

BID SOLICITATION



City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

BID OPENING DATE AND TIME:

11-JUL-17 at 2:00 PM

BID NUMBER: 304767

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BUYER:

PHONE #: (423) 643-7230
DELIVERY REQUIRED:

V
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City of Chattanooga
 101 East 11th Street, Suite G13
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 154818 Ordering Dept.: Waste Resources Buyer: Geoffrey Hlpp 423-643-7233 ***** DESCRIPTION: This shall be a twelve (12) month blanket contract for the Supply and Delivery of Liquid Calcium Nitrate and Related Services for the Waste Resources Division. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. ***** ATTACHMENTS: - Specifications - Insurance Requirements - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: (http://www.chattanooga.gov/purchasing/standard-terms-and-conditions) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON JULY 11, 2017 ***** ***** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304767) ON OUTSIDE PACKAGING * ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. ***** NOTE: All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin. ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business ____ Small Business ____ Veteran ____ Minority Woman Owned Business ____ Disabled Veteran ____					

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MAIL TO

City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Women-Owned Business _____					

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

SEALED BIDS

BID OPENING DATE AND TIME:

BID NUMBER: 304767

PHONE #: (423) 643-7230

V
E
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R

MAIL TO

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Liquid Calcium Nitrate per specs	1	Gallon	_____	_____

NAME AND TITLE: _____

**SPECIFICATIONS FOR
SUPPLY AND DELIVERY
OF
LIQUID CALCIUM NITRATE AND RELATED SERVICES
FOR ODOR AND CORROSION PREVENTION AND CONTROL
City of Chattanooga, Tennessee Moccasin
Bend Wastewater Treatment Plant
(06-17)**

1.0 GENERAL

1.1 SCOPE OF SERVICES

The scope of services covered by these specifications include the supply, delivery, and related technical services associated with the provision of liquid calcium nitrate for the prevention of hydrogen sulfide-related odors and corrosion in the City of Chattanooga Interceptor Sewer System (City ISS). The liquid calcium nitrate shall be delivered and used at various pump stations and dosing points in the sewer collection system in the Chattanooga and North Georgia area. Currently there are twelve (12) sites where the calcium nitrate will be used, with the potential of up to four (4) additional sites. This bid proposal is for supply and delivery of liquid calcium nitrate along with full service contract.

1.2 BID PROPOSAL

The BID PROPOSAL FORM attached to these specifications shall be completed by Vendor and submitted. The following information will be submitted:

Supply and Delivery of Liquid Calcium Nitrate along with Full Service Contract

- a. Unit price per gallon for bulk loads delivered to **any number** of drop locations within the City ISS along with a Full Service Contract as described in Section 4.0 of these specifications.
- b. List of five (5) references from cities similar in size to Chattanooga where Vendor has supplied Full Service similar to the services described in Section 4.0 - Full Service Contract. Reference list will include location, name of contact person, phone number of contact person, summary of project scope, and approximate value of contract.

Additional Bid Proposal Information to be supplied:

- a. Any price differential or surcharge where smaller quantities or partial bulk deliveries are requested by the City. A delivery shall NOT be considered a partial load unless the City requests less than 3,000 gallons to be delivered.

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee - Page 2 of 8

- b. Name and phone numbers of person to contact for ordering shipments.
- c. Estimated time between placing of order and actual delivery.
- d. Estimated time required to receive emergency shipment and location of emergency supply; names and phone numbers of persons to contact for emergency shipment or on holidays, weekends, and after hours.
- e. Copies of product data sheet and material safety data sheet.
- f. Names and location of material producer.

1.3 LENGTH OF CONTRACT

The length of this contract shall be for a period of twelve (12) months after the receipt of a Purchase Order form the City of Chattanooga. The contract will have an option to renew for two additional twelve (12) month terms at the same or lower prices.

2.0 PRODUCTS

2.1 PRODUCT DESCRIPTION

The product specified herein is described as follows:

- a. Product Name -- Liquid Calcium Nitrate
- b. Description -- Concentrated aqueous solution containing 3.5 pounds of nitrate-oxygen.

