CITY **OF BEDFORD, OHIO**

2014 BIDDING DOCUMENT

FOR

LIQUID FERRIC CHLORIDE

BID DUE BY: 4-23-2014
AT 12:00 NOON E.S.T.

ADV: 4-9-2014
4-16-2014

INVITATION FOR BIDS

SEALED BIDS WILL BE RECEIVED BY THE MANAGER OF THE CITY OF BEDFORD, OHIO, AT HIS OFFICE, 165 CENTER ROAD, BEDFORD, OHIO UNTIL 12:00 NOON E.S.T., ON THE 23rd OF APRIL 2014 FOR THE FURNISHING OF:

480,000 POUNDS OF LIQUID FERRIC CHLORIDE, TOTAL WEIGHT TO BE AT LEAST 36 PERCENT SOLUTION OF FERRIC CHLORIDE ON A DRY BASIS.

EACH BID MUST CONTAIN THE FULL NAME AND ADDRESS OF EVERY PERSON OR COMPANY INTERESTED IN SAID PROPOSAL AND BE ACCOMPANIED BY A BID BOND OR A CERTIFIED CHECK IN THE SUM OF TWO HUNDRED FIFTY ($250.00) DOLLARS TO THE SATISFACTION OF THE CITY MANAGER AS A GUARANTEE THAT IF THE BID IS ACCEPTED A CONTRACT WILL BE ENTERED INTO AND ITS PERFORMANCE PROPERLY SECURED.

BIDS ARE TO BE SUBMITTED ON THE BID FORMS PROVIDED IN THE BIDDING DOCUMENT AND SHALL BE ENCLOSED IN AN OPAQUE SEALED ENVELOPE PLAINLY MARKED ON THE OUTSIDE THEREOF "LIQUID FERRIC CHLORIDE PROPOSAL" AND SHALL BEAR THE NAME OF THE BIDDER.

COPIES OF THE BIDDING DOCUMENTS WILL BE ON FILE FOR INSPECTION AND MAY BE OBTAINED AT THE CITY HALL, 165 CENTER ROAD, BEDFORD, OHIO.

SHOULD ANY BID BE REJECTED SUCH CHECK WILL BE FORTHWITH RETURNED TO THE BIDDER AND SHOULD ANY BID BE ACCEPTED SUCH CHECK WILL BE RETURNED TO THE BIDDER UPON PROPER EXECUTION OF THE CONTACT.

THE RIGHT IS RESERVED TO REJECT ANY AND ALL BIDS.

MICHAEL MALLIS
ACTING CITY MANAGER
BEDFORD, OHIO

ADV: 4-9-2014
4-16-2014

INSTRUCTIONS TO THE BIDDERS

SEALED BIDS

Sealed bids for Liquid Ferric Chloride will be received by the City Manager, 165 Center Road, Bedford Ohio until 12: Noon E.S.T. on the 23rd of APRIL 2014. Said bids shall be enclosed in an opaque sealed envelope marked LIQUID FERRIC CHLORIDE and shall bear the name of the bidder.

Each proposal shall be made on the attached Bid Form which shall be signed with the full name and address of the proprietorship, partnership, or corporation submitting same. The bid of proprietorship shall be signed by the owner, a partnership by one of the general partners, a corporation by a duly authorized officer thereof stating his title No bid may be withdrawn after delivery to the City Manager. Bidder may at his discretion, add other pertinent facts or data which he might deem desirable, but his bid must be on the BID FORM. No bid will be accepted if it is detached from the package in which it is bound or if any of accompanying papers are detached there from; the entire package must be unbroken and in good order when the bid is deposited

DELIVERY OF BIDS

It is the responsibility of the bidder to submit the bid at the office designated by the City for the opening bids prior to the same scheduled for bid opening.

If the bid envelope is enclosed in another envelope for the purpose of delivery, the exterior envelope shall be marked as containing a bid with the Project name, applicable contract and the date of the bid opening show on the other envelope.

