, Touch/Standby/On rocker switch (both models)

## Design Features

Universal holder, foam insert for (38) 1.5 to 2 ml microtubes, universal cover and cup head (included)

## Operation

Detachable 3-wire cord and plug (included)



Safe to mix at high speeds - the unique locking design of the mixer accessories allows the mixer to safely operate throughout the entire speed range.

For the most demanding applications, these mixers utilize a high quality German-manufactured motor, allowing for continuous duty operation and increased load capacities up to 1.1 kg.

Rugged digital and non-digital models offer effective speed control from low rpm for gentle shaking to high-speed mixing for vigorous vortexing of difficult samples.

Model	Control	Speed Range	Timer	Orbit	Capacity	Duty Rating	Item Number
VXHDAL	Analog	On Mode, 300 rpm - 2500 rpm; Touch Mode, 300 rpm - 3500 rpm	-	0.2 in (4.9 mm)	1.1 kg	Continuous	30392148
VXHDDG	Digital	On Mode, 300 rpm - 2500 rpm; Touch Mode, 300 rpm - 3500 rpm	1 second - 99'9 minutes	0.2 in (4.9 mm)	1.1 kg	Continuous	30392146

Accessories	Item Number
Foam Insert Blank	30400209
Cup Head, VXHD and VXMP Vortex Mixers	30400210
Large Vessel Holder For 500 ml/1L Flask	30400211
4 Place Stackable Microplate Holder	30400212
Double Microplate Holder	30400213
4 Place Microplate Holder	30400214
Single Microplate Holder	30400215
Foam Insert For (52) 0.5 ml Microtubes	30400216
Foam Insert (38) 1.5-2.0 ml Microtubes	30400217

Accessories	Item Number
Small Vessel Holder 125 & 250 ml Flasks	30400218
Foam Insert For (34) 12-13 mm Tubes	30400220
Foam Insert For (20) 15-18 mm Tubes	30400221
Foam Insert For (18) 19-21 mm Tubes	30400222
Foam Insert For (13) 22-25 mm Tubes	30400223
Foam Insert For (4) 26-29 mm Tubes	30400224
Cover For Universal Holder	30400225
Universal Holder	30400226



	Incubating Cooling Thermal Shakers	Incubating Light Duty Orbital Shaker	Incubating Light Duty Orbital Shakers
Model	ISTHBLCTS (Heat/Cool) ISTHBLHTS (Heat)	ISL004HDG	ISLDMPHOG ISLDMPHDGL
Temperature Range	17 below ambient to 100°C / ambient +4 to 100°C	Ambient +5 to 65°C	Ambient +5 to 65°C
Speed Range	300 to 3000rpm	100 to 1200rpm	100 to 1200rpm
Timer	1 minute to 99 hours, 59 min	1 second to 160 hours	1 second to 160 hours
Motion	Orbital	Orbital	Orbital
Orbit	3mm	3mm	3mm
Max Weight Capacity	1 Block	Bibs	4 Microplates / 2 Microtube Racks
Audible Alarm	*	*	*
Load Sensor	*	—	—
Drive System	—	Triple Eccentric	Triple Eccentric
Motor Type	Brushless DC Motor	Brushless DC Motor	Brushless DC Motor
Set-Point Retention	* Displays Last Setting	* Displays Last Setting	* Displays Last Setting
Restart/Power Out	*	*	*
Ramp to Speed	*	*	*
Temperature Overshoot Protection	*	—	—
Overload Protection	*	*	*
User Calibration (Temperature)	*	*	*
User Calibration (Speed)	*	—	—
Interface	USS	—	—
Overall Dimensions (L x W x H)	10.59 X 10.31 X 5.39"	17 X 11 X 10.5"	17 X 11 X 7.75"
Included Tray (L x W)	N/A	11 X 7.75"	11 X 7.75"
Platform Options (L x W)	N/A	N/A	N/A

\* Yes  
 \* Maximum speed/tilt angle may vary with heavy or unbalanced loads.  
 \* Centered on tray.

Other items available upon request:

Shakers: Micro Plate, Multi-Tube

Heaters: Dry Block - many varieties

Stirrers: Hot Plates, Stirrer combination, Overhead Stirrers, and Specialty Stirrers

