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**WATER POLLUTION CONTROL**

**MEMORANDUM**

To: Gregg Mandsager, City Administrator

CC: Nancy Lueck, Finance Director  
Fran Donelson, Secretary

From: Jon Koch, WPCP Director

Date: October 11<sup>th</sup>, 2013

Re: Lab Annex Muffle Furnace

**INTRODUCTION:** The new lab will need a new muffle furnace as part of the project. This type of bench-top furnace is used to ignite and dry organic material for testing.

**BACKGROUND:** The current furnace is 20 years old and is nearing the end of its anticipated life cycle. A new area has been designed for the new furnace in the Lab Annex Project. The muffle furnace, distillation unit and specialty BOD dishwasher will be added individually to the Lab Annex Project as they were not available from vendors bidding on lab furniture and equipment. Two bids were received with the low bid coming from Midland Scientific for \$6226.86.

**RECOMMENDATION/RATIONALE:** The muffle furnace can be used temporarily in the old lab then moved to the new lab during construction of the lab furniture. \$10,000 was budgeted for the furnace as part of the Lab Annex Project. Staff recommends the purchase of the Thermo Muffle Furnace from Midland Scientific for \$6226.86.

**BACKUP INFORMATION:**

1. PFB memo

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**INTEROFFICE MEMORANDUM**

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**TO:** JON KOCH  
**FROM:** PATTI FULLER-BLOECHL  
**SUBJECT:** REPLACEMENT OF MUFFLE FURNACE  
**DATE:** 10/07/2013

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**MUFFLE FURNACE REPLACEMENT**

The current muffle furnace is 20 years old and has been running for that period of time. The muffle furnace will be included in the laboratory renovation project. The muffle furnace is near the end of its life cycle and replacement was highly suggested from the manufacturer. The interior door of the muffle furnace is showing signs of the wear and degradation due to use.

**BIDDING**

A bid request was initially sent out on September 27, 2013. The request for the muffle furnace was sent to two vendors initially, Midland Scientific and Cole Parmer. Cole Parmer does not sell that specific muffle furnace since it has special qualities. Another request was sent to Fisher Scientific. That bid came back on 10/4/2013. The lowest bid came from Midland Scientific.