



May 2, 2008

CITY OF ANN ARBOR
INVITATION TO BID
WATER CHEMICAL-SODIUM HYDROXIDE

BID NO. ITB-3947
DUE: THURSDAY, MAY 22, 2008

Sealed bids will be received (**ORIGINAL PLUS ONE (1) COPY**) by the Purchasing Office on or before 2:00 p.m., THURSDAY, MAY 22, 2008, at which time they will be opened and publicly read aloud.

Specifications are attached.

We have enclosed our Human Rights Work Utilization Forms to be filled out and returned with our bid or you may submit an updated EEO-1 with your bid. Submittal of these forms with our bid is not a requirement of this bid; however, the first and second low bidders are required to complete a contract compliance form or an acceptable equivalent by no later than 5:00 p.m. of the work day following the opening.

No bidder may withdraw his bid within 60 days after the date set for the opening thereof.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your bid (see attached specifications).

The decision of the City of Ann Arbor shall be final as to what constitutes acceptable deviations from specifications.

All envelopes must be clearly marked with the bid number, "WATER TREATMENT CHEMICAL - SODIUM HYDROXIDE", due date and time. We cannot be responsible for any bid not marked as stated above.

The City of Ann Arbor

CITY OF ANN ARBOR
INVITATION TO BID No. ITB-4947
WATER TREATMENT CHEMICAL-SODIUM HYDROXIDE
DUE: THURSDAY, MAY 22, 2008

GENERAL: The City of Ann Arbor is soliciting bids for **SODIUM HYDROXIDE** as outlined below.

CONTACT PERSON: Any questions concerning this bid, please contact Larry D. Sanford, Assistant Plant Manager, Water Treatment Plant at (734) 994-2840, between the hours of 7:00 a.m. through 3:00 p.m., Monday through Friday.

MATERIAL SAFETY DATA SHEET: Each bidder shall provide the City of Ann Arbor with a complete copy of the U. S. Department of Occupational Safety & Health Administration, Material Safety Data Sheets, (form OSHA-20) for each product on which you are bidding.

NSF/ANSI STANDARD 60: The City of Ann Arbor Water Treatment Plant requires an affidavit from the manufacturer or bidder that the sodium hydroxide furnished under this contract conforms to NSF/ANSI Standard 60 and meets or exceeds this standard.

COPIES OF BID: The bidder will be required to furnish the original bid plus one (1) copy.

QUANTITY: The quantities shown are for estimating purposes only, not a guarantee of actual usage.

SPECIFICATIONS: See below – City of Ann Arbor Standard Specifications for sodium hydroxide

ITEM NO. 1 SODIUM HYDROXIDE Approx. Quantity 225 tons per year.

50% Diaphragm or Membrane grade

Sodium Hydroxide	\$ _____ TON (full loads)
Freight	\$ _____ TON
Total delivered cost	\$ _____ TON

ALL SHIPMENTS WILL BE F.O.B. DESTINATION, FREIGHT PREPAID.

SUBJECT TO THE TERMS AND CONDITIONS OF THE CITY OF ANN ARBOR PURCHASE ORDER.

REMARKS:

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Sodium Hydroxide to be delivered in 4,000 gallon shipments (24 Tons), approximately nine (9) times per year.

PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT: If the bidder is awarded a contract under this bid solicitation, the prices quoted by the bidder on the Bid Form shall remain fixed and firm during the life of this contract: provided however, that the bidder may offer incentive discounts from this fixed price to the City at any time during the contractual term. Bid to be firm through **June 30, 2009.**

AWARD: The award will be to the lowest total bid, or in any manner deemed to be in the best interest of the City of Ann Arbor. The City of Ann Arbor reserves the right to reject low bids which do not meet specifications.

NOTE: Previous experience and performance may be a factor in making the award.

CONTRACT PERIOD: Contract to start approximately July 1, 2008 to June 30, 2009.

RENEWAL: The proposed agreement may be renewed for up to two (2) one (1) year periods provided that by 45 days prior to end of the contract both parties agree to an extension under the same terms and conditions as exist in the current contract. No further renewal shall be made.

NOTE: If cost exceeds \$10,000.00 this bid will require Human Rights and if exceeds \$25,000.00 will require Council approval. Therefore, the bid could be approved after the date stated above. The purchase order will be issued as soon thereafter as possible.

