



## Administrative Services

### Purchasing Division

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#### CITY OF FORT COLLINS

#### INVITATION TO BID

**BID #5891**

#### **SODIUM CHLORITE FOR WATER TREATMENT FACILITY**

**BID OPENING: JANUARY 5, 2005, 3:00P.M. (our clock)**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 3:00p.m. (Our Clock), JANUARY 5, 2005.**

#### **A copy of the Bid may be obtained as follows:**

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing).
2. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

#### **Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

**BID PROPOSAL**

**BID #5891**

**SODIUM CHLORITE FOR WATER TREATMENT FACILITY**

**BID OPENING: JANUARY 5, 2005, 3:00 p.m. (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR SODIUM CHLORITE PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins Water Treatment Facility uses Sodium Chlorite in the on-site production of chlorine dioxide. Sodium Chlorite must meet the most current American Water Works Association (AWWA) Standard for sodium chlorite. Other specifications regarding product quality, safety, delivery, and purchasing are as outlined in the Fort Collins Water Treatment Facility Standard Operating Procedure for Purchasing Sodium Chlorite enclosed with this bid packet.

Prices quoted are to be as delivered to the Fort Collins Water Treatment Facility. A Blanket Purchase Order will be established at the beginning of each new year; delivery releases will be made against that Purchase Order throughout the year. Price is to be quoted in pounds. Estimated annual volume for bidding purposes is 100,000 pounds; that is the average volume over the last three years. **NO GUARANTEES OF THIS VOLUME IS MADE OR IMPLIED.**

Pricing is to be held firm through December 31, 2005. If agreeable to both parties this agreement may be extended in one-year intervals for up to four additional years (through December 31, 2009).

***The City of Fort Collins allows other Public Agencies the opportunity to purchase off the Award for this Bid, at the option of the Awarded Vendor.***

**Sodium Chlorite, per most current AWWA Standard for Sodium Chlorite, delivered price to Fort Collins Water Treatment Facility:**

\$ \_\_\_\_\_/lb **Manufacturer Name, Product Number and Product Name:**

# \_\_\_\_\_

**For questions concerning this bid, contact Ed Bonnette, C.P.M., CPPB, Buyer @ 970-416-2247.**

Method of Award:

City will award contract to the Bidder with the lowest total responsive and responsible bid, who has submitted *in advance* a representative Product Sample that has been tested in the Pilot Plant and/or has been approved by the Water Treatment Quality Coordinator as meeting all of the requirements stated in the **Operating Procedure Purchasing Sodium Chlorite** and other Bid Requirements as stated in this document.

Vendors Statement:

I have read and understand the **Standard Operating Procedure Purchasing Sodium Chlorite** and requirements for this bid and I agree to comply with such specifications and requirements. I further agree that the method of award is acceptable to my company.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SERVICE ISSUES CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL #: \_\_\_\_\_ EMERGENCY: \_\_\_\_\_

BACKUP: \_\_\_\_\_

BILLING ISSUES CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL #: \_\_\_\_\_ EMERGENCY: \_\_\_\_\_

BACKUP: \_\_\_\_\_

**PLEASE GO TO [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing) TO REGISTER IN OUR E-PROCUREMENT SYSTEM FOR FUTURE BID OPPORTUNITIES! BE SURE TO SELECT ALL APPROPRIATE COMMODITY CODES!**



# Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Sodium Chlorite

Author: Rita DeCourcey  
Section: Administration  
Subject: FCWTF SOP for Sodium Chlorite Purchases  
Revision: Rita DeCourcey  
Revision Date: December 3, 2004

## Approvals (Signatures and Dates):

  
Kevin R. Gertig, Water Production Manager

  
Chuck Gross, Plant Superintendent

## PURPOSE

Establish guidelines for purchasing Sodium Chlorite ( $\text{NaClO}_2$ ) for the Fort Collins Water Treatment Facility (FCWTF).

