

QUOTATION DOCUMENTS
FOR THE
CITY OF ALPENA
CHEMICAL PURCHASE – WATER TREATMENT PLANT

April 2024

Prepared By:

City of Alpena
Engineering Department
208 N. First Avenue
Alpena, MI 49707
(989) 354-1730

Veolia
Water Treatment Plant
1300 State Avenue
Alpena, MI 49707
(989) 356-0757



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REQUEST FOR SEALED QUOTES

CHEMICAL PURCHASE

The City of Alpena will receive sealed quotes in the office of the City Clerk, Alpena City Hall, 208 N. First Avenue, Alpena, Michigan, 49707, until 2:00 p.m., Tuesday, April 23, 2024, for the supply of Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate, from July 1, 2024, through June 30, 2025.

The quotes shall be opened and read publicly.

Beginning on Tuesday, April 9, 2024, specifications and other documents may be obtained on the City of Alpena website at www.alpena.mi.us.

The City reserves the right to reject any and all quotes and to waive irregularities in quotes and to accept any quotes, which in the opinion of the City Council may be most advantageous to the City of Alpena.

Questions are to be directed to Rich Kroll, Water Treatment Plant, (989) 356-0757.

Please mark your envelope "SEALED QUOTES – CHEMICAL PURCHASE – WATER TREATMENT PLANT – April 23, 2024.

City of Alpena



By: Anna Soik
City Clerk

ADVERTISEMENT

I. Receipt of Proposal

Sealed quotes on forms prepared by the Engineer will be received by the City of Alpena at 208 N. First Avenue, Alpena, Michigan, 49707, until 2:00 p.m. (local time) on Tuesday, April 23, 2024, for the supply of Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate in accordance with specifications and other documents prepared by the City of Alpena Engineering Department and Veolia.

II. Proposals Will be Publicly Opened and Read

At 2:00 p.m. (local time) on Tuesday, April 23, 2024, at 208 N. First Avenue, Alpena, Michigan, 49707.

III. Obtaining Contract Documents

Specifications and other documents may be obtained may be obtained on the City of Alpena website beginning on Tuesday, April 9, 2024.

IV. Owners Rights Reserved

The City of Alpena, hereinafter called the Owner, reserves the right to reject any or all proposals and to waive any formality or technicality in any proposal in the interest of the Owner.

INSTRUCTIONS TO BIDDERS

I. Proposals Requested for Supply of

The necessary materials, tools, and all of the equipment and labor necessary, and all utilities and transportation services required to perform and complete in workmanlike manner all of the work shown in accordance with drawings, specifications, and other contract documents prepared by the City of Alpena.

- A. Form: Each proposal shall be made on a form prepared by the Engineer and included as one of the contract documents and shall be submitted in a sealed envelope bearing the title of the work and the name of the Bidder.
- B. Discrepancies: In case of a difference between the stipulated amount of the proposal written in words and the stipulated amount written in figures, the stipulated amount stated in written words shall govern.
- C. Modifications: Proposals shall not contain any recapitulations of the work to be done. Alternate proposals will not be considered unless called for. Oral proposals or modifications will not be considered.
- D. Examination of Contract Documents and Visit to Site: Before submitting a proposal, Bidders shall carefully read the specifications and the other contract documents, shall visit the site of work and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the contract documents.
- E. Delivery of Proposals: Proposals shall be delivered by the time and to the place stipulated in the Advertisement. It is the sole responsibility of the Bidder to see that his proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the Bidder unopened.
- F. Withdrawal: Any Bidder may withdraw his proposal, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of proposals.
- G. Opening: Proposals will be opened and publicly read aloud at the time and place set forth in the Advertisement.
- H. Award or Rejection: The contract will be awarded to the lowest and/or best qualified responsible Bidder complying with these instructions and with the Advertisement. The Owner reserves the right to reject any or all proposals or to waive any formality or technicality in any proposal in the interest of the Owner. No Bidder may withdraw his proposal for a period of 90 days after the date of opening thereof.

II. Interpretation of Documents

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents or finds discrepancies in or omissions from the drawings or specifications, he may submit to the Engineer a **written** request for an interpretation or correction thereof. All requests for information on the project shall be via, letter, written facsimile (989) 354-1709 or e-mail to engineer@alpena.mi.us. **No requests for information will be processed by phone.** The person submitting the request will be responsible for the prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be mailed or delivered to each person receiving a set of the contract documents. Neither the Owner nor the Engineer will be responsible for any other explanations or interpretations of the contract documents.

