



CALL FOR BIDS

FOR

**SUPPLY AND DELIVERY
OF CHLORINE**

February 11, 2016

**CITY OF WALLA WALLA
Public Works Department**

**NOTICE:
REQUEST FOR BIDS**

The City of Walla Walla is seeking bids for the supply and delivery of Chlorine for the Water Treatment Plant Facility. Bids are due by 1:00 p.m. on Thursday, February 11, 2016, and are to be submitted to the City Clerk's office, 15 N. Third Avenue, Walla Walla, Washington 99362. Bids shall be in a sealed envelope and marked **"Supply and Delivery of CHLORINE."**

A complete bidder's packet may be obtained by visiting the City's website at www.wallawallawa.gov/bids-rfps.

Advertised Walla Walla Union Bulletin – January 28, 2016

**CITY OF WALLA WALLA
CALL FOR BIDS FOR SUPPLY AND DELIVERY OF CHLORINE**

The following "Instructions to Bidders," "Specifications," and "Bid Proposal" are for materials to be used by the City of Walla Walla Public Works Department.

The venue and jurisdiction of any actions of claim for or against the bidder or the City of Walla Walla Public Works Department shall be in Walla Walla County and in the District Court or Superior Courts thereof according to the jurisdictional amount.

INSTRUCTIONS TO BIDDERS

1. These instructions to bidders are a part of the specifications.
2. The City must be notified by 3:00 p.m. on Thursday, February 4, 2016, of any revisions the bidder suggests be made to the detailed specifications. Any changes, additions or deletions to the specifications by the City will be made by written addendum only and will be posted on the City's website under "Bids and RFPs". Prior to submitting bids, all bidders shall check the City's website after 10:00 a.m. on Tuesday, February 9, 2016, to confirm receipt of all addenda.
3. Bids will be considered final at the time and date stated for opening bids. The City will not accept any changes for any reason.
4. Use of the enclosed bid proposal is required. Only bids submitted on the official bid proposal form will be considered.
5. The successful bidder shall protect, defend, indemnify and hold the City, its agents, employees, officials and officers harmless from any damages, costs, or liability for any injuries to persons or property arising from acts or omissions of the bidder, bidder's employees, agents or subcontractors, howsoever caused.
6. The bidder shall not discriminate against any client, employee, or applicant for employment and services on the grounds of race, creed, color, national origin, sex, marital status, age or presence of any sensory, mental, or physical handicap unless based upon a bona fide occupational qualification.
7. The bid shall be placed in a SEALED ENVELOPE marked on the outside "**SUPPLY AND DELIVERY OF CHLORINE**" and may be mailed or hand delivered to the **City of Walla Walla City Clerk's Office, 15 N. 3rd Avenue, Walla Walla, Washington 99362. All bids must be received at the above location prior to 1:00 p.m. on Thursday, February 11, 2016.**
8. The City of Walla Walla reserves the right to accept or reject any or all bids submitted. The City reserves the right to waive any irregularity in the bids to accept in whole or in part such bid or bids as may be deemed in the best interest of the City.
9. Any additional information or questions concerning this Call for Bids can be obtained by emailing Tom Krebs at tkrebs@wallawalla.gov.

SPECIFICATIONS

1. Firm bids are requested for a three (3) year supply and delivery of Liquefied Chlorine (Cl₂).
2. Bidders shall submit their bids on the official City bid proposal form, included herein. Supplemental information can be provided on your own letterhead, but only bids submitted on the official form will be considered.
3. Cl₂ is used by the City to disinfect drinking water at the Water Treatment Plant (WTP), located at 581 Mill Creek Road in Walla Walla, WA.
4. The Cl₂ must meet the following descriptions.
 - * Certified to NFS Standard 60 or by UL to meet ANSI 60 Standard for Drinking Water Additives
 - * Product to meet the properties in AWWA Standard B301-04
5. The Cl₂ must meet the following specifications.

