

SAMPLE - REVISE AS NECESSARY FOR YOUR REQUIREMENT

SUBJECT: Market Survey

TO: Contracting Officer

THROUGH: Location Administration Officer

FROM: Program requester

I. BACKGROUND

The USDA, ARS, Appalachian Farming Systems Research Center (AFSRC) in Beaver, West Virginia requires a Contractor to furnish, delivery and install a new Carbon/Nitrogen Elemental Analyzer System and Components. The automated system which is controlled by a personal computer will be used for analysis of aqueous samples for Total Carbon (TC), Total Inorganic Carbon (TIC), Total Organic Carbon (TOC), and Total Nitrogen (TN). The USDA, ARS, AFSRC shall be responsible for installation of the facility electrical connections.

II SYSTEM REQUIREMENTS

The system includes a PC-controlled carbon analyzer, based on the combustion method, able to analyze total carbon (TC), total inorganic carbon (TIC), and total organic carbon (TOC) and total nitrogen (TN) in liquid samples with particulates, refractory compounds, high salt matrices, wastewater and other difficult matrices. The complete system includes: all software necessary to operate the entire system. **DOES THE SYSTEM HAVE TO WORK WITH EXISTING EQUIPMENT? DOES THE SYSTEM REQUIRE EXPANSION CAPABILITY TO.....**(describe as noted in the following sentence left in for a sample) The system must be also be capable of expanding to an auxiliary output for optional equipment. **TRADE-IN** - (identify your equipment and serial number if this is applicable). Used equipment is not acceptable. Shipping shall be included in the price.

III COMMERCIAL AVAILABILITY. Market survey analysis noted this requirement is commercially available. (Sold, lease or licensed (or offered) to the general public or an item that will be available in the commercial market in time to satisfy the requester's delivery need.) (FAR 12.202) or item is exclusively for governmental purposes. Customary Commercial Terms and Conditions (**HOW DOES THE MFGR. PROVIDE TO OTHER COMPANIES?**) - see sample below.

1. Commercial Item Purchase Payment Terms. The standard payment term within the industry is Net-30 day arrangement with payment due upon receipt of invoice or shipment, whichever is later.
2. Freight. FOB Destination

IV. POTENTIAL SOURCES

Furnish a list of potential sources (with addresses and phone numbers) and identify the resource used to locate each source (i.e. Thomas Register, internet etc.). Identify market survey results in locating sources from the required list of sources, i.e. JWOD, GSA and if product is available through the ARS IntraMall.

V. MARKET PRICE

The Government cost estimate is \$. The apparrant fair market value (may be same as government estimate) is based on the attached information (i.e. quotes, catalog pricing)