



REQUEST FOR BID

DECEMBER 2015

WATER AND WASTEWATER TREATMENT CHEMICALS

**CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road, Morrow, Georgia 30260**

**Bid Opening: Tuesday, February 2, 2016 at 2:00 p.m. (local time)
1600 Battle Creek Road, Morrow, GA 30260**

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Division 1

General Information

Section 1: Request for Bids

Clayton County Water Authority
1600 Battle Creek Road
Morrow, Georgia 30260

Name of Project: **Water and Wastewater Treatment Chemicals**

The Clayton County Water Authority will open sealed bids from vendors at its office located at 1600 Battle Creek Road, Morrow, Georgia 30260, on **Tuesday, February 2, 2016 at 2:00 p.m. (local time)**. Any bids received after the specified time will not be considered.

In an effort to promote responsible environmental practices this bid package is available in electronic (Adobe PDF) format and can be requested by calling 770-960-5223, M-F, 8:00 am - 5:00 pm, or by e-mail to **ccwa_procurement@ccwa.us**. Bidders will need to provide contact information and an email address, and any file size transfer limits to insure email transmittals can be made.

Clayton County Water Authority

John Chafin, Chairman

END OF SECTION

Division 1

General Information

Section 2: General Overview

1.1 Bid Overview

CCWA intends to award this bid to the most responsive responsible bidder based on the specifications indicated herewith for a twelve (12) month period, from **May 1, 2016 to April 30, 2017**. By submitting a sealed bid, the bidder must agree to provide all stated goods at the bid price for the specified twelve month period per the terms and conditions contained within this bid document. Failure on the part of the successful bidder to honor their bid price may result in any action CCWA deems necessary to remedy the situation.

In submitting this bid, bidder certifies that he/she is qualified to do business in the State of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to bid award. If your company is a corporation, it must be registered with the Georgia Secretary of State.

The Contractor's work must conform to any applicable O.S.H.A. and Georgia D.O.T. guidelines.

All things being equal, orders will be placed by purchase order with the bidder offering the lowest unit price on a per item basis. Prompt and reliable response on each order is as equally important as the lowest price; therefore, Clayton County Water Authority reserves the right to make purchases from the next available lowest responsive responsible bidder if the first low bidder is not able to supply the products to meet our needs.

Orders will be placed on an "as needed, when needed" basis. CCWA does not guarantee any minimum or maximum quantities under this bid.

Deliveries must be made to our respective facility locations.

1.2 Bid Evaluation

The bid will be awarded to the lowest responsive responsible bidder whose bid conforms to the RFB specifications, and will be the most advantageous to the Clayton County Water Authority (CCWA). An evaluation will also be performed to ensure bidder complies with the required submittals. Determination of best responsive responsible bidder will be the sole judgment of the CCWA.

Division 1

General Information

Section 2: General Overview

1.3 Addendum

Bidders may ask questions regarding this bid prior to the bid opening. To be considered, all questions must be received in writing via email at CCWA_Procurement@ccwa.us by **2:00 p.m. EST, Friday, January 22, 2016**. Any and all responses to bidder's questions will be issued in the form of an Addendum by fax or email. All addenda issued shall become part of the Bid Documents.

END OF SECTION

Division 2

Bid Requirements

Section 1: Instructions to Bidders

These instructions are to be followed by every entity proposing to provide the Clayton County Water Authority (CCWA) with goods and/or services. These instructions constitute an integral part of the bid, and any Bidder agrees that tender of a bid constitutes acknowledgment and acceptance of its obligation to adhere to these instructions, which are to be incorporated into and considered part of any contract the Bidder ultimately executes with the CCWA.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the Bidder's responsibility to seek clarification immediately from the CCWA, as early as possible prior to the bid opening. Regarding public works projects, requests for interpretations of specifications must be made in writing to the department proposing out the project not later than five (5) days prior to receipt of bids.
2. Unless it is otherwise stated in the bid documents, it shall be the responsibility of the bidder to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its bid. Documents may be made available by the CCWA during the bidding process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the bidder to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the bidder.
3. Pre-bid meeting or any other information session will be held at the location as indicated in the solicitation. Unless indicated otherwise, attendance is not mandatory; although vendors are strongly encouraged to attend. However, in the event the meeting is mandatory, then a representative of the vendor must attend the meeting in its entirety to be considered eligible for solicitation award. Late entry to the meeting will not be allowed.
4. In the event that, after the acceptance of a bid by the Board of Directors of the CCWA, any unsuccessful bidder wishes to contest such action, a written "Notice of Contest" must be filed with the General Manager no later than close of business on the 5th business day after the selection of successful bidder by the Board. Failure to timely file such notice shall forever preclude the filing of a contest of the award, or any civil action in the courts of the State of Georgia or of the United States.
5. Information submitted by the Bidder in the bid process shall be subject to disclosure after bid award in accordance with the Georgia Open Records Act.

