



# PHENIX CITY *Alabama*

## UTILITIES DEPARTMENT

Physical Address: 1119 Broad Street  
Phenix City, AL 36867

Mailing Address: P.O. Box 760  
Phenix City, AL 36868

Ph: 334-448-2880 | Fx: 334-291-4742 | phenixcityal.us

**DR. R. GRIFF GORDY**  
Mayor Pro Tem / At Large

**STEVE BAILEY**  
Councilmember District 1

**EDDIE N. LOWE**  
Mayor

**VICKEY CARTER JOHNSON**  
Councilmember District 2

**ARTHUR L. DAY, JR.**  
Councilmember District 3

WALLACE B. HUNTER, City Manager  
MELONY LEE, City Clerk  
CHARLES D. WOODY II, Utilities Director

### BID FORM

THIS IS AN INQUIRY - NOT AN ORDER

**Date:** November 10, 2022 **Bids Close On:** November 21, 2022 **Time:** 09:30 a.m. Eastern Standard Time

Bids to be delivered to: **Finance Department, City of Phenix City, Alabama, 601 12<sup>th</sup> Street, Second Floor, Phenix City, Alabama 36867**

Please quote us prices on the articles or services listed below. The right is reserved to accept or reject all or any part of your offer, and to accept the offer the City Council considers the most advantageous to the City. Any suggestions as to quantity to secure a better price are welcome.

Item No.	Quantity	Item	Unit Price	Total
		Please see attached documents		

BIDS MUST BE RETURNED IN A SEALED ENVELOPE TO THE ADDRESS ABOVE. MARKED: **UT22-05: Phenix City Utilities Dept. – Liquid Chlorine**

IF YOU MAIL YOUR BID BY FED EX OR AIRBORNE, ETC., PLEASE WRITE ON THE ENVELOPE ALSO: **UT22-05: Phenix City Utilities Dept. – Liquid Chlorine**

NO BIDS WILL BE ACCEPTED AFTER 9:30 a.m. EST, ON THE BID OPENING DATE. PLEASE NOTE THAT THE TIME IS EASTERN (GEORGIA). BIDS WILL BE OPENED IN THE MARTIN IDLE HOUR PARK COMMUNITY CENTER LOCATED AT 3743 MOON LAKE DRIVE, PHENIX CITY, ALABAMA.

FOR ADDITIONAL INFORMATION, CALL: **Jared Barker (WWTP) at 334-291-4736 or Mike Smisek (WFP) at 334-291-4757.**

#### GENERAL CONDITIONS OF BIDDING - READ CAREFULLY

- Quote on alternates if unable to furnish items listed. State on face of bid exactly what you are furnishing. (Brand or Manufacturer's Name).
- Any catalog, or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade.
- Furnish specifications on all items bid.
- The City of Phenix City is exempt from all Federal Excise Taxes. DO NOT include tax in your bid price or invoice.
- PRICE MUST BE ITEMIZED. The City of Phenix City reserves the right to award item or total bid.
- ALL bids must be quoted f.o.b. Phenix City.
- In case of a discrepancy between the unit price and the extension, the unit price will be taken.
- Due to legal requirements of the City for processing payments, cash discounts should be quoted ten days after end of month, when possible.
- In the event no bid is to be submitted note same on invitation and return with the general provisions included herein. Also advise whether future invitations for type of supplies or services covered by the inquiry are desired.
- The successful bidder will be required to have all applicable state and city business licenses.
- This original request for proposal, along with any attachments, **MUST BE SUBMITTED IN DUPLICATE.**
- A 5% bid bond or cashier's check must be submitted with all bids.

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made \_\_\_\_\_ Cash discount \_\_\_\_\_ % \_\_\_\_\_ Days

Name of Business \_\_\_\_\_

By: \_\_\_\_\_  
*Authorized Representative - Must sign by hand*

Business Telephone: \_\_\_\_\_



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### **BID NOTICE: UT22-05 LIQUID CHLORINE THE CITY OF PHENIX CITY/UTILITIES DEPARTMENT**

**TO OPEN MONDAY, NOVEMBER 21, 2022 @ 10:00 AM EASTERN STANDARD TIME**

The City of Phenix City Utilities Department will be soliciting bids for the following:

Item No.	Item	Unit	Quantity Estimates
1	Liquid Chlorine (WWTP & WFP)	tons	68

Bids must be submitted on the bid form in a sealed envelope marked:

**UT22-05: Phenix City Utilities Dept. – Liquid Chlorine**

Bids must be submitted no later than **9:30 A.M. Eastern Standard Time, Monday, November 21, 2022** at the following location:

Phenix City Finance Department  
Attn: Purchasing Agent  
601 12<sup>th</sup> Street, Second Floor  
Phenix City, Alabama 36867

Bids will be opened at **10:00 A.M. Eastern Standard Time, Monday, November 21, 2022** at the following location:

Martin – Idle Hour Park Community Center  
3743 Moon Lake Drive  
Phenix City, AL 36867

No bidder may withdraw his bid within 90 days after the opening thereof.

