

BID INSTRUCTIONS

CITY OF DEFIANCE WATER DIVISION

BIDDING INSTRUCTIONS:

- Each bidder is required to complete and submit this original bid form/specification sheet, if bidding on this chemical.
- Failure to meet all of the required specifications, and/or failure to supply all requested documentation, may result in rejection of any bid.
- The City reserves the right to accept or reject any and all bids.
- Bids will be received at Water Division Office 2nd Floor, 1356 Baltimore St., Defiance OH 43512-1904 up to one-half hour before bid opening time.
- Any Bidder's wishing to attend the bid opening may deliver their bids at the bid opening, provided that they are received by the City prior to the opening of the first bid.
- A bond must accompany each bid packet in the sum of \$500 as surety for the execution of the purchase agreement (*See Legal Notice for details*).

SECURITY REQUIREMENTS:

The vendor/supplier will be made aware of, and be required to comply with, any security requirements of the City which are currently in effect or that are introduced at a later date. Some typical security items are as follows:

1. All chemical shipments will require authorization for delivery at least two (2) days prior to the delivery date.
2. The identity of the vendor, driver, and serial numbers of the tanks in the shipment will be identified by the vendor at least two (2) days prior to delivery. The driver will be required to show a picture ID prior to accepting delivery.
3. The driver will be escorted while on-site or the truck/driver will be under video surveillance.
4. The driver will have restricted access to the site and the driver will use only the bathroom and waiting area designated by the City during transfer and paperwork activities.
5. The City reserves the right to be informed of the identity of the vendor's driver before delivery and may perform a background check on that driver.



Bob Armstrong
Mayor

Jeffery S. Leonard
City Administrator

John D. Seele
Finance Director

David H. Williams
Law Director

LEGAL NOTICE FOR BIDS

Sealed bids will be received by the Water Superintendent of the City of Defiance, Ohio, until **Friday, May 27, 2011** for Water Division 2010 First Half Chemicals. All proposals for the Water Division Chemicals shall be sealed and endorsed on the envelope, **“Water Division 2011 Second Half Chemicals”**, and mailed to Defiance Water Division, 1356 Baltimore St., Defiance, Ohio 43512-1941 or delivered to the Water Division Office 2nd Floor, 1356 Baltimore St., Defiance, Ohio **by 12:30 PM Local Time, Friday, May 27, 2011** Bidders who wish to attend the bid opening may deliver their bids at the bid opening, provided that they are received by the Water Superintendent prior to the opening of the first bid.

Water Division bid proposals will be publicly opened and read at **1:00 PM Local Time on Friday, May 27, 2011** in the Conference Room located in the City Service Building, 631 Perry St., Defiance, Ohio.

All bid proposals must be submitted on the Bid Form furnished with the specifications. Each bid proposal must contain the full name of every person or company interested in same. Specifications and bidding blanks may be picked up at the Water Division Office or may be obtained online at <http://www.cityofdefiance.com/water/currentProjects.shtml>.

Each proposal must be accompanied by a bond with an approved Surety Company, in the sum of \$500.00, as surety for the execution of the Purchase Agreement. A certified check on a solvent bank, drawn and made payable to ‘The City of Defiance, Ohio’ in the sum of \$500.00 will be accepted in lieu of said bond. Said certified check or bond must be enclosed in the sealed bid envelope. Should any bid proposal be rejected, such certified check or bond shall be returned to the bidder, and should any bid proposal be accepted, such certified check or bond will be returned upon proper execution and securing of the Purchase Agreement.

The City of Defiance, Ohio, reserves the right to reject any and all bids, and to award to the lowest responsive and responsible bidder, and to waive any irregularities in bidding.

THE CITY OF DEFIANCE

By order of ... Jeff Leonard
City Administrator

Dated: April 25, 2011

Advertise: May 13, 2011
May 20, 2011

SPECIFICATION FOR BID LIQUID FERRIC CHLORIDE

PRODUCT REQUIREMENTS:

1. Shall be delivered F.O.B. in truckload lots of approximately 4,000 gallons per truckload.
2. Shall be delivered via a 2" supply line equipped with a 2" 4 bolt flange or 2" camlock connection.
3. It will be the responsibility of the successful bidder to make any and all repairs to any paved surface or building damaged during delivery process.
4. Shall be accompanied by a certified weigh slip showing gross, tare and net weights. A Certificate of Analysis shall also be included with each shipment.
5. Shall conform to AWWA standard B407 of latest revision.
6. Shall be soluble in water and contain no less than 36-47% FeCl₃ by weight and no more than 2.5% ferrous iron.
7. Shall contain no more than 1% free acid as HCL.
8. Shall contain no more than 0.2% total insoluble material by weight.
9. Shall be delivered in liquid form with a specific gravity of 1.3 to 1.5.
10. This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals – Health Effects. Verification of compliance shall be provided with bid documents.
11. In the event that an analysis by a referee or third party laboratory is required to verify product quality, the supplier of the product shall pay all related cost for testing and shipping.
12. A product data sheet and MSDS sheet shall be included with the bid.