Division 2

Bid Requirements

Section 1: Instructions to Bidders

Proprietary information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire bids may not be deemed proprietary.

6. Bids must be made on the enclosed Bid Form. Unless otherwise requested, one (1) original and at least two (2) copies of the Bid Form need to be submitted, and these copies must be typewritten or printed in ink. All copies of any Bid Forms must be signed in ink by the person or persons authorized to sign the Bid Form. The person signing the Bid Form must initial any changes or corrections.
7. The name of the person, firm, or corporation making the bid must be printed in ink, along with the Bidder's signature, on all separate sheets of the Bid Form. If a bid is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the bid must show the name of the State under the laws of which the Corporation is chartered and his, or their, authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the Bid Form.
8. All bids must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the bid shall submit it in a sealed envelope on or before the date and time specified in the bid package. The envelope shall be marked "**Sealed Bid**" and carry the bid title, Contractor's License Number and date and time of opening as set forth in the bid package. The envelope shall also bear the name of the party making the bid and the party's address. Address bids to *Clayton County Water Authority, 1600 Battle Creek Road, Morrow, Georgia, 30260*. Even if a bid is not submitted, the Bid Form should be returned signed and with an explanation, otherwise the result will be deletion from the mailing list.
9. If published price books are a part of your bid, one price book must be included with your Bid Form, and the successful Bidder is required to furnish additional current price books after award of the bid.
10. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Bidder's bid. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the bidder may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation.

Division 2

Bid Requirements

Section 1: Instructions to Bidders

11. In the case of goods, the person, firm or corporation making the bid may propose all items. All items may be considered separately, at the discretion of the CCWA.
12. Bidders for construction contracts where the laws of Georgia or the United States of America require a license in order to perform such construction must list the license number and class on the face of the bid envelope and must enclose copies of any required license with the bid.
13. When public work is let out for bid, no person shall prevent or attempt to prevent competition in such bid. Such Bidders must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the bid process. Such oath must be signed by: if a partnership, all partners and any officer or agent or other person who acted on the partnership's behalf during the bid process; if a corporation, all officers, agents, or other persons who acted for the corporation in the bid process.
14. Bids shall not be withdrawn or cancelled by the bidder past the bid opening date and time. The bidder may make modifications/corrections to the bid by submitting a corrected seal bid but only if the change is prior to the bid opening. The corrected document should be clearly marked that it supersedes the bid originally submitted. No modification or corrections will be allowed subsequent to the bid opening.
15. By tendering a bid, a Bidder agrees to leave the bid open for acceptance by the CCWA for ninety (90) days after the date set for the opening thereof.
16. By tendering a bid, the Bidder certifies that the Bidder has carefully examined these instructions and the terms and specifications applicable to and made a part of the bid. The Bidder further certifies that the prices shown in any schedule of items on which the Bidder is proposing are in accordance with the conditions, terms and specifications of the bid and that they are aware that any exception taken thereto may disqualify the bid. Bidders are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the Bidder shall merit withdrawal of the bid.
17. Copies of all communication pertaining to bids must be sent to the Contracts, Compliance and Risk Management Section.
18. The purpose of this bid is to establish contract prices. Unit price extension and net total must be shown if applicable. Cash discounts should be indicated separately.

Division 2

Bid Requirements

Section 1: Instructions to Bidders

The CCWA is exempt from federal or state sales taxes; do not include such amounts in the bid. Exemption certificates are furnished upon request.