The City reserves the right to waive any informalities, or to reject any or all bids, and to award the contract to the best and most responsible bidder.

**A 5% bid bond or cashiers check must be submitted with all bids in order for your bid to be considered.**

For additional information or copies of the bid form and/or specifications, contact Jared Barker (WWTP) at 334-291-4736 or Mike Smisek (WFP) at 334-291-4757.



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**City of Phenix City**  
**Specifications for Bid# UT22-05**  
**Liquid Chlorine**

**1. General Terms and Conditions**

- a. If during the performance of this contract, the price of the 12 month supply of liquid chlorine for water and wastewater treatment significantly increases or decreases, through no fault of vendor, the price under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases or decreases. Such price increases or decreases shall be documented through quotes, invoices, or receipts. Pricing will be reviewed on a quarterly basis and will be adjusted accordingly. **ALL PRICE INCREASES REQUIRE A 30 DAY PRIOR NOTICE BEFORE TAKING AFFECT.**
- b. Except as otherwise provided in this contract, the City of Phenix City shall order from the vendor all Chlorine required to be purchased by the City of Phenix City during the contract period.
- c. Within 5 business days of being awarded the bid, the successful bidder shall acquire a City of Phenix City business license. If the successful bidder does not acquire said business license within 5 business days of being awarded the bid, said bidder shall lose the bid and the City of Phenix City shall award the bid the next successful bidder.
- d. It is estimated that 68 tons of chlorine will be required in the operation of the Water Filtration Plant (WFP) and Waste Water Treatment Plant (WWTP) during the period **December 6, 2022 – September 30, 2023**. Exact quantities cannot now be determined, but estimates are given. Quantities listed may be increased or decreased to meet the requirements of the City of Phenix City during the contract period. A minimum is not guaranteed.
- e. A purchase order for the period of **December 6, 2022 – September 30, 2023** inclusive will be awarded as a result of this invitation for bid. The City of Phenix City will issue verbal release orders for each shipment under the contract.
- f. Product shall be delivered in one (1) Ton net weight containers to either the City of Phenix City WFP (1100 32<sup>nd</sup> St. Phenix City, Al. 36867) or WWTP (1600 East State Docks Rd. Phenix City, Al. 36869) as directed within five (5) days following the request for each delivery. Deliveries shall include unloading of said containers at the WFP dock and under the WWTP monorail crane system. Deliveries will be accepted **only between**



**the hours of 8:00am EST through 2:30pm EST (latest). Monday through Friday (No Exceptions).**

- g. The City of Phenix City will receive chlorine only under the following conditions:
- i. The delivery truck must be equipped with hoisting capabilities and the **delivery driver will be responsible for off-loading the containers onto the dock or under the monorail system.** The delivery driver must be familiar with the hoisting equipment and be able to safely off-load the containers. Any unsafe off-loading conditions will be grounds for rejection of the shipment.
  - ii. A shipment of containers using a chain boom for securing the containers on the truck will be rejected if the chain boom cannot be released by hand without the aid of a "cheater pipe."
  - iii. Containers will be inspected upon delivery. The containers will be off-loaded onto the dock. The valve covers (bonnets) will be removed by the operators and the valves inspected for leaks.
  - iv. Each valve cap on each container will be loosened and the valve re-tested for leaks. The container will also be inspected for physical damage. This includes any corrosion that is noticeable around the valve or fittings.
  - v. The Risk Management Program (RMP) requires that a container will be returned if the container:
    1. Has physical damage
    2. Has a valve that has a leak under the valve cap and the leak cannot stop by retightening the cap
  - vi. Should a container have a leak that cannot be secured for return, the container will be secured at the dock using the plant's "B" kit. The vendor will be required to remediate the defective container.
- h. The City of Phenix City reserves the right to purchase Chlorine from another source if successful bidder is unable to deliver Chlorine within five (5) business days of the date of the order.
- i. The Contract may be canceled by either party with 30 days written notice for failure to comply with the provisions of this contract.
- j. Bids will be considered only from manufacturers or their authorized distributors. The authorized distributors must regularly maintain a substantial stock of the Chlorine bid upon and must be actively engaged in the sale of Chlorine. Such stock and facilities may be examined by a representative of the City of Phenix City at any time either before award is made or during the life of the contract.
- k. The City of Phenix City reserves the right to reject any and all bids or portions of bids, waive any informalities and to make such award of contract as may be deemed to be the most advantageous for the City of Phenix City. No bids may be withdrawn within thirty (30) days after date of opening.



