

NOTICE TO BIDDERS

The City of Donna will receive **SEALED BIDS** addressed to **Utilities Department**, and submitted to the City Secretary's Office located on the 307 South 12th Street, Donna, Texas, 78537 until **3:00 p.m. on September 15, 2022**, for Supply Contract for Purchase of Sodium Chlorite. Any bid received after the closing time will not be accepted and returned to the bidder unopened.

SUPPLY CONTRACT FOR PURCHASE OF Sodium Chlorite Bid No.: 2022-014

Specifications may be obtained from the City of Donna Utilities Department at 114 S 13th St, Donna, TX 78537 or by calling (956) 464-7861, Monday thru Friday between 8:00 am to 5:00 pm. If any questions, please contact Jonas Gonzalez, Utilities Director at (956) 464-7861.

The City of Donna reserves the right to refuse and reject any of all formalities or technicalities or to accept the bid it considers being best and most advantageous to the city, and holding the bids for a period of 30 days without taking action. Bids submitted past the after mentioned date and time will not be accepted.

Bid proposals must be clearly marked on the envelope

CITY OF DONNA

Request for Sealed Bids

The City of Donna hereby requests sealed bids for the following:

Sodium Chlorite

Sealed bids addressed to **Utilities Department**, will be accepted at Donna City Hall, 307 South 12th Street Donna, Texas 78537, until **3:00 p.m.** September 15, 2022 at which time they will be opened and read aloud. Please mark envelope, **“Sealed Bid – WATER/WASTEWATER PLANT CHEMICALS.”**

Potential Bidders/Respondents are advised that the bidding documents can be downloaded from the City of Donna web page address: www.cityofdonna.org, and may also be secured at the Donna City Hall Purchasing Department, 307 South 12th Street Donna, Texas 78537, or by calling (956) 464-6900 ext. 1001. Be advised that if your company is contemplating on bidding this project you must contact the Purchasing Department, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, telephone, fax, and email as well as contact person).

The City of Donna reserves the right to accept or reject any and all bids and to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Bids submitted past the aforementioned date and time will not be accepted.

VENDOR'S NOTICE OF INTENT TO SUBMIT A BID

If you intend to submit a bid for **Water Plant Chemicals** with the City of Donna as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the fax or email below so that you may receive any addendums to the specifications should the need arise.

**City Secretary
City of Donna
307 South 12th St.
Donna, Texas 78537
Phone: (956) 464-6900, ext. 1101
Email: citysecretary@cityofdonna.org**

Name: _____ (print)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email address: _____	

City of Donna
Instructions to Bidders – General Terms & Conditions
Water Plant Chemicals

1. The following are minimum specifications intended to govern the purchase of Water Plant Chemicals requested. Please read these specifications carefully and be sure that the chemicals offered comply with all requirements. Prospective respondents are to fill the attached bid form and submit with their bid.
2. Bids addressed to the City of Donna will be received by **3:00 p.m.** September 15, 2022, at **3:00 p.m.** at the Donna City Hall Purchasing Department, 307 South 12th Street Donna, Texas 78537.
3. Bids must be submitted in a sealed envelope upon the blank forms of the bid attached hereto, and marked in the upper left hand corner with the name of the respondent and the words, “**Water Plant Chemicals**”. Each bid must be completely filled out. Bids must be filed with the City of Donna before opening day and hour. No facsimiles or late bids will be accepted. Any RFB received after that time will be returned to respondent unopened (if properly identified). Overnight mail must also be properly labeled on the outside of envelope or package in reference to RFB.
4. Bids MUST give full name and address of respondent, and be manually signed. Failure to do so will disqualify your bid. Person signing the bid must show title and AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information.
5. Bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bids may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Donna.
6. The successful respondent will agree to supply materials that meet the specifications outlined in the attached Water Plant Chemicals Specifications Sheet. The successful respondent and the City of Donna will enter into a two (2) year agreement with a one (1) year option to extend, stipulating terms not inconsistent with any provisions stipulated in your bid. In the event that any of the conditions or provisions are not met or service is unsatisfactory, the City of Donna following thirty (30) days written notice may terminate the agreement. **Bids will be analyzed on an ITEM PER ITEM BASIS, NOT on a TOTAL dollar value. The City reserves the right to consider each chemical as a separate bid and award all or individually, whichever may be most advantageous to the City.**
7. STATE SALES TAX MUST NOT BE INCLUDED IN BID. Tax exempt form shall be provided upon request.
8. No substitutions or cancellations permitted without written approval of the City of Donna.

9. Any additions, deletions, or variations from the following specifications must be noted. Anything not specifically mentioned which are necessary for the chemicals to be complete or which is normally furnished as standard shall be furnished by the successful respondent.