19. Bidders are hereby notified and agree by submission of a Bid Form that if additional items not listed in the Bid Form become necessary and require unit prices not established by the Bid Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items in the Bid Form.
20. All prices on goods shall be for delivery, our destination, f.o.b. freight prepaid Jonesboro, Georgia, and/or Morrow, Georgia, unless otherwise shown. Any deliveries shall be made as needed and requested throughout the contract period.
21. Quantities when shown are estimates only, based on anticipated needs. The CCWA reserves the right to purchase more or less based on actual need at contract price. If a Bidder intends to offer minimum or maximum shipment quantities, such intent and such quantities should be specified on the Bid Form. Otherwise, none will be assumed.
22. The time for completion of the work is stated in the Bid Form. Failure to complete the work within this period shall result in payment to the CCWA of liquidated damages in an amount provided for by contract for each calendar day in excess of the Contract time.
23. The Bidder must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Bidder.
24. The successful Bidder must comply with the applicable Risk Management Requirements prior to beginning performance.
25. Award of this bid shall be by action of the CCWA Board at its regular monthly meeting.
26. The CCWA reserves the right, with or without notice or cause, to accept any bid regardless of the amount thereof; to reject any bid, or any number of bids; to negotiate with any Bidder for a reduction of or alterations in its bid; to reject all bids and to call for additional bids upon the same or different invitations to bid, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a bid complies with the invitation to bid, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.

Division 2

Bid Requirements

Section 1: Instructions to Bidders

27. The apparent low bid for goods shall be considered to be the lowest aggregate total price of specified products at their unit prices times the estimated required quantities of these specified products.
28. Bids received from two (2) or more vendors that are identical in price, delivery and meet the requirements of the bid specifications shall be awarded on the following basis:
 - a. The bid submitted by a vendor who does not have a documented negative vendor performance record.
 - b. The bid submitted by a vendor who is located within Clayton County.
 - c. The bid submitted by a vendor who is certified by our Small Local Business Enterprise Program.
 - d. If the tie bids meet all the above criteria, and it is not in the Authority's best interest (at its sole discretion) to split the award, the bid award is based on the toss of a coin by CCWA staff in a public session. The vendors involved will be invited to attend the coin toss at a stated date and time. One or more witnesses from both CCWA Procurement and the Request Department may be present. A simple coin toss (called by the vendor listed first in the alphabet) will break the tie and decide the award.
29. While price is the prime criteria, and the CCWA intends to purchase at the lowest responsible bid available, price shall not be the sole criteria utilized by the CCWA in evaluating the bid package submitted. The following criteria shall also be utilized by the CCWA in determining the lowest responsible bid:
 - a. Ability of bidder to perform in the time frame needed by the CCWA.
 - b. Reputation of the bidder in its industry.
 - c. Reasonableness of the bid in relation to anticipated costs.
 - d. Ongoing relationships with the CCWA based on above-average prior performance of work with the Authority.
 - e. Preference for local vendors where there is no significant variance in price or service.
30. Bidders are notified that the Authority reserves the right except in the case of public works contracts to include among the factors considered in awarding the contract the proximity of each Bidder's place of business to any affected Authority facility. The Authority further reserves the right to award the contract to a Bidder other than the Bidder offering the lowest price where: (a) the difference in price between the

Division 2

Bid Requirements

Section 1: Instructions to Bidders

low Bidder and the preferred Bidder is nominal: and (b) the Authority's Board determines that the preferred bid provides the most cost effective option due to the closer proximity of the preferred Bidder's place of business to the affected Authority facility or facilities. In such a situation, by responding to this bid, the Bidder waives any cause of action against the Authority for frustration of bid or under any similar legal theory; furthermore, the Bidder agrees to pay all costs and expenses, including but not limited to attorney fees, incurred by the Authority in defending against any such claim.

31. It is the policy of the Clayton County Water Authority (CCWA) to promote award of sub-agreements for goods and/or services to qualified minority and women-owned businesses. Bidders are encouraged to solicit minority and women-owned businesses whenever they are potential sources.

END OF SECTION

Division 2

Bid Requirements

Section 2: Risk Management Requirements

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverages and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

CONTRACTS FOR UP TO \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

CONTRACTS FOR MORE THAN \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

Division 2

Bid Requirements

Section 2: Risk Management Requirements

CONTRACTS FOR UP TO \$50,000	CONTRACTS FOR MORE THAN \$50,000
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LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

Owner's Protective Liability – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

END OF SECTION

Division 2

Bid Requirements

Section 3: Bid Submittals

3.1 Bid Submittal Requirements:

The following items are required to be included as part of the bid submittal. Failure to include any of these items may result in the bid being deemed non-responsive:

- A. Bid Form – Bidders must submit a hard copy of their completed and signed Bid Form.
- B. Bidder Qualification Information form.
- C. Non-Collusion Certificate.
- D. Addenda (if any).

