

CITY OF SAULT STE. MARIE
REQUEST FOR PROPOSAL
TREATMENT CHEMICAL(S)
B-52-23

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for TREATMENT CHEMICAL(S).

Sealed bids will be publicly opened on **Wednesday, January 10, 2024, at 3:00 PM**, in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit www.saultcity.com.

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

ROBIN R. TROYER MMC, DEPUTY CITY MANAGER

CITY OF SAULT STE. MARIE
REQUEST FOR PROPOSAL
TREATMENT CHEMICAL(S)
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SECTION I: GENERAL INFORMATION

A. OBJECTIVE

The City of Sault Ste. Marie is requesting bids for **TREATMENT CHEMICAL(S)**.

QUESTIONS ABOUT AND CLARIFICATIONS OF THE BID REQUEST

All questions regarding this bid request shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this request.

All questions shall be submitted on or before Friday, January 5, 2024, at 3:00 PM, and should be addressed to the following:

Sault Ste. Marie Treatment Chemicals shall be emailed to ktews@saultcity.com.

Should any prospective respondent be in doubt as to the true meaning of any portion of this bid request, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this bid request will be made only as an official addendum that will be posted to saultcity.com and it shall be the respondent's responsibility to ensure they have received all addenda before submitting a bid. Any addendum issued by the City shall become part of the bid request, and must be incorporated in the bid where applicable.

B. PRE-BID DEMONSTRATION

Not Applicable

C. BID FORMAT

To be considered, each firm must submit a response to this bid request using the format provided in Section III. No other distributions of bids are to be made by the respondent. An official authorized to bind the respondent to its provisions must sign the bid in ink. Each bid must remain valid for at least ninety days from the due date of this bid request.

Bids should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the bid request. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the bid.

E. SELECTION CRITERIA

The City will open the responses on **Friday, January 10, 2024 at 3:00 PM (local time)** and review the bids. The proposer that meets the qualifications and goals of the City will be selected.

All bids submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the bid request or in the contractor's response shall be documented and included as part of the final purchase agreement.

F. SEALED BID SUBMISSION

All bids are due and must be delivered to the City on or before Friday, January 10, 2024, at 3:00 PM (local time). Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Each respondent must submit in a sealed envelope:

- Two (2) copies of the fee proposal

The fee proposal and all cost breakdowns must be separate from the rest of the bid.

Bids submitted must be clearly marked: "B-52-23 TREATMENT CHEMICAL(S)" and list the respondent's name and address.

Bids must be addressed and delivered to:

City of Sault Ste. Marie
c/o Clerks Office
225 E Portage Ave
Sault Ste. Marie, MI 49783

All bids received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered bids must be date/time stamped by the Clerk at the address above to be considered. Delivery hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the bid. Respondents are responsible for submission of their bid. Additional time will not be granted to a single respondent. However, additional time may be granted to all respondents at the discretion of the City.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a respondent's bid is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

SECTION II: SCOPE OF PRODUCT(S)

A. OBJECTIVE

The City of Sault Ste. Marie is seeking bids for TREATMENT CHEMICAL(S).

1.) The TREATMENT CHEMICAL(S) shall include the following:

- Ferric Chloride
Specific Gravity, 1.380 – 1.490
Ferric Chloride (FeCl_3), 37.00 – 42.00
Ferrous Chloride (FeCl_2), 0.00 – 0.75
Iron (Fe), 12.728 – 14.778
NSF 60 Certified
For Wastewater Treatment. Typical load is 48,000 lbs

2.) Miscellaneous Items

The bid may also include but not be limited to:

1. Chemical analysis
2. Pricing terms
3. Chemical delivery options

3.) Terms of Contract

The City understands that chemical prices fluctuate. The City would be looking for as long as a term as practical on chemical prices. The City will re-bid chemicals based upon duration of the term provided in bid.

SECTION III: BID EVALUATION

1. The Water Director will review the bids and select firms for further consideration.
2. The City reserves the right to reject any bid that it determines to be unresponsive and deficient in any of the information requested for evaluation. A bid with all the requested information does not guarantee the proposing firm to be a candidate.
3. After evaluation of the bids, further negotiation with the selected firm may be pursued leading to the award of a purchase by City Commission, if suitable bids are received.

The City reserves the right to waive the interview process and evaluate the respondents based on their bids and fee schedules.

The City will determine whether the final scope of the product to be negotiated will be entirely as described in this bid request a portion of the scope, or a revised scope.

Any bid that does not conform fully to these instructions may be rejected.

SECTION IV: INSURANCE REQUIREMENTS

The VENDOR shall provide general liability and event insurance (during the entire period of the event) per each occurrence in the amount of \$1,000,000.00 (one million dollars) and name the City of Sault Sainte Marie as an additional insured on each insurance policy. Auto Liability shall also be included in the amount of \$1,000,000 including Hired & Non-Owned. The VENDOR will provide evidence of Workers Compensation Insurance with statutory coverage afforded for compensation and limits of \$500,000 for Employer's Liability. A copy of each insurance certificate on an Accord 25 (2014 or newer edition) shall be provided to the city a minimum of two weeks prior to the event and delivered to the city clerk's office at city hall. Insuring carriers are to hold a "A" or better rating by AM Best and request insuring carrier to be an Admitted Carrier within the state of MI. Waivers of Subrogation and 30-Day Cancellation notices are to be included under all policies in favor of the City. Furthermore, all additional insured endorsements issued in favor of the City are defined as primary and non-contributory for the event regardless of any insurance secured directly by the City or any self-insurance funded or operated by the City. It is the responsibility of the VENDOR as a party to this agreement, to assure that any separate, third-party concessionaires, exhibitors, or vendors, secure and provide evidence of insurance. The insurance secured by any and all third-party entities must be identical to those coverages demanded of the VENDOR by the City, including Additional Insured, Waiver, and Primary and Non-contributory provisions. It is understood by all parties that any third-party entities are not party to this agreement but will still be required to comply with these insurance requirements.

BID AGREEMENT

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

FIRM NAME: _____

PHONE NUMBER: _____

EMAIL: _____

Bids due Wednesday, January 10, 2024, at 3:00 PM

ADDRESS ENVELOPE:

City of Sault Ste. Marie
Attention City Clerk's Office
225 East Portage Avenue
Sault Ste. Marie, MI 49783
B-52-23 Treatment Chemical(s)