

# **CITY OF THREE RIVERS, MICHIGAN**

## **SPECIFICATIONS FOR**

### **DRINKING WATER CHEMICAL BIDS**

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications as well as suggested deviations from the specifications which, in the vendor's opinion, would be beneficial to the City in terms of cost and performance. The City reserves the right to accept or reject any bid under these terms.

#### Section I. Instructions to Bidders

- A. Bids must be typewritten or clearly printed in ink on the included bid form and signed by a duly authorized representative of the firm submitting the bid. Bid shall also include a completed W-9 and a copy of bidder's current certificate of liability insurance showing appropriate workers compensation coverage.
- B. The City has adopted a Local Preference Policy, which is included in this bid packet.
- C. Bids must be submitted in sealed envelopes clearly marked on the outside as, "Bids for DRINKING WATER CHEMICALS". Faxed bids will not be considered.
- D. Bids will be received by the Office of the City Clerk, City Hall, Three Rivers, Michigan, until 11:00 AM local time on Tuesday, May 20, 2014. All bids will be date stamped and time marked.

#### Section 2. Conditions Applicable to Bids

- A. **Applicable Laws:** The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. **Taxes:** The City of Three Rivers is exempt from Federal Excise and Michigan State Sales Tax. Prices should not include Tax.

- C. If the bidder elects to deviate from the stated specifications, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, accept or reject line items of the bid or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. Delivery must be made within the time frame specified on notification of acceptance of the bid.
- F. All bidders must supply the Safety Data Sheets applicable to each item bid. All items must meet ANSI specifications for addition to drinking water, American Water Works Standards, the approval of the Michigan Department of Environmental Quality and the approval of the City of Three Rivers.
- G. Bid prices shall be effective from the award of bids through June 30, 2015.

Section 3. Specifications.

**A. Liquid Chlorine.**

1. Delivery will be in approved 30 gallon containers.
2. Delivery, with the exception of special deliveries, will take place during the last full week of each month at two different locations. The bidder will contact the designated City representative a minimum of three working days before planned delivery to confirm quantities required. Items will be unloaded and placed at determined locations within the facilities by the delivery personnel.
3. All empty containers that the City does not wish to retain will be removed monthly by the bidder upon delivery of chemicals.
4. In the event of any type of occurrence that requires a special delivery the City will receive needed chemicals within 72 hours of notification to the bidder.
5. The City is currently using "El Chlor" at 12.5% and will accept only this product or an approved equal. The bidder shall supply a chemical analysis for any product to be considered "equal".
6. During the previous year of operation, the City used approximately 3,000 gallons of chlorine solution and expects that number to remain approximately consistent.

**B. Liquid Polyphosphate.**

1. Delivery will be in approved 30 gallon containers.
2. Delivery, with the exception of special deliveries, will take place during the last full week of each month at two different locations. The bidder will contact the designated City representative a minimum of three working days before planned delivery to confirm quantities required. Items will be unloaded and placed at determined locations within the facilities by the delivery personnel.
3. All empty containers that the City does not wish to retain will be removed monthly by the bidder upon the delivery of chemicals.
4. In the event of any type of occurrence that requires a special delivery the City will receive needed chemicals within 72 hours of notification to the bidder.
5. The City is currently using "Carus 8100" and will accept only this product or an approved equal. The bidder shall supply a chemical analysis for any product to be considered as "equal".
6. During the previous year of operation, the City used approximately 3000 gallons of polyphosphate and expects that number to remain approximately consistent.

# BID TO THE CITY OF THREE RIVERS MICHIGAN

## FOR DRINKING WATER CHEMICALS

The undersigned, having familiarized (himself/themselves) with the local conditions affecting the cost of supplying approved drinking water chemicals and the contract documents hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for supplying approved drinking water chemicals in accordance with the specifications as prepared by the City of Three Rivers, Michigan for the following prices.

Chlorine \_\_\_\_\_/gallon @ 3,000 gallons = \_\_\_\_\_

Polyphosphate \_\_\_\_\_/gallon @ 3,000 gallons = \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

FAX \_\_\_\_\_ E MAIL \_\_\_\_\_

THE CITY OF THREE RIVERS  
LOCAL BID PREFERENCE GUIDELINES

CITY COMMISSION GUIDELINES FOR LOCAL BID PREFERENCE TO COMMUNITY-BASED BUSINESSES ON CITY PROCUREMENT CONTRACTS.

**SECTION 1. Introduction.** When a Community-based business, as defined in the Guidelines, submits a responsive bid that is within a certain percentage of the lowest responsive bid received from a non-Community-based bidder, the Community-based business may be considered by the City Commission as the lowest responsive and responsible bidder subject to these Guidelines.