END OF SECTION

Division 2

Bid Requirements

Section 4: Bid Form

Bid of _____
(Hereinafter "Bidder"), organized and existing under the laws of the State of _____,
doing business as _____ (insert "a corporation," "a
partnership," or "an individual" or such other business entity designation as is applicable).

To the Clayton County Water Authority (hereinafter "CCWA").

In compliance with the Request for Bids, Bidder hereby proposes to perform all Work for **Water and Wastewater Treatment Chemicals** in strict accordance with the bid documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

Bidder accepts the terms and conditions of the Documents.

BID:

The undersigned proposes to supply, in all respects, sound and conformable with this bid document the goods for the amounts as shown on this Bid Form, which includes a list of chemicals by type, indicating our estimated requirements for the year. Please note that these are estimated quantities only, and CCWA reserves the right to purchase more or less based on actual need. CCWA does not guarantee any minimum or maximum quantities.

ADDENDA:

Bidder acknowledges receipt of the following Addenda:

Division 2

Bid Requirements

Section 4: Bid Form

TREATMENT CHEMICALS (price per unit size)		Estimated Quantities	Package Size	BID PRICE (per listed unit size)		COMMENTS: Delivery location, delivery time, product availability, minimum quantities per shipment, including deposit on chlorine cylinders or any containers, etc.
1	Liquid Aluminum Sulfate* (price per dry ton). Delivery must be within 5 days of date of order.	1,600 dry tons	4,000 gal. tanker		/ dry ton	
2	Dense Soda Ash* (price per pound)	40 tons	50 lb. bag		/ lb.	
3	Bulk Hydrated Lime* (price per pound)	100 tons	18 ton tanker		/ lb.	
4	Liquid Lime* (price per pound) 30% Calcium Hydroxide. Detailed specifications included for this chemical on page 4-1.4.	850,000 lbs.	Bulk tanker no size limit		/ lb.	
5	Powdered Activated Carbon* (price per pound) (1)	3,000 lbs.	50 lb. bag		/ lb.	
6	Powdered Activated Carbon* (price per pound)	10,000 lbs.	1,000 lb. sack, 5 sack minimum		/ lb.	
7	Sodium Silica Fluoride* (price per pound)	60,000 lbs.	50 lb. bag		/ lb.	
8	Fluorosilic Acid 23% * (price per gallon)	16,000 gal.	4,000 gal. tanker		/ gal.	

Division 2

Bid Requirements

Section 4: Bid Form

TREATMENT CHEMICALS (price per unit size)		Estimated Quantities	Package Size	BID PRICE (per listed unit size)		COMMENTS: Delivery location, delivery time, product availability, minimum quantities per shipment, including deposit on chlorine cylinders or any containers, etc.
9	Copper Sulfate Med. Crystal* (price per pound)	40,000 lbs.	50 lb. bag		/ lb.	
10	Phosphoric Acid 36% PO4* (price per gallon) (2)	24,000 gal.	4,000 gal. tanker		/ gal.	
11	Sodium Hydroxide 25% (price per pound)	10 totes	3,782 lb. tote		/ lb.	
12	Sodium Hypochlorite 12.5% solution * (<i>percentage by weight</i>) - (price per gallon)	6 drums	55 gallon drum		/ gal.	
13	Sodium Hypochlorite 12.5% solution * (<i>percentage by weight</i>) - (price per gallon) Delivery must be within 5 days of date of order.	500,000 gal.	Bulk tanker no size limit		/ gal.	
14	Caustic Soda 20% (price as cost <u>per gallon</u>)	4,000,000 lbs.	Bulk tanker no size limit		/ gal.	
15	Caustic Soda 20% (price as cost <u>per pound</u>)	4,000,000 lbs.	Bulk tanker no size limit		/ lb.	
16	Polymer, Ashland Praestol #K144L (price per pound)**	120,000 lbs.	Bulk tanker 4,000 gal.		/ lb.	

Division 2

Bid Requirements

Section 4: Bid Form

TREATMENT CHEMICALS (price per unit size)		Estimated Quantities	Package Size	BID PRICE (per listed unit size)		COMMENTS: Delivery location, delivery time, product availability, minimum quantities per shipment, including deposit on chlorine cylinders or any containers, etc.
17	Polymer, Brennfloc CP2606 (price per pound) **	120,000 lbs.	Bulk tanker 4,000 gal.		/ lb.	
18	Polymer – SE-365 (price per pound) **	130,000 lbs.	200 - 300 gal. tote		/ lb.	
19	Polymer-CedarFloc 504 (price per pound)	15,000 lbs.	55 gallon drum		/ lb.	
20	Sulfuric Acid (78%) * (price per gallon)	16,000 gal.	Bulk tanker 4,000 gal.		/ gal.	
21	Sulfuric Acid (78%) * tote (price per pound)	30,000 lbs.	200 - 330 gal. tote		/ lb.	
22	Ferric Sulfate liquid [price as cost per pound of iron (EE)]	800,000 lbs.	Bulk tanker no size limit		/ lb.	
23	Ferric Sulfate liquid (price as cost per delivered gallon)	800,000 lbs.	Bulk tanker no size limit		/ gal.	
24	Purate bulk * (3) (price per pound)	220,000 lbs.	4,000 gal. tanker		/ lb.	

Division 2

Bid Requirements

Section 4: Bid Form

TREATMENT CHEMICALS (price per unit size)		Estimated Quantities	Package Size	BID PRICE (per listed unit size)		COMMENTS: Delivery location, delivery time, product availability, minimum quantities per shipment, including deposit on chlorine cylinders or any containers, etc.
25	Purate tote * (3) (price per pound)	30,000 lbs.	200 - 330 gal. tote		/ lb.	
26	Aluminum Chlorohydrate, Al ² O ³ = 23.0 to 24.0%, specific gravity at 70°F = 1.33 to 1.35 (price per pound delivered) *	820,000 lbs.	45,000 lb. tanker		/ lb.	

- (1) A minimum of one (1) 1000 lb pallet would be acceptable which includes 25 – 40 lb paper bags. 40# paper bags are acceptable. Powder activated carbon made to AWWA B600 specs will also be acceptable.
- (2) Phosphoric Acid 36% PO4 will be required at all three locations (WJ Hooper WRF, JW Smith WRF, and Freeman Road WRF). Each location has a 6,000 gallon tank.
- (3) CCWA chlorine dioxide generators utilize Purate technology. Purate unit pricing must include bi-monthly calibration, inspection and testing of Purate/chlorine dioxide generation equipment at no additional charge at three (3) facilities using this product. Vendor selected must be able to perform repairs on Purate/chlorine dioxide equipment. Vendor must comply with CCWA Risk Management Requirements during the contract period. Also, Immigration Form and corresponding contractor affidavits must be completed.

* Must be NSF60 certified for drinking water applications.

** We will purchase the polymer that yields lowest cost per dry ton of solids produced.

Note: Please refer to the Specifications section of this RFB package, Attachments A and B.

Company Name of Bidder: _____

Division 2

Bid Requirements

Section 4: Bid Form

<u>ORDERING CONTACT INFORMATION:</u>
Any other pertinent information, i.e. ordering: instructions, phone number, and contact person: _____

Submitted by:

(COMPANY NAME OF BIDDER)

By: _____
(SIGNATURE)

(TITLE)

(DATE)

_____ (SEAL)
(ATTEST)

(ADDRESS)

(PHONE NUMBER)

(FAX NUMBER)

(LICENSE NUMBER) (If applicable)

(E-MAIL ADDRESS)

END OF SECTION

Division 2

Bid Requirements

Section 6: Bidder Qualification Information

COMPANY NAME OF BIDDER: _____

NUMBER OF YEARS IN BUSINESS _____

BUSINESS ADDRESS OF COMPANY: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

POINT OF CONTACT NAME: _____

POINT OF CONTACT EMAIL ADDRESS: _____

COMPANY TAX ID NUMBER: _____

COMPANY WEBSITE: _____

- ENTITY TYPE: Individual/Sole Proprietor Employee Owned Company
 Privately Held Corporation/LLC Partnership
 Publicly Owned Company Attorney
 Other (specify): _____

NAME OF PRINCIPAL OFFICERS: _____

END OF SECTION

Division 3

Contract Forms

Section 4: Non-Collusion Certificate

STATE OF _____, COUNTY OF _____

Personally appeared before the undersigned officer duly authorized by law to administer oaths

who, after being first duly sworn, depose and say that they are all the officers, agents, persons or employees who have acted for or represented _____

_____ in proposing or procuring the Contract with the Clayton County Water Authority on the following Project: **Water and Wastewater Treatment Chemicals**, and that said _____

_____ has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever competition in such bidding; or by any means whatsoever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw a bid for said work.