2.2 CHEMICAL ANALYSIS

The chemical analysis for the liquid calcium nitrate as delivered shall meet the following minimum and maximum concentrations by weight:

PARAMETER	CONCENTRATION
Nitrate-Oxygen	3.5 lbs/gal minimum
Ca(NO ₃) ₂	60%-70% minimum
Calcium	11.88%
Nitrogen, from NO ₃	8.3% minimum
Iron	0.003% maximum
Manganese	0.005%
Ammonia	0.01%

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee - Page 3 of 8

2.3 PHYSICAL PROPERTIES

The liquid calcium nitrate shall have the following physical properties:

PARAMETER	PROPERTY
Density	12.2 lbs/gal minimum
Specific Gravity	1.465 – 1.475 @ 15C
pH	5.0-7.0 @ 15C
Freeze Point	0 or less
Appearance	Water – white to pale yellow

3.0 EXECUTION

3.1 EXISTING STORAGE AND DOSING EQUIPMENT

The City currently has seven (7) chemical storage tanks and five (5) sets of dosing equipment suitable for calcium nitrate in the ISS. Vendor may review this equipment to assure its ability to receive shipments of calcium nitrate, and to receive services specified in **Section 4.0 - Full Service Contract**. Vendor may also review potential sites for receipt of new equipment as specified under **Section 4.0 - Full Service Contract**. Vendor may arrange to view the equipment by contacting the Pump Station Operations Supervisor, Moccasin Bend Wastewater Treatment Plant, 455 Moccasin Bend Road, Chattanooga, Tennessee 37405; phone 423-643-7423.

3.2 SHIPMENT OF PRODUCT

Shipments of liquid calcium nitrate shall be by (approximately 45,000 pounds) tank truck suitable for the chemical. Trucks and tank trailers shall meet and be approved for all D.O.T. specifications, standards, and regulations.

Vendors must be aware that some drop locations could present difficulties for trucks with extra length. Some of the pump stations in residential areas present difficult access for large trucks. **Vendor is highly encouraged to request to review these sites prior to scheduling shipments. The inability of Vendor's truck or truck driver to access the sites shall NOT be an excuse for missing a shipment.**

Defective tank trucks from which liquid calcium nitrate cannot be unloaded because of defective valves, pumps, viscosity, or other reasons shall be rejected and returned at the Vendor's expense.

A Certificate of Analysis shall accompany all shipments. Information included on this certificate shall include the parameters listed in Paragraphs 2.2 and 2.3 of these specifications. A certified weight ticket shall also be provided.

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee Page 4 of 8

3.3 DELIVERY OF PRODUCT

Delivery shall be made on an "as needed" basis. The vendor will submit a weekly delivery schedule to the City for approval by e-mail. The City's representative will make the final determination as to when and where deliveries are made and the quantities that are to be delivered to each site.

Deliveries shall be made within seventy-two (72) hours from the time Vendor receives notice from the City representative. Deliveries shall be accepted only between 7:30 a.m. and 2:00 p.m., Monday through Friday, except during emergencies.

3.4 UNLOADING OF PRODUCT

Vendor shall provide all hoses and hose connections of the proper diameter, length, and correct fittings necessary to connect to the City's storage tanks for loading the tanks with product. Vendor shall be responsible for appropriate pump for unloading the product.

Vendor shall be responsible for determining if side or rear unloading is necessary at each site.

The Vendor's truck driver or support personnel shall clean up any material spilled from the truck during unloading.

Any spillage shall immediately be reported to the appropriate controlling agency, and clean up shall be in compliance with the regulations of the controlling agency.

Any problems with any of the City's equipment, piping, or tanks involved in the unloading process shall be brought to the City's attention immediately.

Any claims for damage or demurrage by the Vendor's trucking company will be directed to the Vendor, not the City, since the City has no contractual obligation with the trucking company. It will be the responsibility of the Vendor to make such claims to the City.

The Vendor's trucking company shall not dismantle or adjust any of the City's equipment, piping, or tanks without permission of the City representative.

3.5 SAMPLING AND TESTING

Samples of the product shall be taken at the discretion of the City when a tank truck arrives at a delivery site. One (1) grab sample shall be taken per tank truck at such times for assurance that product meets the minimum specifications described herein. Split samples shall be furnished to the Vendor upon request. Samples shall be properly labeled with time, date, person sampling, and shipping ticket number.

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee Page 5 of 8

Results of testing will be provided to Vendor upon request. Vendor shall be notified immediately of any samples not meeting the maximum and minimum concentrations of the parameters specified herein.

4.0 TECHNICAL SERVICES FOR FULL SERVICE CONTRACT

The following sections describe technical services to be provided **along with** supply and delivery of Liquid Calcium Nitrate and are identified as: FULL SERVICE CONTRACT

In addition to the supply and delivery of Liquid Calcium Nitrate as specified herein, Vendor shall provide the following service:

- a. Vendor will meet with City representative(s) at the start of the contract to discuss City's goals for odor and corrosion prevention at each of the various sites. Vendor will assist City in optimizing chemical doses at all sites to achieve these goals.
- b. Vendor will provide technical assistance to City as needed concerning feed rate adjustment, equipment maintenance, testing, and troubleshooting.
- c. Once per month Vendor will collect samples of wastewater **at the discharge point** of each location being dosed with liquid calcium nitrate. Vendor shall perform tests on these samples to determine concentrations of hydrogen sulfide and nitrate.