**SECTION 2: Preference for local bidders or offerors.** A Community-based business may be awarded a contract as the lowest responsive and responsible bidder under the circumstances specified in these Guidelines.

**SECTION 3: Definitions.** For purpose of these Guidelines, the following definitions shall apply:

(a) **Community-based business** means the physical and economic relationship to the City evidenced by the main business office or other facility physically located within the "49093 Zip Code Area" as designated by the United States Postal Service.

(b) **Subcontractor** means a person or company that assumes, by secondary contract, some or all of the obligations of an original contractor.

(c) **Joint venture** means a cooperation between two or more parties for a particular project in which they share the responsibilities and profits associated with the project.

**SECTION 4: Preference for Community-based businesses on contracts.** When sealed bids are received by the City in a total amount greater than Seven Thousand Five Hundred (\$7,500.00) Dollars, the following shall apply:

(a) If the lowest bidder is not a Community-based business, a Community-based business with a bid within five (5%) percent of the lowest bid that has been deemed responsive and responsible under the Purchasing Ordinance shall be deemed the lowest bidder. The percentage difference in this Guideline may be revised from time to time as the City Commission deems appropriate.

(b) If no Community-based business is within the existing percentage of the lowest bid, as provided above, then the contract shall be awarded to the person or

business with the lowest, most responsive and responsible bid.

(c) Any Community-based business awarded a contract pursuant to these Guidelines shall agree to make available to the City all records necessary to establish eligibility and compliance with all provisions of these Guidelines.

**SECTION 5. Bonding requirements.**

(a) The City may eliminate bid, performance, and payment bonding requirements when the City Commission deems it appropriate for a Community-based business, except for contracts for construction, alterations or repairs exceeding Twenty Five Thousand (\$25,000.00) Dollars.

(b) The City may allow for joint ventures or other documented business arrangements to enable Community-based businesses to meet bonding requirements for contracts greater than Twenty Five Thousand (\$25,000.00) Dollars.

**SECTION 6. Notice to prospective bidders.** When soliciting competitive bids, the City Manager shall cause prospective bidders to be notified of the City's local bid preference Guidelines.

**SECTION 7. Qualification Determination.** A Community-based business that seeks to qualify for a local bid preference may be required to submit an affidavit as to its qualifications for bid preference and/or be required to furnish such documentation as the City Manager may reasonably require to determine its qualification for a local bid preference.

**SECTION 8. Subcontractors.** In awarding a local bid preference under these Guidelines, the City Commission may ask the Community-based business to give appropriate assurances that if awarded a contract the Community-based business will utilize the services and/or supplies and materials from Community-based businesses for more than fifty (50%) percentage of the total amount of the contract.

**SECTION 9. Considerations in awarding local bid preference.** All contracts awarded under these Guidelines shall be awarded pursuant to a responsive bid from a Community-based business and to a responsible bidder as determined by the City Commission. In accepting a bid under these Guidelines, the City Commission may consider some or all of the following:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4) The quality of performance of previous contracts or services.

- (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service.
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (8) The ability of the bidder to provide future maintenance and services for the use of the subject of the contract.
- (9) The number and scope of the conditions attached to the bid.

**SECTION 10. Guidelines only.** The City Commission has adopted these Guidelines pursuant of its policy to support local businesses in the procurement of City goods, services and capital improvements whenever reasonably possible in the best interest of the City, its taxpayers and residents. The Guidelines may be revised at any time by proper action of the City Commission or in a specific incidence the City Commission, acting in compliance with the City Charter and the City Code, may elect not to follow these Guidelines.

These Guidelines were duly adopted by the Three Rivers City Commission at a regular meeting of the City Commission held on September 1, 2009.

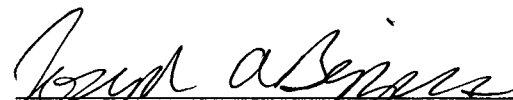
  
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Allen J. Balog, Mayor

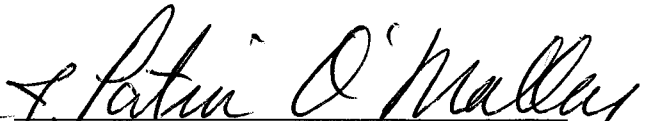
Attest:

  
\_\_\_\_\_  
Lindsay Howes, City Clerk

Reviewed for Administration:

Approved as to Form:

  
\_\_\_\_\_  
Joseph A. Bippus, City Manager

  
\_\_\_\_\_  
J. Patrick O'Malley, City Attorney