The mission of the Fort Collins Water Treatment Facility (FCWTF) is to "provide the community with a continuous ample supply of treated water that is pleasing, wholesome, free from known health risks, and affordable." The FCWTF purchases products by determining best value for the City. Best value is calculated by combining the following four components: (1) the chemical has been tested in the Pilot Plant and/or approved by the Water Treatment Quality Coordinator; (2) the chemical can meet or exceed all FCWTF standards, the AWWA standards, the NSF standards, and any other regulatory agency standards; (3) the supplier can meet all the FCWTF requirements; and (4) the cost is factored in once it has been determined that a supplier can meet items (1), (2), and (3) above.

## HEALTH AND SAFETY ISSUES

For detailed information, please refer to the MSDS

1. Sodium chlorite solution is corrosive. The liquid can burn the skin and eyes on contact. Sodium chlorite solution is a REACTIVE CHEMICAL and is an EXPLOSION HAZARD when mixed with organic material or acids.
2. NFPA Hazard Rating includes:
  - Health=3
  - Flammability=0
  - Reactivity=1
3. Personal Protective Equipment:
  - Impervious gloves and goggles. If there is prolonged or repeated contact, completely impervious clothing should also be used.
4. Leaks and Spills:
  - Dilute small spills or leaks with plenty of water.
  - **Wash down any spilled material into the containment vault and follow Operations procedures.**
  - Notify supervisor.





# Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Sodium Chlorite

## INFORMATION FOR THE FORT COLLINS WATER TREATMENT FACILITY (FCWTF)

1. Sodium chlorite is budgeted in account 502-032201-534180.
2. Sodium chlorite is used in the on-site production of chlorine dioxide.
3. Delivery of sodium chlorite is to be made within **10 days** after placing an order.
4. FCWTF will reject delivery of any chemical containers which appear to be leaking or have been damaged so that the structural integrity is questionable. Any shipments that do not have an associated Certified Analysis faxed prior to delivery will not be accepted.
5. FCWTF requires that all manufacturers of sodium chlorite have their product tested in the FCWTF Pilot Plant for a period of one year. Any manufacturer failing to meet the one year study is not considered a potential supplier.
6. FCWTF will reject any shipments that do not meet its standard in quality or delivery safety. The Supplier will pay the freight for any rejected shipments.

### Sodium Chlorite

1. Sodium chlorite must meet the most current American Water Works Association (AWWA) Standard for Sodium Chlorite.
  - A. Sodium chlorite supplied according to this standard shall contain no inorganic or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been properly treated with the sodium chlorite not shall such quantities be capable of causing water so treated to exceed the USEPA safe drinking water standards.
  - B. Purity. Sodium chlorite based on 80 percent sodium chlorite content shall contain not more than the following percentages of specific impurities by weight:

Sodium chloride-17.0%	Sodium hydroxide-3%
Sodium carbonate-2%	Sodium sulfate-3%
Arsenic-.0003%	Sodium nitrate-.1%
Sodium chlorate-1%	
2. Sodium chlorite must meet the National Sanitation Foundation (NSF) Standard 60.

### SUPPLIER

1. Supplier must guarantee sodium chlorite meets or exceeds the most current AWWA Standard for Sodium Chlorite.
2. Supplier must guarantee sodium chlorite meets or exceeds the most recent version NSF Standard 60.
3. Supplier must provide a Certified Analysis of impurities with each shipment. This analysis can be faxed prior to delivery or presented by the delivery driver. Failure to provide this analysis can be a basis for rejection of the shipment.
4. Supplier will guarantee the safety of the delivery vehicle and delivery containers.
  - A. Containers must meet industry standard for hauling sodium chlorite, stainless steel or any other suitable material that will not be attacked by the strongly oxidizing solution.





## *Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Sodium Chlorite*

- B. Supplier must ensure that the container is in suitable condition for hauling sodium chlorite and that it does not contain any substances that might affect the use or usefulness of the sodium chlorite in treating municipal water supplies.
- C. Containers leaving the Suppliers property should not be leaking fluids, have bulging in any portion of the container, and have connectors that are free from damage.
- D. Delivery vehicles must meet or exceed all current State of Colorado Department of Transportation (CDOT) regulations.
5. Supplier must inspect the delivery container prior to loading of the chemical to ensure no contaminating material or residue exists in the container.
6. Supplier is required to have a method to ensure that tampering has not occurred from the point of origin to FCWTF unloading point. This is typically done by a metallic, numbered "tie" which must be cut to open the hatch or cam lock. All other methods need to be approved by the FCWTF.
7. Each year in January, the supplier will mail to FCWTF a new copy of the MSDS sheet and/or the web site location of the most current version.
8. Each year in January, the supplier will mail to FCWTF a copy of the NSF Certification.
9. Supplier will be responsible for shipping costs if the shipment is rejected and returned for not meeting the standards expressed in this SOP.

