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Mayor
Stephanie Southerland
City Clerk
Romy Stamps
Finance Director



CITY COUNCIL
Audrey "Buffy" Colvin
Council President
Scott Hardy
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Bobby L. Tapley
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281 James D Nabors Dr • Alexander City • Alabama 35010 • (256) 329-6700
www.alexandercityal.gov

BID 23-24
CITY OF ALEXANDER CITY, ALABAMA
WATER TREATMENT FACILITIES
ANNUAL TREATMENT CHEMICALS

The City of Alexander City, Alabama, is requesting bids for the purchase of water treatment chemicals for all treatment plants per the attached specifications. A full copy of the bid and all addendums may be obtained at [<https://alexandercityal.gov/rfps>]. Proposals must be submitted in writing to the Alexander City Clerk's office no later than 2:00 pm August 28th, 2023. There is no prequalification for bid submittal. Proposals must be mailed or hand delivered to the address below. No proposals will be allowed to be submitted via fax or email. Bidders must label the outside of the bid envelope with "**BID 23-24 ANNUAL CHEMICALS**".

ADDRESS ALL RETURN ENVELOPES TO: CITY OF ALEXANDER CITY
CITY CLERK'S OFFICE
281 JAMES D NABORS DR
ALEXANDER CITY, ALABAMA 35010

BID SOLICITATION SCHEDULE

Public Notice of Bid:	August 8 th , 2023
Question Submission Deadline:	August 21 st , 2023, 5:00pm CST
Bid Due Date:	August 28th, 2023, 2:00pm CST
Evaluation Period:	August 28 th – September 11 th , 2023
Anticipated Award Date:	September 11 th , 2023
Contract Proceed Date:	No Earlier Than October 1 st , 2023
Contract Completion Date:	September 30 th , 2024 With Extension NLT December 29 th , 2024

Contract Terms and Conditions

The City of Alexander City will publicly open and read aloud all bids on the date and time listed above. Bids are to be opened by the City Clerk at City Hall on Main Street (downtown) Alexander City, Alabama. Bidders and authorized representatives are invited to be present at any bid opening.

Bids shall not be modified after the opening. Prices and notations should be in ink or typewritten on the form provided by the owner. All bid prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration.

The City of Alexander City hereby waives the requirement of a bid bond.

The start date of the contract shall begin on October 1st, 2023; pending the approval by the awarding authority. The length of the contract shall be for one twelve-month period, with the option to extend for an additional three months with negotiated pricing. The contract termination date shall not be extended beyond December 29th, 2024.

Optional Terms - In the event that pricing terms cannot be guaranteed for the full twelve-months of the contract due to manufacturer or supplier limitations, contracts, and/or terms, the proposer may submit a bid proposal guaranteeing the price for a minimum of six months under these optional terms.

The terms for this proposal shall be for an initial six-month period with the option to automatically extend an additional six months with the same terms and pricing. If pricing cannot be guaranteed and the vendor does not wish to continue the contract, the vendor must submit a written request to cancel the automatic extension no later than February 1st, 2024. All other terms shall apply.

In the event the contract is cancelled after the initial six-month period, the City shall re-bid only the cancelled chemical and all vendors will be eligible to submit a proposal for the second six-month period that shall be effective from April 1st until September 30th, 2024.

However, when it is deemed to be in the best interest of the City, the City reserves the right to award the bid to a vendor who is able to supply the chemical at a fixed price for the full twelve-month term of the contract; even if the unit price is higher.

_____ (Initial) Successful bidders shall conduct all necessary site surveys prior to October 1st, 2023, and be ready to make immediate deliveries to prevent loss of production and customer service.

_____ (Initial) All orders shall be confirmed, with dates of delivery, within three days of order. The maximum allowed time for delivery from the date of order shall be 14 days. If the awarded vendor cannot confirm the order or make delivery within the allotted time, the City of Alexander City reserves the right to seek additional sources for the chemical(s). In this event, the awarded vendor shall also be responsible for any additional cost incurred for the chemical to include additional cost of the product above the awarded price and any additional cost to include emergency fees.

_____ (Initial) All awarded bid prices must be firm for the full term of the contract. All prices must be submitted with all additional cost to include freight and fees to our locations listed below.

