



THE CITY OF DAYTONA BEACH

INTEROFFICE MEMORANDUM

TO: James V. Chisholm, City Manager
FROM: Kirk Zimmerman, Buyer
DATE: November 26, 2019
SUBJECT: Non-Responsive Bid Submitted for Sodium Silicoflouride
Invitation to Bid # 20191

REQUEST

Staff is requesting that Chemrite Inc. Univar Solutions be declared *non-responsive* due to the submittal of a bid that does not conform to the Bid Documents.

CONSIDERATIONS

The Purchasing Code provides that a bid award be made to the responsible bidder submitting the lowest responsive bid. The Daytona Beach Purchasing Code Section 30-28 defines a responsive bid as a bid that is conforming in all aspects to the invitation to bid or request for proposals except minor irregularities. Both bidders submitted a bid that didn't include an affidavit of compliance with the requirements of ANSI/AWWA B702-06 standard.

The Bid Documents contain the following clause regarding bids:

SECTION 2, PAGE 5, LAST PARAGRAPH. Submittal Requirements: Bidders will provide an affidavit of compliance with the requirements of ANSI/AWWA B702-06 standard with the bid form.

22. RIGHT TO ACCEPT OR REJECT BIDS. The City will reject bids which contain modifications, or which are incomplete, unbalanced, conditional, obscure, or which contain additions not requested, or irregularities of any kind, or which do not comply in every respect with these Instructions to Bidders and the Contract Documents, unless the City in its sole discretion that the non-compliance is minor.

Please indicate approval by signing below.

James V. Chisholm, City Manager Date: 12-5-19

C: Shannon Ponitz, Utilities Director
Joann Macrina, Deputy Utilities Director
Marvin Owens, Water Plant Superintendent
File bid 20191