III. Addenda

Any addenda issued during the time of bidding or forming a part of the contract documents loaned to the Bidder for the preparation of his proposal shall be covered in the proposal and shall be made a part of the contract. Receipt of each Addendum shall be acknowledged in the proposal. Information requests shall follow the same procedure as above and must be received a minimum of five (5) working days prior to bid letting date for sufficient time to issue an addendum if warranted.

IV. Bidders Interested in More Than One Proposal

No person, firm, or corporation shall be allowed to make, file, or be interested in more than one proposal for the same work, unless alternate proposals are called for. A person, firm or corporation who has submitted a sub proposal to a Bidder or who has quoted prices on materials to a Bidder is not hereby disqualified from submitting a sub proposal or quoting prices to other Bidders.

V. Local Bidders Preference

The City reserves the right to enact the Local Bidders Preference if the City determines that bidders in question have first satisfied the conditions set forth by sections A through D of the "IX Award Process" section. The City may grant an award to a *qualified* local bidder/vendor as defined below for an amount equal to the lowest bid submitted meeting specifications. The following businesses shall be given the opportunity to lower their overall bid amount if they are within the following percentages:

A. Alpena City businesses:

Within 7% for projects under \$100,000 and 5% for projects at or over \$100,000

B. Alpena County businesses:

Within 5% for projects under \$100,000 and 3% for projects at or over \$100,000

City of Alpena businesses shall have priority over Alpena County businesses.

To be considered for local bidder preference, a local bidder/Vendor shall have met the following qualifications for at least one year prior to the date bid proposals are due:

1. Shall have a legal and permanent business address within Alpena County.
2. Shall be a personal property and real property taxpayer in Alpena County.
3. Shall be in compliance with all City Codes and Ordinances.
4. Shall not be indebted or in default to the City.

VI. Purchase Order

- A. Purchase Order will be issued for supply of this product.

QUOTE PROPOSAL

I. The Following Proposal is Hereby Made to:

The City of Alpena, 208 N. First Avenue, Alpena, Michigan, 49707.

II. Stipulated Amount

The Undersigned hereby proposes and agrees to furnish the chemicals, for the unit prices named in the itemized bid to complete the work herein described for the City of Alpena all in accordance with the specifications and other contract documents prepared by the City of Alpena Engineering and Veolia.

ITEM	ESTIMATED QUANTITIES	UNITS	UNIT PRICE	TOTAL
Sodium Hexametaphosphate	10,500 Pounds	Per Pound – 50 lb. bags (2,000 lb/pallet maximum)	/LB	\$
Sodium Hypochlorite	20,000 Gallons	Per Gallon – delivered in clean tank trucks 3,000- 5,000 gallon capacity	/GAL	\$
Liquid Aluminum Sulfate	45,000 Gallons	Per Gallon-4500 Gal/Delivery Price Per Gallon	/GAL	\$

NOTE: No fuel, freight, or any other surcharges over and above the unit prices established in this bid will be paid by the City.

The Contractor shall provide pricing per unit price above and pricing per normal billing unit if different.

III. Addenda

The Undersigned hereby acknowledges receipt of the following addenda:

<u>Addenda No.</u>	<u>Dated</u>
_____	_____
_____	_____

IV. Execution of Contract

A. Purchase Order will be issued for these supplies.

VI. Contract Time

If awarded the contract, the Undersigned agrees to provide Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate from July 1, 2024, through June 30, 2025, on an as requested basis.

VII. Owners Rights Reserved

The Undersigned understands that the Owner reserves the right to reject any or all proposals or to waive any formality or technicality in any proposal in the interest of the Owner.

VIII. This Proposal is Submitted By:

Company Name _____
By _____
Title _____
Address _____
City, State & Zip _____
Telephone No. _____
Email Address _____

OTHER INFORMATION

I. Description of Work

The work to be done under this contract will consist of the supply of Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate per the specifications contained herein to the City of Alpena, Water Treatment Plant, 1300 State Avenue, Alpena, MI, 49707.