The City of Alexander City prefers vendors that provide a sole source responsibility for all products and services provided under a resulting contract. If the proposer requires the use of a third-party dealer, reseller or subcontractors to provide products or services, the proposer shall list the third party to be used and address how the products or services will be delivered.

No taxes of any kind are to be included in the bid prices. The City of Alexander City will furnish tax exemption certificates when necessary.

Bid prices shall be the delivered price. No allowance shall be given for additional freight, fuel surcharges, handling fee, licenses, or any other fees are to be charged in addition to the unit price.

Payment request shall be submitted by invoice to the City's Accounts payable by email to AP@alexandercityal.gov or by mail to:

City of Alexander City
Attn: Accounts Payable
281 James D Nabors Dr
Alexander City, AL 35010

All invoices shall include City supplied purchase order number and shipment dates.

All Federal, State, and Local License and Fee requirements will be applicable.

Bidders must be enrolled and in full compliance with the E-Verify Program and all requirements of Alabama Immigration law, Act 2011-535 (also referred to as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act", or H.B. 658), as amended by Act No. 2012-491, including in part and effective January 1, 2012.

Proposers shall state if an indemnity clause will be required of the City by the successful bidder. Proposers shall include a sample of any indemnity clause which may be required to be signed. Type of indemnity may be justification for rejection of the proposal.

By Section 41-16-5, Code of Alabama 1975, with the submittal of a RFP, the prospective vendor represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

If the vendor employs any persons in the State of Alabama, in accordance with Section 31-13-9, Code of Alabama 1975, Proposers shall demonstrate proof of enrollment in the E-verify program by completing the enclosed E-verify affidavit or providing some other proof of enrollment. If the proposer employs persons (anywhere), the award of the bid is condition on the bidder not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Upon awarding of the contract where a written contract is to be signed, the contract will contain a provision whereby the bidder promises not to violate Federal Immigration Law.

Questions and Communications Regarding this Bid

All communications must be in writing, sent by email to Lynn Miller, Water Services Superintendent [lynn.miller@alexandercityal.gov] and Stephanie Southerland, Alexander City Clerk [stephanie.southerland@alexandercityal.gov]. The subject line of the email must include Bid 23-24. All questions must be received no later than August 21st, 2023 5:00pm CST.

A running response to all vendors' questions will be provided as an addendum. The addendum can be found on the City's website at [<https://alexandercityal.gov/rfps>].

Treatment Facility Locations

Adams Fresh Water Treatment Plant
291 Adams Circle
Alexander City, AL 35010

Sugar Creek Waste Water Treatment Plant
2515 Sugar Creek Rd
Alexander City, AL 35010

Coley Creek Waste Water Facility
2150 Coley Creek Rd
Alexander City, AL 35010

Evaluation

The award will be made to the Bidder whose proposal conforms to all conditions and requirements within the specifications of this bid. In addition, the City of Alexander City reserves the right to consider the following during the evaluation period:

- (a) Award bids by Lump Sum or Itemized Basis unless otherwise noted by bidder. NOTE: No purchase will be made on Lump Sum awards until individual unit prices are furnished.
- (b) Award the bid to the lowest or best bidder, as determined by the Owner to be in the best interest of The City of Alexander City.
- (c) Reject any or all bids and to waive technicalities when in the opinion of the City of Alexander City the best interest of The City of Alexander City will be served.
- (d) Make null and void the purchase order with the successful bidder if delivery cannot be made at the specified time.
- (e) In accordance with the State of Alabama Law, a 3% variance consideration may be given to those vendors located within the City of Alexander City, City Limits and Police Jurisdiction.
- (f) Ability to deliver goods and services in a timely manner.
- (g) Suitability for use by the owner.

BID 23-24
CITY OF ALEXANDER CITY, ALABAMA
WATER TREATMENT FACILITIES
ANNUAL TREATMENT CHEMICALS

Proposer (Vendor or Contractor) Name: _____
Representative: _____
Address: _____
City: _____
State, Zip Code: _____
Phone: _____
Email: _____

Acknowledge and Initialed Terms and Conditions Y or N _____

Are all unit prices firm for the full twelve-month term Y or N _____ If not, please submit an attached letter indicating which chemical price(s) are not firm, and acknowledge that you accept and wish to invoke the “**Optional Terms**” above.