### **DELIVERY**

1. All chemical suppliers must fax to the FCWTF (970-221-6736) the following information prior to delivery:
  - a) the name of the driver making the delivery
  - b) the numbers of the tractor and trailer transporting the chemical
2. **Delivery trucks must park in the designated area on the north side of LaPorte Avenue outside of the entrance gate. Use a cellular phone to call the facility at (970)221-6690 or walk to the entrance kiosk and press the red call button. Please do not block the facility entrance on LaPorte Avenue. All deliveries are checked by FCWTF personnel prior to entry.**
3. The receptionist or person answering the telephone must contact the Duty operator. The Duty operator will verify the delivery from the schedule board. The operator or designee will meet the truck at the parking area **outside** the gate.
4. FCWTF personnel will verify that the faxed information matches up with the driver and the delivery vehicle arriving at the FCWTF. If the driver's ID or the tractor and trailer numbers do not match, the truck will not be allowed to enter the facility. The Plant Superintendent will be contacted and the delivery may be rejected.
5. Delivery drivers will provide a sample and submit it to the Operator at the time of delivery. The Operator will take the sample to the on-site Laboratory Technicians for analysis.
6. The security verification, the supplier's quality assurance analysis, and the City's lab analysis will be given to the Water Quality Coordinator in order to identify the load in the event of any problems.
7. The delivery driver will wash down under the trailer and use a bucket to catch any sodium chlorite that drips while unloading.





## *Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Sodium Chlorite*

8. The delivery driver will wash down the entire area once the delivery has been completed to prevent any dry sodium chlorite from remaining on the pavement.
9. Delivery drivers are required to provide certified weight tickets for both the empty and loaded weights of the tractor and trailer unit. All weight tickets should have the tractor and trailer numbers written on them, as well as the name of the facility, FCWTF.
10. Delivery of sodium chlorite is to be made within **10 days** after placing an order.
11. Delivery drivers are responsible for off-loading the sodium chlorite. FCWTF personnel are not allowed to connect or disconnect any supply hoses. FCWTF personnel will give instructions to the delivery driver on chemical off-loading in accordance with FCWTF SOP for Sodium Chlorite Delivery.
12. Delivery drivers will be responsible for chocking trucks during delivery. Chocks will be provided by FCWTF.
13. Delivery drivers should meet with the operator to become familiar with the location of phones, alarms, and emergency showers that are nearest to the off load location.

### **PURCHASING**

1. All contracts and purchases will be made in accordance with the City of Fort Collins Purchasing Department (FCPD) Purchasing Procedures. A copy can be obtained through the Purchasing Department. The Purchasing Department will ensure adherence to the FCPD Purchasing Procedures.
2. FCWTF requires that all suppliers submit the names, locations, and phone numbers of three current clients as part of any bidding process.
3. FCWTF requires that all suppliers submit a list of intended delivery agents (motor carrier) and a letter from the U.S. Department of Transportation, Federal Highway Administration, stating the Motor Carrier Safety Rating for the company as part of any bidding process. Each listed motor carrier's rating must be Satisfactory or above to be considered in the bidding process.
4. FCPD representatives are responsible for ensuring that the items noted in this SOP could be met by the supplier before any contract is awarded.
5. The FCWTF and FCPD will establish, at the beginning of each New Year, a Blanket Purchase Order.
6. FCWTF Plant Supervisor or his designee will place delivery orders on that Purchase Order throughout the year. FCWTF must be able to place orders using telephone, fax, or electronic mail.
7. When placing an order, a delivery date will be specified.
8. This SOP can act as the sole-source justification if only one supplier can meet the criteria specified above.