REFERENCES: Please list three (3) references (Municipal Government) where your company has supplied a Bid of the type being proposed for the City of Ann Arbor (in our area). Failure to list references may result in your company being disqualified.

<u>CITY</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>
1)	_____		
2)	_____		
3)	_____		

NOTE: The City of Ann Arbor reserves the right to reject low bids for poor past performance or inadequate references.

DELIVERIES: Supply and transport F. O. B. Destination, Freight Prepaid to the City of Ann Arbor, Water Treatment Plant location and/or designated area on an "AS NEEDED BASIS".

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CONTRACT COMPLIANCE: The successful bidder must comply with the city of Ann Arbor's Non-Discrimination Regulations (Chapter 112, Section 9:161 of the City Code) before award and at all times during the term of this proposed contract and/or agreement.

ASSIGNMENTS: The provider agrees not to assign or transfer this contract or any part thereof without the written consent of the City of Ann Arbor, acting through the Administrative Services Director or his authorized representative. Any unauthorized assignment may subject the contractor to immediate termination.

ERRORS/OMISSIONS/DISCREPANCIES: Any errors, omissions or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of Larry Sanford, Assistant Manager, Water Treatment Plant (734) 994-2840 as soon after discovery as possible. Further, the contractor and/or service provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

INSURANCE/INDEMNIFICATION:

- A. The Contractor shall procure and maintain during the life of this Contract, such insurance policies, including those set forth below, as will protect itself from all claims for bodily injuries, death or property damage which may arise under this Contract; whether the acts were made by the Contractor or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:
1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes.
 2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined.
\$2,000,000	Per Job General Aggregate
\$1,000,000	Personal and Advertising Injury

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3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
- B. Insurance required under A.2 and A.3 of this Contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.
- C. In the case of all Contracts involving on-site work, the Contractor shall provide to the City before the commencement of any work under this Contract documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Contractor supplies a copy of the endorsements required on the policies. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this Contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Department at least ten days prior to the expiration date.
- D. Any insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.

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- E. To the fullest extent permitted by law, for any loss not covered by insurance under this contract, the Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

Contractor will maintain all required insurance of the parties as specified during the existence of this contract, including renewals.

DEFAULT: If defined as the failure of the provider to fulfill the obligations of the contract, including but not limited to: failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified on the contract; or failure to deliver specified quantities (repetitive shortages). If continued abuse of any or all of the above conditions persist, the City of Ann Arbor will notify the provider in writing. The provider will be given thirty (30) days to correct this "Default" condition. Failure to do so within the specified period will result in the City's canceling the contract and procuring the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

TERMINATION: The City shall have the privilege, with or without cause, to cancel and annul this agreement at any time on 30 days notice to the bidder. The City shall provide notice of termination by first-class mail to the bidder at the address listed in the bid documents. If the contract is terminated for reasons other than breach of contract by the bidder, the bidder shall be compensated for services provided prior to the date of the notice of termination.

CERTIFICATION: We hereby certify that the "SODIUM HYDROXIDE" provided will meet or exceed your specifications in every respect.

Authorized Representative's Signature

Printed Name

PLEASE CHECK: We have read the attached specifications thoroughly?

Yes No

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Are all exceptions to the attached specifications properly outlined?

Yes No

INVOICE TERMS: Discount of ___% or \$_____ will be allowed for payment of invoice thirty (30) days from day of delivery and acceptance.

OTHER TERMS: Less than 30 days, E.O.M., Proximo, etc., will not be considered in determining award of contract.

The city of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

The undersigned agrees that if the bid is accepted by the City of Ann Arbor, a binding contract will be in effect for the delivery of the goods in accordance with the bid.

All envelopes must be clearly marked with the bid number, "WATER TREATMENT CHEMICAL - SODIUM HYDROXIDE", due date and time. We cannot be responsible for any bid not marked as stated above.

RETURN BID TO: CITY OF ANN ARBOR
 PURCHASING OFFICE
 P.O. BOX 8647
 ANN ARBOR, MICHIGAN 48107-8647

Or

CITY OF ANN ARBOR
PURCHASING OFFICE – 5th FLOOR CITY HALL
100 N. FIFTH AVENUE
ANN ARBOR, MI 48104

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COMPANY

ADDRESS

CITY STATE ZIP

COMPANY'S REPRESENTATIVE:

SIGNATURE

PRINTED

DATE

TITLE

PHONE NUMBER

FAX Number