No bid will be considered if it arrives after the time set for the bid opening, as determined by the employee or representative of the City designated to open the bids.

BID OPENING

Sealed bids will be received at the office designated in the Notice to Bidders until the time stated when all bids will be opened, read and the tabulations made public.

The public opening and reading of bids is for informational purposes only and is not to be construed as acceptance or rejections of any bid submitted.

The contents of the bid envelope shall be a public records and open for inspection, up at any time after the bid opening.

BID EVALUATION CRITERIA

The city reserves the right to accept or reject any or all bids, in whole or in part, and reserves the right to reject any bid or bids and to award the Contract to any remaining bidder the City determines to be the lowest responsive and responsible Bidder. The City reserves the right to accept or reject any or all Alternate, in whole or in part, and the right to reject any Alternate or Alternates and to accept any remaining Alternate or Alternates. Alternates may be accepted or rejected in any order.

The City may reject the bid of any Bidder who has engage in collusive bidding as lacking in responsibility.

The city reserves the right to waive, or to allow any Bidder a reasonable opportunity to cure, a minor irregularity or technical deficiency in a bid, provided the irregularity or technical deficiency in a bid, provided the irregularity or deficiency does not affect the bid amount or otherwise give the Bidder a competitive advantage. Noncompliance with any requirements of the Contract Documents may cause a bid to be rejected.

If the City rejects all bids and advertises for other bids, such advertisement will be for such time, in such form and in such newspapers as may be determined by the City in accordance with applicable law.

BID EVALUATION PROCEDURE
The Contract will be awarded to the lowest responsive and responsible Bidder as determined in the discretion of the City of all bids will be rejected in accordance with the following procedure.

> **In determining which Bidder is the lowest, the City shall consider the Base Bid and any alternates which the City determines to accept. Substitutions shall not be considered.**
>
> **The total of bids for accepted Alternate (s) shall be added to the Base Bid for the purpose of determining the lowest Bidder.**
>
> **If two or more Bidders submit the same bid amount and are found to be responsive and responsible, the City reserves the right to select one Bidder by lot in the presence of all such bidders in such manner as the Authorized Representative shall determine, and such selection shall be final.**

A bidder for a contract shall be considered responsive if the Bidder's bid responds to the Contract Documents in all material respects and contains no irregularities or deviations from the Contract Documents which would affect the amount of the bid or otherwise give the Bidder a competitive advantage.

> **A Bidder shall be rejected as non-responsive if the Bidder's bid contains a Bid Guaranty executed by a Surety not licensed on Ohio or a Bid Guaranty that is otherwise determined to be insufficient by the City.**
>
> **If the lowest bidder is not responsive, such Bidder shall be notified in writing by certified mail of the finding and the reasons for finding.**

In determining whether a Bidder is responsible, factors to be considered include, with limitation:

> **The experience of the Bidder.**
> **The financial condition of the bidder.**
> **The conduct and performance of the bidder on previous contracts shall include, without limitation, compliance.**
> **The facilities of the Bidder**
> **The management skills of the Bidder**
> **The ability of the Bidder to execute the Contract properly.**
> **The evaluation of a bid blow the median of other bids.**

The City's Service Director shall obtain from the lowest responsive Bidder any information the Authorized Representative deems appropriate to the consideration of factors showing responsibility, including without limitation the following

Overall experience of the bidder, including number of years in business under present and former business names;

Complete listing of all ongoing and completed public and private contracts of the Bidder in the last three years, including the nature and value of each contract and a name, address, and phone number for a representative of each owner of each related project;

Complete listing of any EPA, OSHA or other regulating entity issues or citations in the last ten years;

Evidence of safety expertise;

Certified financial statement with trade and bank reference;

Description of relevant facilities of the Bidder.

Description of relevant equipment to be used the Bidder and evidence of ownership.