ATTEST: _____ By: _____
Bidder

By: _____ Name By: _____ Name

Title: _____ Title: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____ My Commission expires: _____

END OF SECTION

Division 4

Specifications

Section 1: General Requirements

1.1 General

The successful bidder shall provide Water and Wastewater Treatment Chemicals as listed on the Bid Form, and specified on Attachments A and B of this document.

All bids must include pertinent data relating to: delivery location, delivery time, product availability, minimum quantities per shipment, including deposit on chlorine cylinders or any containers, etc. Shipments are to be delivered F.O.B., Stockbridge, Jonesboro, and Hampton.

CCWA's normal delivery hours are between 8:00 AM and 4:00 PM. Deliveries outside this time frame will need to be approved by the Plant Supervisor ahead of time. Plant Supervisor may request to have a delivery outside this time frame in an emergency situation.

All bids must include how the product (s) will be transported, either shipped by the vendor's vehicles or shipped by contracted carrier. **If the products are shipped by the vendor's vehicles, then all risk management requirements per the attached schedule must be met prior to the first shipment and maintained during the entire term of the bid.** If shipments are transported by a contracted carrier only the "General Liabilities" risk management requirements per the attached schedule must be met prior to the first shipment and maintained during the entire term of the bid.

Bids must show cost on a per unit basis, exactly as specified, for example: "per pound".

The following security requirements must be met if required by ordering facility. These include:

- Phone call to delivery location to confirm estimated delivery time on day of shipment.
- Faxed photo identification of delivery driver prior to shipment arrival.
- Numbered security seals must be in place on loading ports of bulk chemical shipments. Seal numbers must be faxed to delivery locations prior to shipment arrival.
- Delivery drivers must present government issued photo ID.
- Acceptance of shipments may be refused at no charge to Clayton County Water Authority if these requirements are not met.

Division 4

Specifications

Section 1: General Requirements

ATTACHMENT A

All treatment chemicals indicated with an asterisk (*) on the Bid Form come into contact with drinking water and must be certified for conformance with ANSI/NSF Standard 60 by an approved third party certification program or laboratory.

Treatment chemicals with two asterisks (**): We will purchase the polymer that yields lowest cost per dry ton of solids produced.

For Bid Form notes (1), (2), and (3) below:

- (1) A minimum of one (1) 1000 lb pallet would be acceptable which includes 25 – 40 lb paper bags. 40# paper bags are acceptable. Powder activated carbon made to AWWA B600 specs will also be acceptable.
- (2) Phosphoric Acid 36% PO₄ will be required at all three locations (WJ Hooper WRF, JW Smith WRF, and Freeman Road WRF). Each location has a 6,000 gallon tank.
- (3) CCWA chlorine dioxide generators utilize Purate technology. Purate unit pricing must include bi-monthly calibration, inspection and testing of Purate/chlorine dioxide generation equipment at no additional charge at three (3) facilities using this product. Vendor selected must be able to perform repairs on Purate/chlorine dioxide equipment. Vendor must comply with CCWA Risk Management Requirements during the contract period. Also, Immigration Form and corresponding contractor affidavits must be completed.

Specifications for Liquid Lime 30% Calcium Hydroxide

- a) The Supplier shall certify only finely ground air-classified hydrated lime for preparation of the slurry product.
- b) Calcium hydroxide shall be a stabilized 30% aqueous suspension, micro-particulated under high rotary fusion.
- c) The mean particle size shall be 22 microns and the maximum particle size shall not exceed 96 microns.
- d) Slurry product must be ANSI/NSF standard 60 certified. Delivery tankers shall be solely used for shipping slurry and equipped with a system to avoid spillage during the off-loading.
- e) Delivery driver shall be responsible for adding correct amount of dilution water.

Division 4

Specifications

Section 1: General Requirements

Specifications for Purate Service

Purate service is to be performed every other month at all three (3) facilities. At the two (2) facilities with bulk deliveries (Hooper and Smith plants), service will be performed by the bulk supplier. At the one (1) facility using totes (Hicks plant), service will be performed by the tote supplier.

