



## City of Hendersonville, NC

**Request for Quote # 237035001**

**Caustic for Water Treatment PH Control**

**Date Issued: 8/31/2022**

**Bid Opening Date: 9/15/2022**

**Direct all inquires concerning this RFQ to:**

**Ricky Levi**

**Water Treatment Facility Manager**

**rlevi@hvlnc.gov**

**828-891-7779**



Vendor Name:

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## I. Purpose and Background

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The purpose of this Request for Quote (RFQ) is to solicit bid responses for the chemical compound caustic for PH control in water treatment.

The contract will be awarded to the vendor deemed to have submitted the best overall proposal on the basis of the factors included in this RFQ. This service is intended for use by the city's Water Treatment Plant Department(s) for the previously described purpose above. The City may cancel this RFQ or reject proposals at any time prior to an award. The award document will be a contract incorporating by reference all the requirements, items, and conditions of the RFQ. **The City of Hendersonville reserves the right to reject any and all submissions.**

The City Water and Treatment Department will serve as the point of contact for contracting, purchasing, maintenance, use, account questions, and billing.

## II. Procurement Process

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### 2.A Timeline/Schedule

- Release of RFQ: 8/31/2022
- Deadline for Vendor Questions: 9/8/2022 at 10AM EST
- RFQ Due Date: 9/15/2022 at 10AM EST

### 2.B Interpretations and Clarifications

Requests for information or clarification of this RFQ must be made in writing and addressed to Ricky Levi e-mail address listed below. RFQ Number, Page Number (if applicable), and Topic of Question should be addressed.

Ricky Levi  
 Water Treatment Facility Manager  
 rlevi@hvlnc.gov  
 828-891-7779

Per Section A, all questions must be received by 10AM EST on 8/25/2022. The answers to questions submitted that require a response will be available to all vendors in the form of an addendum on the solicitation webpage. There will be no last date of addendum for this solicitation.



## 2.C Submission of RFQ

One (1) original, one (1) paper copy, and one (1) electronic file on media of the proposal shall be submitted in a sealed envelope by 10AM EST on September 1, 2022 to:

Ricky Levi  
Water Treatment Facility Manager  
Water Treatment Plant  
4139 Haywood Rd  
Mills River, NC 28759  
rlevi@hvlnc.gov  
828-891-7779

- Proposals should be clearly marked “RFQ # 237035001 for Caustic for Water Treatment PH Control”.
- When received, all proposals and supporting materials, as well as correspondence relating to the RFQ, shall become the property of the City of Hendersonville. Proposals must be submitted in a sealed envelope.
- In submitting a proposal, it is understood by the vendor that the City of Hendersonville reserves the right to accept any proposal to reject any and all proposals when to do so is in the best interest of the City, and to waive any immaterial irregularities or informalities in proposals when to do so is in the best interest of the City and where to do so would not give the bidder an unfair advantage, but not for the purposes of evading the public bidding laws.
- Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the City at the designated address prior to the date and time set for receipt of proposals.
- If a proposal includes any propriety data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by City personnel solely for the purposes of evaluating proposals and conducting contract negotiations. The practice of labeling unqualified pages as confidential, including the bid form, may result in a proposal being dismissed from evaluation.
- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, the City reserves the right to negotiate with the

Vendor Name: 

~~lowest bidder if the bid is in excess of funds available. change the conditions, requirements, and specifications as it deems necessary.~~

- No proposals will be accepted from any person or organization ~~that is in arrears for any obligation to the City, or~~ that otherwise may be deemed irresponsible or unresponsive by City staff or the City of Hendersonville City Council.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline to allow for evaluation and a contract award period.
- The cost of preparing a response to the RFQ will not be reimbursed by the City.
- All proposals must include all necessary brochures of proposed service, platform, and related software if information technology is being proposed.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by City Council or City Manager and authorized representatives of the vendor.

## 2.D Proposal Content

Proposals should also contain the following information:

- Cover letter presenting the vendor's understanding of the project, a summary of the approach to be undertaken to provide the product, and a summary of the product costs. It must be signed by an individual authorized to execute binding legal documents on behalf of the vendor and include the name, address, telephone number and fax number of the vendor along with the name, title, address, telephone, and fax numbers of the executive that has the authority to contract.
- Identification of the dedicated Company Point of Contact that will serve the City.
- Vendor shall provide a concise description of the company, including origin, state of incorporation, background, and current size. Include information concerning experience with similar purchases. In addition, vendor shall describe why their products/services, from a technical and functional perspective, are the best fit for the City.
- Section IV (Required Minimum Specifications)
- Section V (Administrative Requirements)
- Section VI (Bid Response Sheet)

## III. Selection Process

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### 3.A Purpose

- The purpose of the RFQ is to select a vendor to provide the chemical compound caustic for PH control in water treatment for the City of Hendersonville, NC.

Vendor Name: 

- Upon review of proposals, the City will select a single vendor to provide the compound sought within the content of this RFQ. If awarded, the City will award a contract to the vendor that submits the lowest responsive, responsible proposal.

### 3.B Selection Criteria

The contract will be awarded to the lowest, responsive, responsible bidder as determined by the City.

### 3.C Award Procedures

The City reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record [once bids have been opened](#).

A proposal may be rejected if it is incomplete. The City may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

## IV. Required Minimum Specifications

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### 4.A General Information

Caustic is used in water treatment for pH control in both the pre and post treatment processes. In the pre-treatment side it is used to get us into the proper pH window so that as we introduce our coagulant (poly aluminum chloride blend CedarChem 1757) that we will develop a good quality floc that will cause all the dirty particles (turbidity) to clump together (coagulation/flocculation) so it can sink/settle out in the sedimentation basins prior to entering the multimedia gravity filters. On the post side of the filters we use it to control the pH levels leaving the facility and entering the distribution system to aid in corrosion control (lead & copper), distribution pipe protection/corrosion rate.