Instructions to Bidders Continued
Water Plant Chemicals

10. The Respondent shall attach to his/her Bid sheet a list of any exceptions to the specifications if unable to do so on bid form. Respondents are advised that any part of the specifications that are not met within the time of delivery regardless of how major or how minor it might be shall be grounds for non-acceptance of delivery.
11. Number of days required to deliver **Water Plant Chemicals** after receiving order must be stated in bid. Failure to so state will obligate respondent to complete delivery within **2-3 days**.
12. Quantity subject to change. Quantities shown are approximate and based on previous years records. It is specifically understood that these quantities may be increased or decreased without adjustment to the unit price.
13. Prices quoted shall prevail for a period of two (2) years starting on the date of the bid award. The City reserves the right to extend this contract for one (1) additional year, if the performance of the successful contractor is satisfactory and the unit price(s) remain unchanged.
14. The City of Donna will execute payment by mail in strict accordance with the State of Texas Pay Law after the chemicals have been received and found to meet City of Donna specifications. Any other method of payment must be beneficial to the City.
15. All prices must be F.O.B. Donna, Texas, and include all cost of packaging and delivery. Orders will be placed on an as needed basis. Payment will be made for chemicals provided only. Bid in units of quantity specified extend and show total. In the event of discrepancies in extension, unit prices will govern. Bids subject to unlimited price increase will not be considered.
16. The respondent agrees to indemnify and save harmless the City, the Purchasing Agent, and any assistants from all suits and actions of every nature and discretion brought against him/her or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
17. When delay can be foreseen, respondent shall immediately give prior notice to the City of Donna. Respondent must keep the City of Donna advised at all times of status of order. Acceptable reasons for delay delivery are as follows: Acts of God, (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, and war. Actions beyond the control of successful respondent.

18. Respondent shall carefully examine the Bid forms, requirements/specifications, and instructions to bidder. Should the respondent find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Donna City Hall, Purchasing Department at 956/464-) and obtain clarification by addendum prior to submitting any bid.

Instructions to Bidders Continued
Water Plant Chemicals

19. The City of Donna reserves the right to reject any or all bids and to waive any or all formalities or technicalities and to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Respondents are required to hold their bids firm for the same period of time. Bids submitted past the aforementioned date and time will not be accepted.
20. Funds for this procurement have been provided through the City budget for this fiscal year only. The City, on an annual basis, has the right to reconsider a contract during the budget process for the ensuing years if financial resources of City are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt for the City, which is payable out of funds beyond the current fiscal year.
21. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he/she considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the article called for.

GENERAL

1. The City of Donna is seeking bids on a service supply contract to provide Water Plant Chemicals to oxidize manganese, disinfect and control trihalomethanes and algae growth in its potable water supply.
2. The city operates one water treatment plant which will require chlorine dioxide treatment. The treatment plant is designed to operate at a maximum treatment capacity of 4.5 MGD.
3. Certificate of Liability insurance with a minimum amount of one million dollars (\$ 1,000,000) is required.

DELIVERY

Successful bidder shall be required to make delivery of Water Plant Chemicals in the following manner:

1. Unit price bid shall include any and all charges to dockside of the city water treatment plant.
2. Price shall include all transportation charges to the water treatment plant. No delay or waiting time will be paid by the city.
3. Delivery shall be made as required upon issuance of a purchase order from proper personnel.

CONTRACT

The supplier will provide all the products and services herein for a period of two (2) years with the option of a one (1) year extension provided that the performance of the successful bidder is satisfactory and the unit price(s) remain unchanged.

1. SPECIFICATIONS FOR SODIUM CHLORITE

Scope of Work: The City of Donna is accepting bids for Sodium Chlorite for the Water Plant.

General Information: The maximum flow at the Water Plant is 4.5 M.G.D. The Average flow is 2.5 - 2.7 MGD.

Specifications: Please read your specifications thoroughly and be sure that the Sodium Chlorite offered complies with all requirements. Any variations from the specifications must be clearly indicated on item specification sheet and covered by letter attached to any changes made on your bid responses.

1. Sodium Chlorite as follows:
 - a. The bidder's Sodium Chlorite must be approved and registered as an NSF Standard 60 product for use in potable water systems.
 - b. Solution shall conform to the following:
 - Molecular Weight: 90.45
 - Molecular Formula: NaClO₂
 - Specific Gravity (water = 1): 1.20-1.25 @ 25/25 C
 - Density: 10.1 lbs/gal @ 25C
 - Water Solubility: Soluble
 - pH: >12 @ 25 C
 - Volatility: 68-76% by volume
 - Active ingredients as follows:
 1. Active ingredient: 25% (+/-1.0%) NaClO₂
 2. Inert Ingredients: 75% (+/- 1.0%) H₂O
 - Appearance: Pale yellow, slightly hazy liquid
 - c. System Performance Requirements as follows:
 - Chlorite testing monthly licensed laboratories
 - One amperometric titrator
 - d. To include product bulletin and material safety data sheets
 - e.
 - g. Historical annual usage: 8,800 gallons
 - h. To include product bulletin and material safety data sheets.

**CITY OF DONNA
WATER PLANT CHEMICALS
BID FORM**

The _____ (respondent), having read the specifications, proposes to furnish the items, for the full and firm price and within the delivery time designated below, in full compliance with the specifications.

F.O.B. Donna Water Plant, 801 S. Hutto Rd., Donna, Texas 78537.

Respectfully submitted this _____ day of _____, 2022

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other respondent, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the submittal of this bid.

Total Price: Base Bid –Unit price per lb. delivered in loads:

1. SODIUM CHLORITE	\$ <u>88,000</u> /lb /Year 1
	\$ <u>88,000</u> /lb. /Year 2

Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Email: _____
Authorized Signature: _____ Title: _____

Please print above signature