* Chlorine	99.5 % minimum by weight/volume
* Moisture	0.015 maximum % by weight
* Non Volatile Residue	0.005 maximum % by weight
* Carbon Tetrachloride	0.010 maximum % by weight
* Heavy Metals	0.003 maximum % by weight
6. Annual consumption of Cl₂ from one (1) ton cylinders is estimated at 52,000 pounds/year, with deliveries of four - one ton cylinders expected to be taken at the WTP approximately every eight (8) weeks. The Cl₂ will be off loaded via an overhead rail mounted hoist at the chlorine storage building.
7. Additional 150 pound cylinders of Cl₂ are also utilized at off site locations, annual consumption is estimated to be 1,050 pounds, delivery of such will coincide with the delivery of the ton cylinders.
8. The following information is required on the attached form in order to evaluate the bids.
 - Base cost of Cl₂ in one (1) each ton cylinders delivered to the WTP for the three (3) year term of the contract.
 - Base cost of Cl₂ in 150 pound cylinders delivered to the WTP for the three (3) year term of the contract.
 - A lead gasket will be included with each cylinder delivered.
 - Additional costs such as Hazardous Material (HazMat) charges, per delivery.
 - Lead-time from placement of an order, to delivery of the product to the site.
 - Reliability guarantees in the event the supplier is unable to produce and/or deliver the product.
 - Describe how fuel surcharges (if any) are to be passed on to the purchaser.
 - Provide sample contracts that your company may require if your bid is accepted.
 - Provide a current copy of your product Specification and Safety Data Sheet (SDS).

- Provide any other pertinent information applicable to your bid.
9. The following is required, in order to meet accounting practices and expedite payment:
- a) Submit invoices no later than 30 days following receipt or delivery of the product.
 - b) Invoices and statements must include accurate pricing, quantity, detail of costs, and sales tax.
 - c) If needed, correction invoices must be provided to the City within 5 business days of the request.
 - d) Credit invoices for actual credits only. Upon receipt of a credit invoice, the City will assume that a credit is due and therefore will not pay the charges from another invoice.
 - e) Contractor will be subject to hourly charges for City time spent in addressing/correcting any of the above or related matters.

TERMS:

The cost for Cl₂ may be negotiated once per calendar year for the years that remain in the proposal after March 31, 2017.

Any requests for a cost increase shall be in writing by February 15th of the current year for an increase to begin April 1st of the same year. A cost increase, if proposed, shall be equal to or less than the published rise in the Consumer Price Index (CPI) for the location the Cl₂ is manufactured. Any requested increase exceeding the rise in the CPI, will require, in writing, information supporting the reason of the proposed increase.

The City reserves the right to reject or to counter any proposed increase above the CPI. If an agreement cannot be reached, the City may terminate the contract with the supplier after having given sixty (60) days written notice.

If you wish to arrange a visit to the plant to assist in preparing your proposal, or have any questions or concerns, you can contact the Plant Supervisor, Tom Krebs, at 509.522.3775.

BIDDER'S CHECKLIST

The following items must be completed in full by the bidder to submit a valid bid.

- 1. Completed Bid Proposal.
- 2. Proper signatures on Bid Proposal.
- 3. Affirmation of receipt of addenda on the Bid Proposal.
- 4. Place all above items in properly marked and **SEALED ENVELOPE**.

ADDITIONAL INFORMATION:

Please initial below and attach the following information with your proposal:

- ____ 1. Provide any reliability guarantees your company may have.
- ____ 2. Describe how your company establishes surcharges and how they are passed on to the purchaser.
- ____ 3. Provide a current copy of your product Safety Data Sheet (SDS).
- ____ 4. Provide a sample contract that your company may require.
- ____ 5. Provide any other pertinent information applicable to your proposal.

BID PROPOSAL

To: Kammy Hill, City Clerk, City of Walla Walla

The undersigned hereby certifies they have read and thoroughly understand the **Instructions to Bidders** and **Specifications** which are made a part of this proposal and the undersigned hereby further understands that the City of Walla Walla may hereby unilaterally accept this Bid Proposal and the undersigned agrees it is contractually bound to the following Materials and/or Supplies in accordance with said **Instructions to Bidders** and **Specifications** for the amount shown below:

BASE BID:

Item No.	Description	Est. Quantity	Unit of Measure	Unit Price	Total Amount
1	Price per ton cylinder (price to remain valid April 1, 2016 through March 31, 2019)	26	EACH Ton Cylinder		
2	Price per 150 pound cylinder (price to remain valid April 1, 2016 through March 31, 2019)	7	EACH 150 pound Cylinder		
3	Additional costs associated with HazMat charges				
4	Price per delivery				
5	Time required from the placement of an order to delivery to the site		Hours		

Grand Total _____

Receipt is hereby acknowledged of addendum(s) No.(s) _____, _____, _____.

Bidder: _____

Address: _____

Uniform Business Identifier No. _____

Contact Person: _____

Phone: _____

Fax: _____

Signature of Authorized Official(s): _____

Typed or Printed Name: _____

Title: _____

Dated this _____ day of _____, 2016.