Bead Mill Homogenizers - many varieties

Multi-purpose clamps, Lab Jaw clamps, and Supports



	Bench Meters								Portable Meters								Pen Meters										
	ST5000	AB41PH	AB33M1	AB33PH	AB33EC	AB23PH	AB23EC	ST2200	ST400	ST400M	ST400D	ST300	ST300C	ST300D	ST10	ST20	ST20M-B	ST20M-C	ST10C	ST20C	ST10T	ST20T	ST10S	ST20S	ST10R	ST20R	ST20D
MHsurement Range	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000	0.000 2.000
Input	BNC	BNC	BNC	BNC	Mini-Din	BNC	Mini-Din	BNC	BNC	Mini-Din	BNC	BNC	BNC	BNC	Mini-DIN												
Automatic Temp. Compensation	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Manual Temp. Compensation	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Battery Pow«																											
1 Pt. Calibration	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2 Pt. Calibration	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3 Pt. Calibration	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Memory	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Backlit LCD	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LCD	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Touchscreen	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Mechanica I Keys																											
USE	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
RS232	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
USBHost	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
GLP /ime /Date	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Multi languages	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
I' Protection	IP54	IP54	IP54	IP54	IP54	IP54	IP54		IP54	IP54	IP54	11'67	IP67	IP54	IP67	11'67	11'67	11'67	11'67	11'67	11'67	IP67	11'67	11'67	11'67	11'67	11'67
Stand-alone Electrode Holder	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Quick Reference	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Operation Guide	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
In-Use Cover	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hold Function	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Auto Shut Off	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

\* on specific models

	Bench Meters								Portable Meters						Pen Meters												
	ST5000	AB41PH	AB33M1	AB33PH	AB33EC	AB23PH	AB23EC	ST2200	ST400	ST400M	ST400D	ST300	ST300C	ST300D	ST10	ST20	ST20M-B	ST20M-C	ST10C	ST20C	ST10T	ST20T	ST10S	ST20S	ST10R	ST20R	ST20D
pH	•	•	•	•	•	•	•	•	•	•		•	•		•	•	•	•	•								
Cond.			•		•		•			•			•				•	•	•	•							
TDS			•		•		•			•			•				•		•		•	•					
DO	•	•	•	•		•		•	•	•		•													•	•	
Hardness			•		•		•			•								•					•	•			
Resistivity			•		•					•				•													•
DO											•			•										•			•
Temp.	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•	•	•		•		•		•		•	•






# 20240506 VT RFP 952642405

Final Audit Report

2024-05-07

Created:	2024-05-06
By:	Brent Rodeck (brodeck@carltonscale.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARMvibi2QGi4AD32Kxu1bCgkQfk6Gw-Z

## "20240506 VT RFP 952642405" History

-  Document created by Brent Rodeck (brodeck@carltonscale.com)  
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-  Agreement completed.  
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**Balance-Moisture Analyzer Pricing**

\$117/balance (CS) no Zone Travel + Material Cost\*  
\$142/moisture analyzer (CS) no Zone Travel + Material Cost\*  
\$135/balance (FS) no Zone Travel + Material Cost\*  
\$165/ moisture analyzer (FS) no Zone Travel + Material Cost\*

**Pipette Pricing**

\$56/70/83 Pipette (FS) no Zone Travel + Material Cost\*  
\$65/pipette (PM) ship\*\* to Carlton Scale + Material Cost\*  
\$52/pipette Calibration (CS) no Zone Travel + Material Cost\*

**pH Meter Pricing**

\$200/hr. pH Meters~ (up to four meters) no Zone Travel + Material Cost\*  
~ \$115/ea. in conjunction with other equipment no Zone Travel + Material Cost\*

**Instrument (titration/density/refract) Pricing**

\$200/hr. Instrument (FS) no Zone Travel + Material Cost\*  
\$429/ea. Instrument (CS) no Zone Travel + Material Cost\*

**NOTE:** Should equipment not adjust correctly, or need additional parts then a Carlton Scale representative will consult what repairs would be needed and this work will be scheduled (or) a Carlton Scale representative can take the equipment, for a free evaluation and estimate of repairs through repair quote.

**Additional Items**

Depot Repair	\$800/ea.
Weigh Pan Cleaning, calibration check	\$83/unit
USP41 Balance Certification	\$34/ea
High-Res Balance Certification	\$24/ea
Moisture Analyzer Certification	\$24/ea
Analytical Balance Certification	\$27/ea
Precision Balance Certification	\$23/ea
*Material Cost (MSM)	\$20.00
** Shipping to/from charged to client	VPL

**University Cost Savings:**

Travel cost for service is waived which is a savings of **\$350** per trip.

**Free** evaluations and estimate of repairs.

Carlton Scale will utilize Vantage Point Logistics, Inc. for client shipping.

**Multiple Lab, or Volume Discount:**

50+ Balance/Moisture Analyzer/Instrument (or) 100+ Pipette = - \$3/ea.  
100+ Balance/ Moisture Analyzer/Instrument (or) 200+ Pipette = - \$5/ea.  
200+ Balance/Moisture Analyzer/Instrument (or) 500+ Pipette = - \$7/ea.



**Calibration Service (CS) Description Balance/Moisture Analyzer/Instrument**

Clean external, obtain As Found readings (weight/temperature).  
Adjust if necessary, obtain As Left readings (temperature if necessary).  
Sticker equipment, complete paperwork.  
CS calibration takes approximately 1hr for balance/instrument, 1.5hrs. per moisture analyzer.

