The City of Traverse City
Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI
49684
(231) 922-4440

May 16, 2023

Vendor:

The City of Traverse City will receive **sealed bids** in the Office of the City Manager, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, June 20, 2023 at 2:00 PM** for the following:

Approximately 30,000 Gallons of Sodium Hypochlorite
for the Water Treatment Plant (specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the "**Sodium Hypochlorite Bid**."

You must submit TWO (2) SEALED COPIES of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. **Alternatively, E-Mailed bids will be accepted. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, "Sodium Hypochlorite Bid" and submit your e-mailed bid to** tcmanage@traversecitymi.gov **before Tuesday, June 20, 2023 at 2:00 p.m**.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. If you have any questions, please contact Jacqueline Johnson, Water Plant Superintendent, at (231) 922-4920 before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
Email: ksheridan@traversecitymi.gov

SPECIFICATIONS

ITEM: APPROXIMATELY 30,000 GALLONS OF SODIUM HYPOCHLORITE

CHEMICAL REQUIREMENTS:

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 Hypochlorite in AWWA Standards B300-92. The City shall deduct a penalty as follows:

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 Safety Data Sheets and an Affidavit of Compliance attesting the supplied chemical complies with NSF/ANSI Standard 60 certified for use in potable water.

The price quote is to include the price of the Sodium Hypochlorite as required and released by the Water Treatment Plant, **delivered** to the Water Treatment Plant at 2010 Eastern Avenue, F.O.B., Traverse City, Michigan. Shipments shall be made in clean tank trucks of 3,000-5,000 gallon capacity. Time frame for delivery is July 1, 2023 – June 30, 2024.

Questions are to be directed to Jacqueline Johnson, Water Plant Superintendent, (231) 922-4920 ext. 5.

Bidder - Please complete and return

BID SUMMARY

TITLE: APPROXIMATELY 30,000 GALLONS OF SODIUM HYPOCHLORITE

DUE DATE: **Tuesday, June 20, 2023 @ 2:00 p.m**.

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Item Name: _____

Cost: $_____ (Per Liquid Pound including all delivery charges)

Delivery Lead Time: _____

Other Terms: _____

_____

Bidder: Important! Attach Safety Data Sheets and Affidavit mentioned in the Specifications.

Submitted by:

_____	_____
Signature	Company Name
_____	_____
Name and Title (Print)	Company Address
_____	_____
Phone Fax	City, State, Zip
	_____
	Sole proprietorship/partnership/corporation
	_____
	If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1._____

Contact Person: _____Telephone:_____

2._____

Contact Person: _____Telephone:_____

3._____

Contact Person: _____Telephone:_____

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May 9, 2023

Fuel/Chemical Vendor:

The City's requirements for delivery of fuel/chemicals are as follows:

The Vendor shall provide all goods under the City's Purchase/Service Orders to the City "Freight on Board" (FOB) Destination or Vendor shall carry broadened auto pollution liability coverage, Form CA 9948, with the City named as additional insured. Vendor shall carry commercial general liability coverage, including products liability coverage, with the City named as additional insured; and Workers' Compensation and Employers' Liability coverage. (See attached insurance requirements.)

Please acknowledge below whether all fuel/chemicals provided to the City is FOB Destination and we will review your certificate of insurance to determine whether it meets the City's requirements.

Thank you. Please contact Kim Sheridan at 231-922-4440 with any questions.

Freight on Board (FOB) Destination: Yes _____ No _____

Name of Company _____

By: _____ _____
Signature Name (Print or Type)

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VENDOR _____S.O._____DATE_____

If you will be providing services to the City of Traverse City, this is to notify you that all Vendors must provide a current certificate of insurance from a company licensed to business in the State of Michigan to the City Manager's Office with the amounts of liability as indicated below prior to services being rendered. If Vendor will be rendering services to the City throughout the year, the City may use the same certificate of insurance that Vendor provides (as long as it remains current) for each service order issued. The Vendor agrees not to change and agrees to maintain such insurance throughout the period of performance of this service order. Vendor will upon acceptance of this service order provide a certificate of insurance to the City Manager's Office. The policy shall contain endorsements stating that at least a 10-day notice will be given to the City prior to termination or any change in the policy. Should any required insurance be cancelled, materially reduced or expire, all activities under this service order shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereto presented to the City. Please fax or mail the original ASAP.

_X__ **Contractor's Commercial General Liability Insurance**: The Vendor shall acquire and maintain during the life of this service order, commercial general liability insurance coverage in the amount of $1,000,000 minimum per occurrence for all claims arising out of the Vendor's work, including products liability.

_X___ **The City of Traverse City shall be named as additional insured for all claims arising out of the Vendor's work.**

AUTO LIABILITY (IF FOB DESTINATION)

__X__ **Automobile Liability Insurance:** The Vendor shall procure and maintain during the life of this service order, automobile liability insurance, including applicable "no-fault" coverage, combined single limit bodily injury and property damage and shall include all owned vehicles, all non-owned vehicles and all hired vehicles if a motor vehicle is used to provide services or products.

__X__ **Workers Compensation Insurance**: The Vendor shall procure and maintain during the life of this service order, workers compensation insurance, including employers' liability coverage in accordance with all applicable statutes of the State of Michigan. If a sole proprietor, a sole proprietor waiver must be executed and notarized.

(Revised 4/2014)