Vendor Name:

The minimum specifications in this(these) section(s) are below. Responding vendors must review the “Requirements” portion of each section and select “Yes” or “No” in the fields to the right as an indication of whether the vendor’s proposed response meets the requirement. Vendor must also include a description of how their proposal meets the requirement in the “Description” section below the requirement where applicable. Responding vendors are put on notice that inability to meet the minimum specifications may render a bid nonresponsive and ineligible for consideration.

4.B Minimum Specifications

Number	Requirement	Yes	No
1	<b>Product is 50% strength.</b>		
2	<b>Product is of highest quality and is membrane filtered.</b> Vendor should provide description of their filtering process and quality information below. <b>Vendor Description:</b>		
3	<b>Product Source Information.</b> Proposer must provide the following information: 1) From where was the product sourced? Provide a list of all locations in which the product was produced or transported. This is an important factor in the event that there are quality issues within our processes that need to be traced backwards. <b>Vendor Description:</b>		
4	<b>Vendor must enforce internal safety and good handling practices.</b> Vendor must ensure trucking and offloading safety with this being a hazardous chemical. Vendor should provide further information regarding their ordering system and structure below. <b>Vendor Description:</b>		
5	<b>Product must have consistent availability and be delivered within 21 days of order placement.</b> Vendor should describe their internal availability along with post-order placement delivery timeline below. <b>Vendor Description:</b>		



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4.D Other Information

Failure to bid all items will should render the bid nonresponsive and ineligible for consideration.

V. Additional City Requirements

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5.A Insurances

Vendor shall maintain insurance from companies licensed to write business in North Carolina, with an A.M. Best rating of "A" or higher, and acceptable to City, of the kinds and minimum amounts specified below.

The vendor awarded this contract shall maintain all required insurances as listed below the entire time of the contract.

- Workman's Compensation Insurance
  - The successful vendor shall maintain during the life of the contract all Workmen's compensation insurance as is or may be required by Laws of North Carolina.
- Automobile Liability Insurance
  - Insurance for all vehicles used in the performance of this contract must be in place at minimum in amounts of at least \$300,000.00 per person and \$500,000.00 per occurrence for personal injury and wrongful death; and at least \$100,000 for property damage; and medical payment coverage of at least \$5,000.00 per occurrence.
- Professional Insurance
  - Contractor shall also maintain professional liability insurance with minimum limits of \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage coverage, and shall include premises and operations, independent contractors, products and completed operations, contractual liability, and broad form property damage. The City shall be named as an additional insured on each of said insurance policies. Contractor shall furnish



copies of all such policies and all renewals, terminations, and alterations to the City on a current basis.

5.B Certificates and Notice of Cancellation

Before commencing work under this contract, Contractor shall furnish City with certificates of all insurance required above. Certificates shall indicate the type, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:

"The insurance covered by this certificate must have a notice endorsement providing that insurance will not be cancelled or materially altered, **except after thirty (30) days written notice** has been received by City".

5.C Indemnify the City

Contractor agrees to protect, defend, indemnify and hold the City, and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, recoveries, costs, charges, and other expenses or liability of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and or the performance hereof. Contractor further agrees to investigate, handle, respond to and provide defense for any such claim at his sole expense.

5.D Termination of the Contract

The City reserves the right to cancel the contract by giving a sixty-day written notice. This is in addition to a fiscal year end cancellation caused by lack of funding. Any cancellation as described herein will not be considered a breach of contract and will not be subject to penalty payments other than removal charges.

5.E Administrative Requirements

- Vendor must provide a single designated account manager to work with the City as a point of contact who will have full authority over the contract, equipment and personnel who will be assigned to the City. This individual should have experience in the copier business with a background in service, sales, and management. Also, include the number of additional personnel and their responsibilities who will be assigned to the City.



Vendor Name:

- Designated Account Point of Contact:
  - Name: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
- The vendor must provide one invoice emailed to the appointed City Contact. The City prefers to be billed on a monthly basis for all transaction costs and related fees. The invoice shall at minimum include the following info:
  1. Invoice number
  2. Bill date
  3. Department Name and Location

## VI. Reference List

References for which you have done business in the last (3) three years. Preferred consideration will be made for City/City entities).

Name of Contact	Company Name	Phone #	Email Address	Title of Project
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



### VII. Bid Response Sheet

Request for Quote # 237035001  
Caustic for Water Treatment for PH Control  
City of Hendersonville, North Carolina

Bid furnished by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax# \_\_\_\_\_

Tax ID# \_\_\_\_\_

I (we) have carefully examined the Bid Information, reviewed the Bid Specifications, and all Addenda and therefore furnish the bid proposal as shown below.

**BID PROPOSAL:**

For purposes of bid comparison only, the City estimates that it will use 103.5 dry tons of caustic during the fiscal year. This represents 9 tanker loads per year – which are estimated at 11.5 dry tons per tanker load. This 103.5 dry ton quantity will only be used for purposes of bid comparison and may not represent actuals in a given fiscal year.

Product	Proposed Price Per Dry Ton at 50% Strength
Caustic at 50% Strength	





Date of Bid Proposal: \_\_\_\_\_

By: \_\_\_\_\_  
*Authorized signature*

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

The following signatures acknowledges vendor receipt of all RFQ addenda. Failure to sign this portion of the bid will result in an **non**responsive bid proposal.

By: \_\_\_\_\_  
*Authorized signature*

Date of Signature: \_\_\_\_\_