To support Contract Bond, a current and signed Certificate of Compliance required under Section 9.311, ORC, issued by the Department of Insurance, showing the Surety is licensed to do business in Ohio;

Current Ohio Workers' Compensation Certificates.

If the lowest responsive Bidder is responsible, the Contract shall be awarded to such Bidder unless all bids are rejected.

If the lowest responsive Bidder is not responsible, and all bids are not rejected, the City shall proceed with each next lowest responsive Bidder until the Contract is awarded, all bids are rejected or all responsive Bidders are determined to be not responsible. The City's Service Director may obtain this information described from several Bidders simultaneously, but shall review each Bidder's information separately and not comparatively.

BID BOND OR CERTIFIED CHECK
Each Bidder shall furnish a bid bond in the sum of Two Hundred Fifty Dollars ($250.00) or a he contract period shall be one year from the date of signing the contract with the City of Bedford and reserves the right to extend beyond one year. Commencing on and ending on

NON-C0LLUSION AFFIDAVIT
The Non-Collusion Affidavit, which is part of the bidding document shall be properly executed and notarized

PERSONAL PROPERTY TAX CERTIFICATION FORM
The Personal Property Tax Certification, which is part of the bidding document shall be properly executed and notarized.

SPECIFICATIONS

THE PURPOSE OF THESE SPECIFICATIONS ARE TO DESCRIBE GENERAL REQUIREMENTS FOR FURNISHING LIQUID FERRIC CHLORIDE FOR USE BY THE CITY OF BEDFORD, OHIO.

LIQUID FERRIC CHLORIDE SHOULD CONTAIN AT LEAST THIRTY-SIX (36) PERCENT MINIMUM FERRIC CHLORIDE (FEC13) AND 0.5 PERCENT MAXIMUM FERROUS CHLORIDE (FEC12) 1.5 PERCENT MAXIMUM HYDROCHCLORIC ACID (HC1) 1.0 PERCENT MAXIMUM TOTAL SUSPENDED SOLIDS INCLUDING NOT MORE THAN 0.2 PERCENT MAXIMUM SETTABLE SOLIDS.

THE QUANTITIES LISTED HEREIN ARE APPROXIMATE ONLY, ARE BASED UPON PAST USAGES AND BEST ESTIMATE OF FUTURE NEED, AND MAY BE PURCHASED AT THE CITY'S OPTION IN AN INCREASED OR DIMINISHED QUANTITY.

IF SPECIFICATIONS ARE NOT MET, OR NOT EXCEEDED, NOTE OF THIS SHOULD BE MADE ON THE INFORMATION SHEED WHICH IS PART OF THIS BIDDING DOCUMENT.

PRICE BID TO COVER COST OF DELIVERY TO PLACE OF USAGE AT THE BEDFORD WASTE WATER TREATMENT PLANT, 705 WEST GLENDALE, BEDFORD, OHIO.

APPROXIMATELY 40, 000 POUNDS TO BE DELIVERED AT EACH TIME UPON DEMAND.

HAULER TO UNLOAD BY MOVING FROM TRUCK TO THE CITY'S ABOVE GROUND STORAGE TANK.

THE CITY OF BEFORD RESERVES THE RIGHT IN THEIR SOLE AND ABSOLUTE DISCRETION TO REJECT ANY AND ALL PROPOSALS, IF ANY, WHICH IN THEIR SOLE AND ABSOLUTE JUDGEMENT WILL, UNDER ALL CIRCUMSTANCES BEST SERVE THE INTEREST OF THE CITYOF BEDFORD.

IN THE EVENT THAT THE SUCCESSFUL BIDDER DEFAULTS UPON THE AGREEMENT CREATED BY THE ACCEPTANCE OF HIS PROPOSAL, BY REFUSING TO EXECUTE A CONTRACT FOR THEIR PERFORMANCE OF THE WORK COUNCIL RESERVES THE RIGHT TO ACCEPT THE PROPOSAL OF ANY HITHERTO UNSUCCESSFUL BIDDER, AND SUCH ACCEPTANCEC OF A BIDDERS PROPOSAL SHALL BE BINDING AS IF HE HAD BEEN THE ORIGINAL SUCCESSFUL BIDDER.