**Full Service (FS) Description Balance/Moisture Analyzer/Instrument**

Clean external, obtain As Found readings (weight/temperature).  
Open balance and equipment, clean weights and any debris inside.  
Re-assemble and Adjust equipment.  
Calibrate As Left readings (weight/temperature) if necessary.  
place calibration sticker on equipment, complete paperwork.  
FS calibration takes approximately 1.5hrs for balance/instrument, 2hrs. per moisture analyzer.

**Full Service (FS) Description Pipette**

The calibration of pipettes is conducted on-site.  
Carlton Scale representative tests pipette with negative vacuum to check seal/o-ring for leaks.  
Carlton Scale representative disassembles pipette to clean seal/o-ring and inspect piston.  
Test of pipette volume with distilled water, 6 samples pulled per point.  
10%/50%/100% of volume are considered points, pricing each point (one/two/three points).  
Results tracked on ISO8655 accredited software, and certificate with results is printed for customer.

**Preventive Maintenance Service (PM) Description Pipette**

The calibration of pipettes is conducted at Carlton Scale office\*\* (Roanoke, VA).  
Carlton Scale representative tests pipette with negative vacuum to check seal/o-ring for leaks.  
Carlton Scale representative disassembles pipette to clean seal/o-ring.  
Two point testing of pipette volume with distilled water, 6 samples pulled per point.  
No certificate generated. Add \$10 for third point, add \$10/ea. certificate.

**Calibration Service (CS) Description Pipette**

The calibration of pipettes conducted on-site or at Carlton Scale office\*\* (Roanoke, VA).  
Carlton Scale representative tests pipette with negative vacuum to check seal/o-ring for leaks.  
Carlton Scale representative cleans exterior of pipettes.  
Single point testing of pipette volume with distilled water, 6 samples at half capacity.  
No certificate generated. Additional points add \$10/per, add \$10/ea. certificate.

\*\* Shipping to/from Carlton Scale office charged to client.

## Negotiations Summary

1. **Virginia Tech question:** Would Carlton Scale be willing to revise your proposed pricing to include discount off list price in addition to volume-based discounts? If so, please provide a revised pricing list.

**Carlton Scale response:** In addition to the volume-based discount, I have negotiated an additional 3% discount off list price for any scale system and associated accessories.

-Travel cost for service is waived which is a savings of \$350 per trip.  
Free evaluations and estimate of repairs.

Multiple Lab (Department), or Volume Discount:

50+ Balance/Moisture Analyzer/Instrument (or) 100+ Pipette = - \$3/ea.

100+ Balance/ Moisture Analyzer/Instrument (or) 200+ Pipette = - \$5/ea.

200+ Balance/Moisture Analyzer/Instrument (or) 500+ Pipette = - \$7/ea.

2. **Virginia Tech question:** If awarded a contract, do you acknowledge and agree that the PAC agreement included in the RFP as Attachment C shall be included as part of the contract?

**Carlton Scale response:** Carlton does not agree that the PAC agreement be included as part of the agreement.

-We are okay providing the discounts listed above and quantity discounts provided in the initial proposal to third parties, but do not agree to providing the 1% PAC Annual Fee.

3. **Virginia Tech question:** As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts' portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

**Carlton Scale response:** No

4. **Virginia Tech question:** Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.

**Carlton Scale response:** No

5. **Virginia Tech question:** Do you agree to provide invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

**Carlton Scale response:** Yes, with Terms of Net30

6. **Virginia Tech question:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

- **Carlton Scale response:** Yes, we agree.

7. **Virginia Tech question:** Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?

Carlton Scale response: Yes, According to Terms of Agreement

8. **Virginia Tech question:** Do you agree that the initial contract period shall be two years?

Carlton Scale response: Yes

9. **Virginia Tech question:** Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) two-year periods?

Carlton Scale response: Yes

10. **Virginia Tech question:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?

Carlton Scale response: Yes, According to Terms of Agreement

11. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm for the initial contract period of 2-years?

Carlton Scale response:

-For Service – Yes

-For Equipment – Yes

12. **Virginia Tech question:** Please provide your best and final schedule of prices for all services offered.

Carlton Scale response: See Attached Service pricing

13. **Virginia Tech question:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Carlton Scale response: Yes eVA Cert# 677249, Vendor# C21980

14. **Virginia Tech question:** Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

Carlton Scale response: Yes, we agree.

15. **Virginia Tech question:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Carlton Scale response: Yes

16. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642405 shall govern the contract if a contract is awarded to your company?

Carlton Scale response: Yes

17. **Virginia Tech question:** Please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Carlton Scale response:

Cody Harris

540-988-3024

charris@carltonindustrialsolutions.com

18. **Virginia Tech question:** Are there any additional financial or value-added incentives you would like to offer at this time?

Carlton Scale response: No