REFERENCES MUST BE AVAILABLE ON REQUEST FOR ANY OF THE ABOVE REQUIREMENTS.

BID FORM LIQUID FERRIC CHLORIDE

1. The City of Defiance Water Division anticipates purchasing 280 dry tons, more or less, of liquid ferric chloride from July 1, 2011 to December 31, 2011.
2. Bidder shall provide a toll-free or collect call phone number for ordering purposes.
3. Shall be bid as unit price per dry ton.
4. The City desires that the bid price shall be for a six month period from July 1, 2011 to December 31, 2011. The bid price shall be firm without increase (i.e., fuel surcharges) for this period.
5. The undersigned hereby certifies that the supplies listed on this bid proposal conform to the bid specifications in full and that any deviations from the said specifications are itemized below with a full explanation of the nature of the deviation. Further, the undersigned understands that any purchase made under a Contract for the same must comply with the bid specifications or the listed deviations, or the Contract may be considered canceled as a breach of Contract and another supplier may be awarded the remainder of the Contract.

PRODUCT INFORMATION NOTES:

Product Name

From July 1, 2011 to December 31, 2011

Period Bid Price is Firm

Cost/Unit

Company Name

Authorized Signature

Mailing Address

Printed Name

City State Zip

Title

Toll Free Number

Date Signed

SPECIFICATION FOR BID LIQUID POLYPHOSPHATE

PRODUCT REQUIREMENTS:

1. Shall be delivered F.O.B. in 500-800 gallon lots by bulk delivery.
2. Delivery truck shall be capable of connecting to a 2" camlock fitting and capable of offloading to an elevated bulk tank.
3. Shall conform to AWWA standard B502, of latest revision. An affidavit stating that the product complies with this standard, and a certificate of analysis of the product, must be provided upon request.
4. Product must function as a corrosion inhibitor by inhibiting iron, copper and lead by-product formation. Proof of corrosion reduction in like water qualities must be provided upon request.
5. Product must sequester iron and manganese over a broad pH range and maintain stability in domestic water systems.
6. Product must be non-toxic as listed in the water chemical code. Product must not contain bimetals (zinc) and should have a pH ranging from 4.0 - 6.0, a minimum specific gravity of 1.30 and a turbidity of less than 1.0 NTU.
7. Product shall have a total phosphate (as PO₄) percent by weight of 36%, a total active complex phosphate content of 18% by weight, and a total orthophosphate content of 18% by weight.
8. Product must be able to gradually remove existing tuberculation in the distribution system without causing cosmetic problems to the end user.
9. Product must be a homogeneous liquid and not precipitate out during normal storage and have a shelf life stability with no conversion to ortho of one-year or greater.
10. Product must not increase bacteria counts in the distribution system and must not increase system chlorine demand overall. Documentation must be available upon request on the effects of this product on a long-term basis.
11. This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals – Health Effects. Verification of compliance shall be provided with bid documents.
12. In the event that an analysis by a referee or third party laboratory is required to verify product quality, the supplier of the product shall pay all related cost for testing and shipping.
13. A product data sheet and MSDS sheet shall be provided upon request.

REFERENCES MUST BE AVAILABLE ON REQUEST FOR ANY OF THE ABOVE REQUIREMENTS.

BID FORM LIQUID POLYPHOSPHATE

6. The City of Defiance Water Division anticipates purchasing 1,500 gallons, more or less, of liquid polyphosphate from July 1, 2011 to December 31, 2011.
7. Bidder shall provide a toll-free or collect call phone number for ordering purposes.
8. Shall be bid as unit price per gallon.
9. The City desires that the bid price shall be for a six month period from July 1, 2011 to December 31, 2011. The bid price shall be firm without increase (i.e., fuel surcharges) for this period.
10. The undersigned hereby certifies that the supplies listed on this bid proposal conform to the bid specifications in full and that any deviations from the said specifications are itemized below with a full explanation of the nature of the deviation. Further, the undersigned understands that any purchase made under a Contract for the same must comply with the bid specifications or the listed deviations, or the Contract may be considered canceled as a breach of Contract and another supplier may be awarded the remainder of the Contract.

PRODUCT INFORMATION NOTES:

Product Name

From July 1, 2011 to December 31, 2011

Period Bid Price is Firm

Cost/Unit

Company Name

Authorized Signature

Mailing Address

Printed Name

City State Zip

Title

Toll Free Number

Date Signed

SPECIFICATION FOR BID LIQUID SODIUM PERMANGANATE

PRODUCT REQUIREMENTS:

1. Shall be shipped F.O.B.:
 - a. In suitably lined, thoroughly clean bulk tanker trailers in amounts of approximately 1,300 to 1,800-gallon per delivery. Truck shall be capable of offloading to an elevated bulk tank and shall be equipped with a 2" supply line with a 2" female cam lock adapter.
- OR -**
- b. In large totes (approximately 275 gallons each). Supplier shall transfer product from totes on truck to bulk storage tank.
2. Supplier shall be responsible for clean up of any leakage or spills resulting from the delivery/transfer of this product to bulk storage tanks.
3. The sodium permanganate content (% NaMnO_4) of the delivered solution shall be **15%** by weight.
4. Shall conform to AWWA standard B603, Standards for Permanganates, of latest revision.
5. The permanganate supplied in accordance with this bid shall contain no substances in quantities capable of producing deleterious or injurious effects to the health of those consuming water that has been treated with the product.
6. This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals – Health Effects. Verification of compliance shall be provide with bid documents.
7. In the event that an analysis by a referee or third party laboratory is required to verify product quality, the supplier of the product shall pay all related cost for testing and shipping.
8. A product data sheet and MSDS sheet shall be included with the bid.

REFERENCES MUST BE AVAILABLE ON REQUEST FOR ANY OF THE ABOVE REQUIREMENTS.

BID FORM

LIQUID SODIUM PERMANGANATE

11. The City of Defiance Water Division anticipates purchasing 40,000 pounds, more or less, of 15% liquid sodium permanganate from July 1, 2011 to December 31, 2011.
12. Bidder shall provide a toll-free or collect call phone number for ordering purposes.
13. Shall be bid as unit price per pound.
14. The City desires that the bid price shall be for a six month period from July 1, 2011 to December 31, 2011. The bid price shall be firm without increase (i.e., fuel surcharges) for this period.
15. The undersigned hereby certifies that the supplies listed on this bid proposal conform to the bid specifications in full and that any deviations from the said specifications are itemized below with a full explanation of the nature of the deviation. Further, the undersigned understands that any purchase made under a Contract for the same must comply with the bid specifications or the listed deviations, or the Contract may be considered canceled as a breach of Contract and another supplier may be awarded the remainder of the Contract.

PRODUCT INFORMATION NOTES:

Product Name

From July 1, 2011 to December 31, 2011

Period Bid Price is Firm

Cost/Unit

Company Name

Authorized Signature

Mailing Address

Printed Name

City State Zip

Title

Toll Free Number

Date Signed

SPECIFICATION FOR BID POWDERED ACTIVATED CARBON

PRODUCT REQUIREMENTS:

1. Shall be delivered F.O.B. in truckload lots in blower type truck and unloaded via a 4" supply line equipped with a 4" female cam lock adapter.
2. Shall be accompanied with a certified weigh slip showing gross, tare and net weights.
3. Shall conform to AWWA standard B600 of latest revision.
4. Shall contain no more than 5% moisture.
5. Shall be free of impurities and have the following particle size distribution:
 - a. 99% thru No. 100 Sieve
 - b. 95% thru No. 200 Sieve
 - c. 90% thru No. 325 Sieve
6. The apparent density of the activated carbon shall not be less than 0.2 g/cc nor greater than 0.75 g/cc.
7. Shall have an adsorptive capacity corresponding to an iodine number of 500 or greater.
8. Shall have taste and odor reduction not less than 70% of reference sample.
9. The powdered activated carbon supplied according to this bid shall contain no substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water.
10. This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 61, Drinking Water System Components – Health Effects. Verification of compliance shall be provided with bid documents.
11. In the event that the carbon supplied through this bid does not or cannot perform satisfactorily for removal of taste and odor compounds, such as MIB or Geosmin, the City reserves the right to purchase other activated carbon from the contracted supplier, or other suppliers, in an attempt to meet the City's water quality needs.
12. In the event that an analysis by a referee or third party laboratory is required to verify product quality and or removal capabilities, the supplier of the product shall pay all related cost for testing and shipping.
13. A product data sheet and MSDS sheet shall be included with the bid.

REFERENCES MUST BE AVAILABLE ON REQUEST FOR ANY OF THE ABOVE REQUIREMENTS.

BID FORM

POWDERED ACTIVATED CARBON

1. The City of Defiance Water Division anticipates purchasing 36 tons, more or less, powdered activated carbon from July 1, 2011 to December 31, 2011.
2. Bidder shall provide a toll-free or collect call phone number for ordering purposes.
3. Shall be bid as unit price per ton.
4. The City desires that the bid price shall be for a six month period from July 1, 2011 to December 31, 2011. The bid price shall be firm without increase (i.e., fuel surcharges) for this period.
5. The undersigned hereby certifies that the supplies listed on this bid proposal conform to the bid specifications in full and that any deviations from the said specifications are itemized below with a full explanation of the nature of the deviation. Further, the undersigned understands that any purchase made under a Contract for the same must comply with the bid specifications or the listed deviations, or the Contract may be considered canceled as a breach of Contract and another supplier may be awarded the remainder of the Contract.

PRODUCT INFORMATION NOTES:

Product Name

From July 1, 2011 to December 31, 2011

Period Bid Price is Firm

Cost/Unit

Company Name

Authorized Signature

Mailing Address

Printed Name

City State Zip

Title

Toll Free Number

Date Signed