CITY OF BEDFORD OHIO
BID FORM

MARK ENVELOPE "LIQUID FERRIC CHLORIDE PROPOSAL"

TO THE CITY MANAGER:

THE SUBSCRIBER HEREBY PROPOSES TO FURNISH THE FOLLOWING SUPPLIES HEREINAFTER DESCRIBED AT AND FOR THE PRICES HEREINAFTER NAMED IN ACCORDANCE WITH THE PROVISIONS OF THE BIDDING DOCUMENT OF WHICH THIS FORM IS A PART.

DESCRIPTION	COST PER POUND DRY
480,000 LIQUID FERRIC CHLORIDE, TOTAL POUNDS WEIGHT, TO BE ATLEAST THIRTY-SIX (36) PERCENT OF FERRIC CHLORIDE	$ _____

EACH UNIT COST TO BE PRICED PER POUND OF FERRIC CHLORIDE ON ASSY., BASIS DELIVERED.

DELIVERY OF CONTRACT TO BE MADE WITHIN _____ DAYS AFTER NOTIFICATION OF AWARD OF THE CONTRACT.

EXECUTED AT _____ THIS _____ DAY OF _____, 2014.
CITY STATE

BY _____ TITLE _____
SIGN IN INK OWNER, PARTNER OR CORP OFFICER

VENDOR PLEASE FILL IN

_____
NAME

_____
ADDRESS

_____
CITY, STATE, ZIP CODE

_____
PHONE NO.

NON-COLLUSION AFFIDAVIT

THIS AFFIDAVIT IS TO BE FILLED IN AND EXECUTED BY THE QUOTER; IF THE BID IS MADE BY A CORPORATION THEN, BY ITS CHIEF OFFICER.

STATE OF _____)
SS

COUNTY OF _____)

_____

_____

BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT _____

RESIDING AT _____ AND _____

RESIDING AT _____ AND _____

RESIDING AT _____ (IS) (ARE)

THE ONLY PERSON (S) INTERESTED WITH (HIM) (THEM) IN THE DELIVERY OF THE MATERIALS QUOTED UPON OR THE SERVICES PERFORMED UNDER THESE SPECIFICATIONS; THAT THE SAID QUOTATION IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS WITH ANY OTHER PERSONS MAKING ANY QUOTATION OR PROPOSAL FOR THE SAID WORK; THAT THE SAID CONTRACT IS ON (HIS) (THEIR) PART IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD; AND ALSO THAT NO HEAD OF ANY DEPARTMENT OR ANY EMPLOYEE THEREIN; OR A ANY OFFICER OF THE CITY OF BEDFORD, OHIO IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

_____
(SIGN IN INK)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____ 2014.

NOTARIAL SEAL

_____
NOTARY PUBLIC

INFORMATION SHEET

A. THE POINTS OF DIFFERENCE WHERE THE BID PROPOSAL DOES NOT COMPLY WITH THE SPECIFICATIONS ARE LISTED AS FOLLOWS:

_____

_____

_____

B. LIST FIVE CONCERNS WHERE YOU PROVIDE THIS SERVICE

_____

_____

_____

_____

_____

DELINQUENT PERSONAL PROPERTY STATEMENT

THE QUOTER OF THE BID STATES THAT THE ENTITY IN WHICH THE REPRESENT UNDER SECTION 5719.042 OF THE OHO REVISED CODE S NOT DELINQUENT WITH RESPECT TO ANY PERSONAL PROPERTY TAXES.

SIGNED: _____

ENTITY NAME: _____

WITNESSED: _____

_____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

CONTRACT: _____