Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

Addendum 1
Solicitation 24-AA01
2024 Water Treatment Chemicals

This addendum serves to notify all bidders of the following changes to the solicitation documents:

- Electronic bids are preferred, however bidders who want to submit a paper bid must return the attached Bid Package to the City of Duluth - Purchasing Division, 411 West First Street, Room 120, Duluth, MN 55802.

Please acknowledge receipt of this Addendum by checking the acknowledgement box within the www.bidexpress.com solicitation or on the Bid Form.

Posted: **November, 27, 2023**

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************ADVERTISEMENT FOR BIDS************
BID NO. 24-01AA
2024 WATER TREATMENT CHEMICALS
BIDS DUE WEDNESDAY, DECEMBER 6, 2023 AT 2:00 PM

Bidders choosing to submit a paper bid are still responsible for reviewing all information within the Bid Express solicitation.

The City of Duluth, Minnesota, requests sealed bids for **water treatment chemicals for the Lakewood Water Treatment Plant for 2024**. Please see the specifications for more information.

Quantities listed are estimates. All chemicals must meet the attached specifications.

Delivery charges must be included in the price.

Price must be held firm January 1, 2024 through December 31, 2024.

Awarded bidder(s) will be required to provide current safety data sheets.

All 2024 chemical purchases will be held pending City Council approval of the annual budget and a 30-day waiting period as required by ordinance. Purchase orders cannot be issued until the first week in January 2024.

Deliver to: Lakewood Water Treatment Plant, 8130 Congdon Blvd., Duluth, MN 55804, between the hours of 7:00 am and 3:00 pm central time Monday through Friday. Contact at the Plant is Steve Pitkanen, Water Plant Supervisor, (218) 730-4160 (office) and (952) 797-6769 (cell).

Freight terms: FOB destination, freight prepaid.

Do not include sales tax in the unit price. A Minnesota Revenue Certificate of Exemption will be provided upon request.

By submitting a bid, Bidders are acknowledging that they have read the City of Duluth General Bid Specifications, which are included in this bid package.

Submit sealed bids to the City of Duluth - Purchasing Division, 411 West First Street, Room 120, Duluth, MN 55802. **E-MAIL BIDS WILL NOT BE ACCEPTED.** Electronic bids are preferred and may be submitted through www.BidExpress.com. Bidders will be required to create a free Bid Express vendor account in order to submit a bid. Bid Express does charge a nominal fee for bid submission. Visit https://www.bidexpress.com/vendor_resources for more information.

The City Purchasing Agent or her designee will conduct a public bid opening online immediately after the deadline for receiving bids. Visit https://www.duluthmn.gov/purchasing/bids-request-for-proposals/ and select the appropriate link to view the bid opening.

Questions pertaining to this project should be emailed to purchasing@duluthmn.gov.

Note: Bid rigging is a serious crime. If you have any information concerning collusive bidding, even a request to submit a complementary bid, please call the Minnesota Attorney General's Office at (651) 296-1796.

The City of Duluth reserves the right to split the award where there are substantial cost savings to the City, waive informalities, and to reject any or all bids. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 90 days.

Patrice Stalvig
City Purchasing Agent

GENERAL BID SPECIFICATIONS

Purchasing Division
120 City Hall, 411 W. 1st Street
Duluth, MN 55802-1189
TEL. 218-730-5340
purchasing@duluthmn.gov

1. General. This document covers quotes or bids requested by the City of Duluth ("City"), including those requested on behalf of its Agents and Authorities. Each authority may issue their own purchase order or contract and will be responsible for it. The City of Duluth Authorities are as follows:
   a. Duluth Airport Authority
   b. Spirit Mountain Recreational Area Authority
   c. Duluth Entertainment and Convention Center
   d. Duluth Transit Authority
   e. Duluth Economic Development Authority
   f. Duluth Housing and Redevelopment Authority
2. Investigation by Bidders. Bidders are responsible for thoroughly reading and understanding the information, instructions, and specifications contained in this Invitation for Bids, and for investigating the site conditions at the Project location(s), if applicable. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the plans, specifications and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve the bidder from any obligation in respect to their bid.
3. Bidder Questions. Responses to general questions regarding the Invitation for Bids may be made at the discretion of the City. Every request for such interpretation should be in writing and delivered via e-mail or postal mail to the Purchasing Division before the deadline indicated on the Invitation for Bids, or if no deadline is specified, at least five (5) days prior to the scheduled bid opening. Responses will be issued in writing in the form of an Addenda or e-mail to prospective bidders.
4. Changes, Corrections & Withdrawal of Bids. Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included in the bid form by the bidder.

   Bidders may make requests to withdraw/replace their bids by notifying the Purchasing Division in writing prior to the bid opening date and time.
5. Unit Pricing. If the total bid price is based on unit pricing, the City will verify the extended bid price for each item (obtained by multiplying the unit bid price by the bid item quantity). If any item is incorrectly calculated, the City will use the unit bid price to recalculate the extended item price and the total bid price.
6. Sales Tax. Do not include sales tax in the unit price. A sales tax exemption certificate will be provided upon request.
7. Bid/Quote Submission. Bids may be mailed to the Purchasing Office, City Hall, 411 West 1st Street, Room 120, Duluth, MN 55802, or dropped off in person at the same address. Bids must be received by Purchasing before the time and date specified in the invitation for bid.
8. Non-Collusion Clause. By submitting a bid, the bidder, their agent and/or employee(s) hereby affirm that the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with, and without agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition
9. Award. Award, if made, will be to the responsible bidder submitting the lowest bid which complies with the conditions of the Invitation for Bids and specifications.
10. Bidder Qualifications. Per Sec 41.23(e) of Duluth City Code, price may not be the only consideration for award. The City will make such investigations as deemed necessary to determine the ability, capacity and skill of the bidder to perform the work and perform it in the time specified without delay or interference, the character, integrity, reputation, judgment, experience and efficiency of the bidder, the quality of the bidder's performance of previous contracts or services, and the sufficiency of the financial resources, equipment available and ability of the bidder to perform the contract. Bidders shall furnish to the City all such information and data for this purpose, when requested.

    Minnesota law requires that, in order to transact business in the State, including submitting a response to this request for bids/proposals, a corporate entity of any kind must either be organized under Minnesota law or have a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota (M.S. 303.03) By submitting this bid/proposal as a corporation, you are certifying that the responding corporation complies with this requirement.
11. Rejection of Bids. The City of Duluth reserves the right to reject any and all bids and to waive any informalities or irregularities in bids received whenever such rejection or waiver is in its best interests.

    The City reserves the right to reject any bid if the evidence obtained by the City through such investigation fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work as required by the plans and specifications.
12. Liquidated Damages for Failure to Enter into Contract. The successful bidder, upon their failure or refusal to accept a purchase order or execute and deliver the contract, proof of insurance and bonds required within 10 days after receipt of a notice of the acceptance of their bid, shall forfeit to the City, as liquidated damages for such failure or refusal, the security deposited with their bid (if required).
13. Equal Employment Opportunity. Contractor will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Affirmative action must be taken to insure that the employees and applicants for employment are not discriminated against because of their race, color, creed, sex or national origin. The City of Duluth is an equal opportunity employer.
14. Quantities. The City reserves the right to increase or decrease the quantities of items within reason, unless otherwise noted.
15. Prevailing Wages. Per Sec 2-26 of Duluth City Code, payment of not less than the prevailing wage and salary rates specified in the contract documents and the conditions of employment with respect to certain categories and classifications of employees is required for all construction type projects estimated to exceed $2,000. This does not apply to off-site production and manufacturing of parts and supplies.
16. