



# THE CITY OF DAYTONA BEACH OFFICE OF THE PURCHASING AGENT

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## ADDENDUM NO. 3

DATE: **February 19, 2018**  
PROJECT: **RFP 0118-0540  
SUPPLEMENTAL CARBON SOURCE**

OPENING DATE: ~~FEBRUARY 23, 2018~~ March 5, 2018

This addendum is hereby incorporated into the Bid/Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

1. The Proposal Due Date is EXTENDED from ~~February 23, 2018~~ to March 5, 2018 at 2:00 p.m.

2. CLARIFICATION. There are two separate tank sites where Supplemental Carbon will be delivered at the Regional Wastewater Treatment Plant, 3651 LPGA Boulevard, Daytona Beach, Florida 32124. There is one tank site at the Bethune Point plant.

3. Answers to Bidders' written questions:

We believe it is important that all potential Contractors provide a suitable amount of information for the Selection Committee to evaluate all the criteria requested. In addition to the currently requested RFP submittals, we ask that the City require that Contractors provide the additional and specific submittals below in order that the City be in a better position to more thoroughly evaluate and score Contractor proposals:

*The adequacy of the Contractor's plan to provide timely delivery of Product, including during unanticipated events such as factory issues*

- For the Primary Manufacturing Facility and any other Manufacturing Facilities that the Contractor proposes to use under the contract, Contractor shall provide (for each Manufacturing Facility)
  - Physical address (address, city, state)
  - On-hand inventory of Product owned by the Contractor and intended solely for delivery to wastewater facilities
  - Number of months Manufacturing Facility has been shipping Product to wastewater facilities
  - Quantity of Product shipped to wastewater facilities within the last twelve months
  - Number of wastewater facilities that received Product from this Manufacturing Facility within the last twelve months
- Documentation and plan demonstrating the Contractor's capability to achieve the two-day deliveries required by the City. The contractor may also reference current contracts that require two-day turnaround in support of this plan.

*The consistency of Product quality, including Contractor's ability to document such consistency with accuracy and precision*

- A listing and detailed description of any quality issues related to the Contractor's delivery of Product to wastewater facilities located within the Southeast United States (Florida, Georgia, Alabama, South Carolina) within the past 24 months. Quality issues include deliveries with one or more of the following issues:
  - A delivery where the wastewater facility's chemical feed pumps were unable to pump the Product
  - A delivery that resulted in the wastewater facility staff (or the Contractor) having to clean their storage tank, feed lines or chemical feed pumps
  - A delivery where there was an issue that resulted in the wastewater facility being provided with an invoice credit, partial/full refund or replacement of substandard Product
  - A delivery containing debris larger than 50 microns
  - A delivery that did not conform to published Product specifications
- Copies of all Certificates of Analysis (COAs) for nationwide Product shipments to wastewater facilities within the past 12 months. *Note, this should be a very easy task for Contractors that document Product consistency with accuracy and precision.*
- A certification by a corporate officer of the Contractor that all COAs for Product shipments to wastewater facilities (past and present) have been and are the result of the completion of actual analytical tests consistent with specified test methods and completed before Product is loaded onto a delivery truck for shipment to the wastewater facility.

*The experience of the Contractor in delivering Product to municipal domestic wastewater facilities*

- Number of years providing Product to municipal domestic wastewater facilities
- Quantities of Product delivered to municipal domestic wastewater facilities in the last 12 months
- Number of municipal domestic wastewater facilities where the Contractor delivered Product in the last 12 months
- A listing of staff that the Contractor will utilize to service the contract and their roles, including biographies of technical, operations and sales team members

*The price per pound of Chemical Oxygen Demand (COD)*

- A written plan to insure proper invoicing on a COD basis, including plan to ensure accurate truck weight, Chemical Oxygen Demand (COD) and specific gravity

RESPONSE: The information requested to be added to the RFP is not necessary as it is already addressed in the RFP. The onus is on each Proposer to address each criterion. If this information is something a Proposer wishes to provide in their Proposal, they are free to do so. Each Proposer has an opportunity to persuade the City, in their Proposal, that they are qualified and experienced, and to explain how they will ensure that all the City's requirements for quality and timely delivery will be addressed.

The Proposer shall acknowledge receipt of this addendum in the transmittal letter covering their proposal.

The City of Daytona Beach

Joanne Flick, CPPO, CPPB  
Purchasing Agent