ATTACHMENT B

Attachment B includes CCWA Standard Operating Procedures for unloading chemicals.

A. Process Description: Chemical Tanker Unloading

This procedure has been developed in order to ensure the safe unloading of chemicals from tanker trucks into the chemical storage tanks. When following the appropriate policies and procedures, the transfer of chemicals into the storage tanks is a safe process. Failure to adhere to basic procedures and safety requirements can result in significant property damage and personal injury. The safe handling of chemicals from tank trucks by the application of air pressure requires careful attention to proper procedures. The unloading of tank trucks using moderate levels of air pressure (<25 psi) can create tremendous energy when accumulated in a storage tank that is inadequately vented, or in which the flow through the vent is restricted or blocked. This energy is capable of causing a sudden, catastrophic failure of the storage tank and related piping and equipment.

B. General Rules

1. The Plant Operator should provide the driver the operations cell phone number to call with any unloading issues, emergencies and upon completion of the unloading process.
2. All unloading personnel should be thoroughly familiar with the appropriate Material Safety Data Sheets (MSDS). Located inside the Chemical Building and at the Administration Building.
3. Personal protective equipment (PPE) is to be worn, including (but not limited to) hard hat, safety glasses, safety shoes, rubber gloves and face shield.

Division 4

Specifications

Section 1: General Requirements

4. Tank truck parking brakes are to be set and the wheels chocked in both directions prior to commencing unloading operation.
5. An operable safety shower and eyewash station should be easily accessible and within 25 feet of the unloading location.
6. DOT regulation (49 CFR 177.834) requires that tank trucks be attended during the tanker truck loading and unloading process. The driver must remain within 25 feet of the truck and be in sight of the unloading hose and connection. The driver must be prepared to shut down the transfer process in the event of a leak or other emergency.
 - a. The first order of business is for the Plant Operator to check the "Certificate of Analysis" required with all bulk chemical deliveries to confirm the chemical being delivered is the right chemical and concentration ordered, and the analysis meets the specifications.
7. Prior to unloading a tank truck, an authorized representative (Plant Operator) is to sign the Bill of Lading and confirm that:
 - a. The Plant Operator will take note of the tank level that will be receiving the chemical before and after the unloading operation. The operator will also need to unlock the padlock on the chemical fill line before the truck tanker hose can be connected.
 - b. The chemical that will be unloaded will be going into the proper chemical tank. Do not allow chemicals to be mixed.
 - c. The hose is properly connected to the correct fill line.
 - d. If swagelock or camlock type fittings are utilized, the ears of the coupling should be wired in the lock position during unloading to prevent an accidental release.
 - e. The storage tank has adequate capacity to receive the contents of the tank.
 - f. The storage tank is properly vented and the vent line is free of visible obstructions (i.e. debris, ice/snow).
 - g. Vent lines must have no valves which could be inadvertently closed and should not be equipped with any form of obstructions, including screens which may collect moisture and freeze in winter. The vent line should be in addition to a properly sized overflow line.

Division 4

Specifications

Section 1: General Requirements

8. If a leak, spill or overflow should occur during the transfer operation, the driver will immediately close off the air supply, shut off the valves and bleed down the system. He should immediately notify the plant operations personnel and then clean up the spill before proceeding with the unloading process.
9. If there is any indication of blocked or restricted flow to the storage tank or any indication of a build-up of pressure in the hoses and / or pipes, the supply of air is to be immediately stopped, the valves shut off and the system bled down before determining or resolving the cause of the blockage.
10. (Driver Responsibility) - The truck tank pressure gauge should be checked during the transfer process to ensure that air pressure does not rise above 25 psi. The use of a pressure regulator on the air supply line, which can be set, locked out and controlled by management personnel, is strongly recommended. All tankers should be equipped with relief valves set to relieve pressure above 25 psi.
11. The tanker truck is to be fully depressurized and disconnected when unloading is completed or stopped. Hoses are to be carefully disconnected in order to prevent drips and leaks. All hose connections are to be properly capped to prevent leaks and drips.
12. The driver must contact plant personnel when the unloading process is complete. The operator on duty will check and make sure everything checks out ok before the driver leaves.
13. The plant operator must make sure to place the padlock back on the chemical fill line after the tanker unloading is completed.

1.2 Payment Terms

Payment terms are net 30 days after the receipt of goods and a detailed invoice.

END OF SECTION