II. Completion of Work

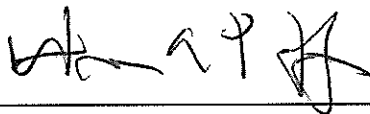
If awarded, Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate shall be available from July 1, 2024, through June 30, 2054. Contractors with questions or concerns regarding this data should contact Rich Kroll, Water Treatment Plant, at (989) 356-0757.

III. Termination

The City shall have the right to terminate this contract with a 30-day written notice to the other party. If the Contractor fails to maintain continuous work practices or delays completion of the project, the City may consider this default of the Contract.

IV. Violations

Contractors in violation of City Ordinance at the time of the bid opening may be considered to be ineligible to contract with the City. The bid submitted by that bidder may be rejected by the owner who reserves the right to reject any or all proposals or to waive any formality or technicality in any proposal in the interest of the owner.

 4/2/24

William Pfeifer, City Attorney Date
(approved as to form only)

PROJECT SPECIFICATIONS

ITEM 1 – Sodium Hexametaphosphate

Price quote must be **per pound FOB.**

Price must be firm from **07/01/24 through 06/30/2025.**

Delivery is not to exceed 50 lb. Bags, 2,000 lb/Pallet Maximum per shipment.

The Sodium Hexametaphosphate must be Plates/Chips.

NSF approved to std. 60

The City of Alpena purchases approximately 14,000 pounds of Sodium Hexametaphosphate per year.

Price quote is to include the price of the Sodium Hexametaphosphate delivered to the Water Treatment Plant, 1300 State Ave., F.O.B., Alpena, Michigan.

ITEM 2 – Sodium Hypochlorite

Price quote must be **per gallon FOB.**

Price must be firm from **07/01/24 through 06/30/2025.**

Delivery is not to exceed 3,000-5,000 gallon capacity per shipment.

The Sodium Hypochlorite shall be delivered as a clear light – yellow liquid containing between 15 and 16 percent available chlorine by volume (trade percent) and it must conform to all provisions pertaining to Sodium Hypo chlorite in A.W.W.A. standard B300-92. The City shall deduct a penalty as follow:

- 1) Available chlorine between 14 and 15 trade percent, a penalty of 10% of the contract price shall be deducted.
- 2) Available chlorine between 13 and 14 trade percent, a penalty of 15% of the contract price shall be deducted.
- 3) Available chlorine between 12 and 13 trade percent, a penalty of 20% of the contract price shall be deducted.

In any event, if the available chlorine falls below 12 trade percent and a reasonable price cannot be negotiated for the shipment, the vendor shall be wholly responsible for its removal.

Bidders must include with their bid current Material Safety Data Sheets and an Affidavit of Compliance attesting the supplied chemical complies with NSF Standard 60.

Price quote is to include the price of the Sodium Hypochlorite delivered to the Water Treatment Plant, 1300 State Ave., F.O.B., Alpena, Michigan. Shipments shall be made **as needed and requested** in clean trucks of 3,000-5,000 gallon capacity.

Questions are to be directed to Rich Kroll, Water Treatment Plant (989) 356-0757.

ITEM 3 – Liquid Aluminum Sulfate

Price quote must be **per gallon FOB.**

Price must be firm from **07/01/24 through 06/30/2025.**

Liquid Aluminum Sulfate must be tech. grade and made with Alumina Trihydrate.

Must be NSF approved for drinking water.

Approximate amount to be bought in one year – 10 tankers of 4500 gallons each.

Price quote is to include the price of the Liquid Aluminum Sulfate delivered to the Water Treatment Plant, 1300 State Ave., F.O.B., Alpena, Michigan.

MEASUREMENT AND PAYMENT. The completed work of furnishing and delivering Sodium Hexametaphosphate, Sodium Hypochlorite and Liquid Aluminum Sulfate will be paid for at the contract unit prices for the following contract items (pay items):

<u>Pay Item</u>	<u>Pay Unit</u>
Sodium Hexametaphosphate	Per Pound
Sodium Hypochlorite	Per Gallon
Liquid Aluminum Sulfate	Per Gallon

NOTES

The City of Alpena is tax exempt.

Proper DOT regulations must be practiced by any supplier shipping HAZARDOUS MATERIALS onto the Alpena Water Treatment Plant property.

If you have any questions regarding these specifications, please call Rich Kroll at (989) 356-0757.

Price quote is to include chemicals delivered to the Water Treatment Plant, 1300 State Avenue, F.O.B., Alpena, Michigan.