

Administrative Services

Purchasing Division

CITY OF FORT COLLINS

INVITATION TO BID

BID #5887

CARBON DIOXIDE FOR WATER TREATMENT FACILITY

BID OPENING: JANUARY 5, 2005, 2:30P.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, 2nd 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 2:30p.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.
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 Bids may be withdrawn up to the date and hour set for closing.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.

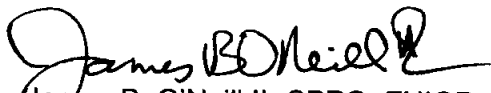
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

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 is 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 #5887

CARBON DIOXIDE FOR WATER TREATMENT FACILITY

BID OPENING: JANUARY 5, 2005, 2:30 p.m. (our clock)

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

The City of Fort Collins Water Treatment Facility uses Liquid Carbon Dioxide in the Corrosion Control program. Carbon Dioxide and Lime are combined at the pre-treatment and the clearwell stage to add alkalinity and hardness to the water and thereby provide corrosion control. Carbon Dioxide must meet the most current American Water Works Association (AWWA) Standard for liquid carbon dioxide. Other specifications regarding product quality, safety, delivery, and purchasing are as outlined in the Fort Collins Water Treatment Facility Standard Operating Procedure for Purchasing Liquid Carbon Dioxide 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 880,000 pounds; that is the average volume over the last five years. **NO GUARANTEE 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.

Liquid Carbon Dioxide, per most current AWWA Standard for Liquid Carbon Dioxide, 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 Liquid Carbon Dioxide** and other Bid Requirements as stated in this document.

Vendors Statement:

I have read and understand the **Standard Operating Procedure Purchasing Liquid Carbon Dioxide** 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 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 Liquid Carbon Dioxide

Author: Rita DeCoursey
Section: Administration
Subject: FCWTF SOP for Carbon Dioxide Purchases
Revision Date: November 22, 2004

Approvals (Signatures and Dates):


Kevin R. Gertig, Water Production Manager 11.22.04


Chuck Gross, Plant Superintendent

PURPOSE

Establish guidelines for purchasing/delivering Liquid Carbon Dioxide (CO₂) 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 most current MSDS document

1. CO₂ is primarily an oxidizer. Other hazard classes include being classified as a cryogenic.
2. NFPA Hazard Rating includes:
 - Health=1
 - Flammability=0
 - Reactivity=0
 - Special=Oxidizer
3. Personal Protective Equipment:
 - Gloves for cryogenic atmospheres. Goggles or a full-face shield. Carbon dioxide portable analyzer. For spill clean up, SCBA's should be worn.
4. Delivery vehicles:
 - Trucks leaking any liquids, powders, substances, etc.; will not be allowed on FCWTF property. All trucks must use chock blocks on tires; these blocks will be supplied by FCWTF.
5. Delivery Containers:
 - In accordance with the most current AWWA Standard for liquid carbon dioxide, the CO₂ bulk shipment containers will be pressure vessels manufactured to American





Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Liquid Carbon Dioxide

Society of Mechanical Engineers (ASME) pressure vessel code and comply with the U.S. DOT regulations for hazardous materials.

INFORMATION FOR THE FORT COLLINS WATER TREATMENT FACILITY (FCWTF)

1. CO₂ is budgeted in account 502-032201-534260.
2. CO₂ is used in the FCWTF Corrosion control program. CO₂ and Lime are combined at the pre treatment and the clearwell stage to add alkalinity and hardness to the water and thereby provide corrosion control.
3. FCWTF requires CO₂ to have a minimum of 99.5 percent purity.
4. FCWTF requires CO₂ to be delivered in bulk quantities.
5. FCWTF has storage capacity for 380,000 pounds of carbon dioxide. There are two 160,000 pound liquid storage tanks and one 60,000 pound storage tank.
6. FCWTF requires that CO₂ be delivered within **48 hours** of an order.
 - A. FCWTF has used over 5,000 lbs. of CO₂ in one day. FCWTF protocol requires the container to be between 15,000 and 10,000 lbs. before delivery. A container with only 10,000 lbs. limits FCWTF to 2 days of CO₂.
7. FCWTF will reject delivery of any bulk shipments which appear to be leaking, forming ice on the outside of valves, or have any damaged piping, tubing, hoses, or fittings. The Supplier will pay the freight charges for all rejected shipments.

CO₂

1. CO₂ must meet the most current American Water Works Association (AWWA) Standard for liquid carbon dioxide.
 - A. Commercial carbon dioxide suitable for use will have a carbon dioxide content of at least 99.5 percent, by weight.
 - B. CO₂ shall contain no soluble inorganic or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming the water or that would otherwise render the water that had been treated properly with CO₂ unfit for public use.
 - a. Potential impurities include: hydrocarbons, hydrogen sulfide, nitrogen dioxide, ammonia, radon, and sulfur dioxide.
 - C. Water content of CO₂ shall not exceed 220 ppm (volume per volume (v/v)-32°F) at the time of delivery.

SUPPLIER

1. Supplier must be able to supply CO₂ in bulk quantities.
2. Supplier must be able to supply CO₂ within 48 hours of the telephone order.
3. Supplier must provide an analysis of impurities with each shipment. The analysis shall be submitted prior to delivery. The analysis should include, but is not limited to: acetaldehyde, benzene, carbon monoxide, carbonyl sulfide, hydrogen sulfide, hydrogen, methane, moisture,





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other hydrocarbons, oxygen, radon, and sulfur dioxide. This analysis can be faxed ahead of the delivery or delivered by the driver at the time of delivery.

4. The supplier must ensure that the shipment is delivered in tank trucks in pressure vessels manufactured to American Society of Mechanical Engineers (ASME) pressure vessel code and complying with the US DOT regulations for hazardous material transportation.
5. 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.
6. Each year in January, the supplier will mail to FCWTF a copy of the NSF Certification and AWWA conformance letter.
7. Supplier will be responsible for the shipping costs of the shipment if the delivery is rejected and returned because it does not meet 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. A list of all Praxair drivers is posted in the FCWTF control room. If the driver is not on the list, the truck will not be allowed to enter the facility. The Plant Superintendent will be contacted and the delivery may be rejected.
5. 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.
6. The Plant Superintendent or the duty operator must approve all deliveries. The Plant Superintendent monitors the tank levels and places orders with the supplier, setting the delivery date and quantity.
7. Delivery drivers will provide a sample and submit it to the Operator at the time of delivery. The driver will be instructed on how the samples will be taken:
 - A. The sample draw will be from the main discharge line of the truck.
 - B. Protective gloves are required when taking and delivering the sample
8. The Operator will take the sample to the on-site Laboratory Technicians for analysis.
9. The delivery driver must wait for the results of the laboratory test before unloading the truck.
10. 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.





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Purchasing Liquid Carbon Dioxide

11. 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.
12. Delivery must be made within **48 hours** of the order being placed.
13. Delivery may only be made **Monday through Friday from 8 A.M. to 5 P.M.**
14. Delivery drivers are responsible for off-loading the CO₂.
15. Delivery drivers are required to chock and unchock their trucks.
16. 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.
17. FCWTF will reject delivery of any bulk shipments that are leaking, forming ice on the outside of valves or have damaged piping, tubing, hoses, or fittings.

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 can 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 Operations/Process 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.