A report of these findings will be sent by e-mail to the City representative within seven (7) days after collection. These reports shall also include the feed rate of liquid calcium nitrate at the time of testing.

Vendor shall recommend to the City representative any changes in dosing that should occur as a result of these tests.

- d. Once per month Vendor shall use gas monitor(s) to perform testing of atmospheric concentrations of hydrogen sulfide **at the discharge point** of each location being dosed. Atmospheric readings shall be recorded for a minimum period of 24 hours. These readings shall be included in the monthly report and include time, temperature, H₂S reading in five (5) minute increments and average H₂S.

These results will also be reported to the City representative within seven (7) days after collection. These reports shall also include the feed rate of liquid calcium nitrate at the time of testing.

Vendor shall recommend to the City representative any changes in dosing that should occur as a result of these tests.

- e. Vendor will provide full servicing of all Bellows feed pumps and associated parts, tubing, lines, and other related equipment as requested by City.

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee Page 6 of 8

Vendor will provide replacement parts and/or repairs at no additional cost to City. Vendor shall provide the name and phone number of service technician to be notified and shall provide a response time of within twenty-four (24) hours for service calls or for odor problems.

f. Should additional sites be identified by the City as requiring odor and corrosion prevention equipment during the time period of the contract, Vendor shall supply and set up all necessary equipment, including **double containment** storage tanks as well as all feed equipment at such sites at no additional cost to City.

Such equipment shall remain the property of Vendor during the time period of the contract and shall be removed by Vendor at the end of the contract, unless other written agreement(s) have been made between Vendor and the City pertaining to this equipment.

g. Vendor will maintain full compliance with the City's established priorities for odor and corrosion prevention, and will meet with the City at least every 60 days to determine if any program changes should or will be made, to review collected data and cost analyses, to review any problems occurring with the program or with shipment and delivery of chemical, etc.

h. Vendor will supply automated dosing equipment based on flow and temperature, to the following sites: Spring Creek, South Chickamauga, & Ringgold.

5.0 PAYMENT

5.1 The basis for payment shall be the volume, in gallons, of liquid calcium nitrate delivered, plus any added charges and services as accepted by Vendor's bid and shown on BID PROPOSAL FORM.

5.2 The City will make payment to the Vendor according to the City's normal policies and procedures. The City of Chattanooga is sales tax exempt. Any applicable sales taxes for deliveries outside of the State of Tennessee shall be included in the bid price and shall be paid by the supplier.

5.3 Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.

5.4 Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.

5.5 Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.

5.6 Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee Page 7 of 8

request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.

5.7 Vendor is also responsible for sending a Certificate of Analysis with every load of chemicals, stating the physical properties, as described in Section 2.3.

5.8 Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.

5.9 When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

5.10 Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.

5.11 Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

and copy sent to:

Moccasin Bend Wastewater Treatment Plant
455 Moccasin Bend Road
Chattanooga, TN 37405
MBacctspayable@chattanooga.gov

SPECIFICATIONS FOR SUPPLY AND DELIVERY
OF LIQUID CALCIUM NITRATE AND RELATED SERVICES
City of Chattanooga, Tennessee - Page 8 of 8

BID PROPOSAL FORM
SUPPLY AND DELIVERY OF
LIQUID CALCIUM NITRATE AND RELATED SERVICES
FOR ODOR AND CORROSION PREVENTION AND CONTROL
City of Chattanooga, Tennessee Moccasin Bend Wastewater Treatment Plant
(06/17)

SUPPLY AND DELIVERY OF LIQUID CALCIUM NITRATE ALONG WITH FULL
SERVICE CONTRACT

Unit price per gallon of Liquid Calcium Nitrate, shipped and delivered in bulk tank truck to any number of drop locations within the City of Chattanooga Interceptor Sewer System along with a Full Service Contract as described in Section 4.0 of these specifications:

Price per Gallon: _____

List of five (5) references from cities similar in size to Chattanooga where Vendor has supplied Full Service similar to the services described in Section 4.0 – Full Service Contract. Reference list will include location, name of contact person, phone number of contact person, summary of project scope, and approximate value of contract.

(Attach reference list to BID PROPOSAL FORM on separate sheet).

SUBMITTED BY: _____

TITLE: _____

DATE: _____

REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Worker's Compensation Insurance and Employer's Liability Insurance
 - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)