E-verify Affidavit Complete Y or N _____ / Proof of E-verify Enrollment Included Y or N _____

Trade References Provided Y or N _____
(If you are a new Vendor for Alexander City, please fill out the trade reference form.)

Proof of General Liability Insurance Included Y or N _____
(\$1,000,000.00 Minimum)

Will be able to make delivery within _____ days of receipt of order.
Technical Literature of Product(s) Proposed Included Y _____ or N _____
(Please include detailed drawings and with options being shown, standard drawings may be considered as non-responsible)

Do all items bid meet or exceed the required specifications? _____ Y/N If no, please highlight and provide documentation detailing the reason for the deviation from the specifications.

Non-Collusion Statement: By signing this bid form the bidder certifies that this bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person(s) in reference to the bid.

Signature of Bidder Representative: _____

Date Signed: _____

STATE OF:

COUNTY OF:

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____ (affiant) who, being by me first duly sworn, doth depose and say as follows:

I _____ (name), on behalf of _____ (business entity), and with lawful authority to act in its behalf, attest to the following from personal knowledge:

1. _____ (business entity) does not knowingly, hire for employment, or continue to employ any unauthorized aliens in the State of Alabama; and
2. _____ (business entity) is enrolled in the E-Verify Program as shown by the attached documentation; and
3. _____ (business entity) does and will utilize E-Verify Program to verify the employment status of employees and potential employees according to federal rules and regulations; and
4. _____ (business entity) shall acquire from its subcontractors notarized affidavits that they will not knowingly employ, hire for employment or continue to employ unauthorized aliens, that they will enroll in the E-Verify Program before performing any contract work or providing any product, and that they shall attach to the affidavits, documentation establishing their enrollment in E-Verify as required by Act No. 2011-535.

Signature of Affiant

I, the undersigned Notary Public, in and for said County and State, hereby certify that _____ whose name is signed to the foregoing Affidavit, and who is known to me, acknowledged before me on this date that, being informed of the contents of the above and foregoing affidavit, he/she as an officer of _____ (business entity) and with full authority, executed the same voluntarily for and as the act of said company on the day the same bears date.

Given under my hand and official seal of office this _____ day of _____, _____.

Notary Public

TRADE REFERENCE FORM

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

**BID SHEET
 BID 23-24
 CITY OF ALEXANDER CITY, ALABAMA
 WATER SERVICES
 ANNUAL TREATMENT CHEMICALS**

<u>Chemical Description</u>	<u>Unit</u>	<u>Approximate Load Qty</u>	<u>Approximate Annual Usage</u>	<u>Unit Price</u>	<u>Total Load Price</u>	<u>Able to make delivery within: Days</u>
Sodium Bisulfite ^{AB}	Gallons	4,400 Gals	55,000 Gals			
Sodium Hypochlorite Minimum 10.5% +/- 0.5% ^{ABF}	Gallons	4,500 Gals	400,000 Gals			
Polymer CAT FLOC TL (TC431T) ^{CF}	55-Gal, Drum	4 Drums	16 Drums			
Liquid Alum ^F	Dry Tons	20 DT	1,090 DT or 200,000 Gal			
Potassium Permanganate (KMNO4) ^F	Pail	36 PL	36 PL			
Phosphate 50/50 ^{CEF} Ortho/Poly Blend Per (Poly Diallyldimethlammonium) (PD)	Tote 275 Gal	1 Tote	24 Tote			
Hydrofluosilicic Acid 23% Bulk ^{AF}	Dry Ton	5 DT	5 DT			

Notes:

- A – Must provide clean fittings and air for unloading (There is no pressurized air available for use on premises)
- B – Deliveries may be split loads between Sugar Creek and Coley Creek WWT Facilities
- C – Must provide material handling equipment for off-loading. A lift gate is recommended.
- E – For the Ortho/Poly Phosphate, Vendor must provide flow rate and a per pound basis of active phosphate. Must also provide test data that certifies the product.
- F – Must meet AWWA food grade standards.

Unless authorized in advance, all products are to be delivered between the hours of 7:00 am and 3:00 pm CST Monday through Friday.

All bulk deliveries must have a seal.

Security measures require that successful bidders will fax a copy of the bill of lading indicating the chemical being delivered and the name, picture ID of the driver, and description of vehicle to the facility prior to delivery.