- l. Any required deposits, container fees or other special fees shall be noted on the proposal.
- m. The vendor will provide documentation of its driver training program developed to ensure they fully understand the safety and health hazards of the hazardous substances they are delivering and the handling of equipment they operate in order to protect themselves, the City's staff, citizens living near the facility, and the environment.
- n. The vendor shall provide documentation of its hoist equipment inspection and maintenance program developed to assure the hoist is maintained according to the manufacturers and OSHA standards. In addition, the vendor shall provide documentation that their drivers are certified to use their hoist equipment and that the training, certification and maintenance documentation is up to date.
- o. The vendor shall furnish Material Safety Data Sheets (MSDS) for the specified chlorine immediately upon the first delivery. The MSDS shall be updated as required by law or if warranted by any manufacturer or product change.

## 2. Pricing Specifications

### a. Pricing

- i. All charges must be included on the Official Bid Price Sheet and must include all associated costs for the items and/or services being bid. City of Phenix City shall not be obligated to pay any costs not identified on the Official Bid Price Sheet. Any cost not identified by the successful vendor but subsequently incurred to achieve requirements shall be borne by the vendor.
- ii. The Official Bid Price Sheet is provided as a separate excel spreadsheet posted on the City of Phenix City website with this Bid Solicitation document.
- iii. Bid pricing must be valid for 90 days following bid opening.
- iv. Failure to complete and submit the Official Bid Price Sheet shall result in disqualification.
- v. All bid pricing must be in United States dollars and cents.
- vi. The Official Bid Price Sheet may be reproduced as needed.

### b. Price Change Clause

- i. All prices bid shall be firm for the first 90 days of this contract. Thereafter, City of Phenix City will consider a price increase. The vendor must provide written documentation to City of Phenix City to support the requested price increase. City of Phenix City shall have the right to require additional information pertaining to the requested increase. Increases shall not be considered to increase profit or margins. City of Phenix City shall have the right to approve or deny the request.
- ii. In the event a price change is authorized by City of Phenix City, said prices will remain firm for a period of not less than 120 days.
- iii. In the event of a general price decrease, City of Phenix City shall be guaranteed full benefit of the price reduction for all undelivered orders on the effective date of the decrease and thereafter.



**3. Specifications for Liquid Chlorine**

- a. Chlorine bid must be in compliance with AWWA B301, Standard for Liquid Chlorine.
- b. Bidder must include with the bid submitted an Affidavit stating that the liquid chlorine furnished under this contract complies with all applicable standards and requirements of AWWA B301, Standard for Liquid Chlorine.
- c. NSF 60 approved with documentation supplied with each shipment.
- d. Purity: 99.5% chlorine minimum
- e. Water: 50 parts per million (ppm) maximum

**4. Insurance Requirements**

- a. The Supplier will be required to furnish the City with the following insurance policies prior to final award of contract:
  - i. Workman's Compensation Statutory Limits
  - ii. General Liability
    1. \$500,000/bodily injury
    2. \$100,000/property damage
    3. \$250,000/each person
  - iii. Auto Public Liability
    1. \$250,000/person
    2. \$500,000/accident or occurrence
    3. \$100,000/property damage
  - iv. Product Liability
    1. \$1,000,000/occurrence

**5. Information**

- a. For information in responding to this Invitation for Bids, prospective bidders may contact the City of Phenix City's Finance Department at (334)448-2730 or via email at [financepurchasing@phenixcityal.us](mailto:financepurchasing@phenixcityal.us).
- a. To be considered, bids must be received at the City of Phenix City's Finance Department.
- b. Schedule:
  - i. Mail out specs Friday, November 4, 2022
  - ii. Bids are due to the City by 9:30am on Monday, November, 21, 2022
  - iii. Award the bids on Tuesday, December 6, 2022

**6. Bid:**

Chlorine \$ \_\_\_\_\_ Ton