



**CITY OF WHITE HOUSE
REQUEST FOR BIDS
FOR
FULL SERVICE ODOR CONTROL PROGRAM**

MARCH 2, 2016

105 College Street
White House, Tennessee, 37188

CITY OF WHITE HOUSE, TENNESSEE REQUEST FOR BIDS

I. INTRODUCTION

A. General Information

The City of White House is requesting sealed bids from qualified companies to furnish a Full Service Odor Control Program as specified below.

There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing Bids in response to this request.

To be considered, please submit one (1) bid sealed in an envelope. The bid must be received by Mr. Derek Watson, Purchasing Specialist at 105 College Street, White House, Tennessee, 37188 **until** 3:00 PM on Wednesday, April 6th, 2016. At this time, all correct bids will be publicly opened and read aloud. No late bids will be accepted.

The City of White House reserves the right to reject any or all bids submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City of White House reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the company of the conditions contained in this request for bids, unless clearly and specifically noted in the bid submitted and confirmed in the contract between the City of White House and the firm selected.

It is anticipated the selection of a company will be completed by March 17, 2016. Following the notification of the selected firm it is expected a contract will be executed between both parties following the March 17, 2016 meeting of the City of White House Board of Mayor and Aldermen.

B. Term of Engagement

A two (2) year contract is contemplated with three (3) one (1) year extensions, subject to the annual review and recommendation of the City department, the satisfactory negotiation of terms and the concurrence of the Board of Mayor and Aldermen of the City of White House. The agreement can be terminated with written notice within 60 days prior to the annual contract date.

II. NATURE OF SERVICES REQUIRED

The selected company will be required to provide services including, but not limited to, the following:

1. Odor Control Solution

- a. Contractor shall supply Ferric Sulfate in minimum 1,000 gallon loads.

2. Equipment

- a. At a minimum, a 1,000 gallon tank, double wall, high density polyethylene chemical storage tank.
- b. A UL approved stainless steel control and calibration unit for independent control feed of for two (2) pumps. This unit shall, at a minimum, consist of the following;
 - i. Enclosure;
 - ii. 24-hour time clocks;
 - iii. Circuit Breakers;
 - iv. Grounded receptacle;
 - v. LED on/off indicator lights;
 - vi. Calibration equipment with flow control valves;
 - vii. Dry contact to receive signal from remote source.
- c. Metering pumps with adjustable feed rate from, at a minimum, 10 – 110 ml/minute with a maximum discharge of 40 psi.
- d. Level indicator.
- e. All necessary appurtenances to complete the installation.
- f. Contractor shall retain ownership of the provided equipment.
- g. Contractor must maintain an inventory of spare parts for the provided equipment in the event of an emergency.

3. Equipment Monitoring Services

- a. Contractor will provide, at a minimum, monthly maintenance service on the provided equipment.
- b. Provide monthly H₂S sampling at a specified control point(s) using an approved odor logging device.
- c. Provide scheduled preventative maintenance on equipment
- d. Submit monthly monitoring reports that detail services and sampling data for the entire month.
- e. Provide emergency service to the dosing equipment shall a malfunction be determined.

III. AWARDED BID REQUIREMENTS

1. Fill out bid forms (**Appendix A-C**)
2. Must have experience in managing comparably sized operations
3. Must submit at least three (3) references on similar projects
4. **Insurance Requirement**-The Contractor shall provide Commercial liability insurance naming the City of White House as an Additional Insured.

IV. SUBMITTAL REQUIREMENTS

One (1) original copy of the company’s Bid shall be submitted to the City of White House no later than 3:00 p.m. on Wednesday, April 6th, 2016. **Please have company information on the outside of the Bid envelope with business license number.**

City of White House--- Bid# 16-1032WW—Full Service Odor Control
Attention: Derek Watson, Purchasing Specialist
105 College Street
White House, TN 37188

V. SCHEDULE

Advertisement publication date.....March 8, 2016
Bid Deadline.....April 6, 2016 at 3:00PM
Bid Evaluation.....April 6 – April 12, 2016
Submit Recommendation to City Board if applicable.....April 13, 2016
Award Contract by this date, if applicable.....April 21, 2016
Start Date for Contractor, if applicable..... June 1, 2016

VI. NEGOTIATIONS

The City retains the right to make an award based on initial bids without negotiations.

VII. CHANGES IN BID DOCUMENTS

Any communication will be in writing via email, fax, or a mailed letter. Communication from the City to a Company will be transmitted simultaneously to all Companies along with written questions submitted. Any Company who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All addenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all bidders.

VIII. VERBAL AGREEMENTS

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

IX. RESERVATION OF RIGHTS

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Bids, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Bids;
- c. Request clarification and/or additional information from the Company at any point in the procurement process;
- d. Execute a Contract with a Company, on the sole basis of the original Bid;

- e. Reject any or all Bids, waive irregularities in any Bid, accept or reject all or any part of any Bid, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Bids.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Bids received after the stated time shall not be considered. No fax or email transmittals will be accepted.

X. DISPOSITION OF BIDS

All materials submitted in response to this Bid will become the property of the City of White House. One (1) copy of each Bid shall be retained for official files. It is understood that the Bid will become part of the official file on this matter without obligation on the part of the City of White House. All Bids become the property of the City upon submission and will not be returned to the applicant.

XI. DISCLOSURE

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire Bid is proprietary is not acceptable. A statement that cost Bids are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing Bids in response to this request.

APPENDIX A

**CITY OF WHITE HOUSE
REQUEST FOR BIDS
FULL SERVICE ODOR CONTROL
PURCHASING DEPARTMENT
105 COLLEGE STREET
WHITE HOUSE, TN 37188
PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939**

BID# 16-1032WW

DATE: 4/6/2016

**BIDS WILL BE RECEIVED UNTIL
3:00 PM ON APRIL 6, 2016**

TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME:

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

DATE _____ SIGNATURE _____

INSTALLATION SCHEDULE

_____ Number of Days ARO

Contractor shall specify lead time required for installation of the equipment and chemical after receipt of purchase order.

PRICE

Price shall be provided in a unit price for cost per gallon, **which is inclusive of chemical, maintenance and equipment services:**

\$ _____

Cost per gallon FOB delivered to one (1) to three (3) sites in minimum of 1,000 gallon bulk loads per pumping station. *The City will not pay a mobilization or installation fee.*

APPENDIX B

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

APPENDIX C

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a Bid to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the Proposing entity has in effect, at the time of submission of its Bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____.

Notary Public

My commission expires: _____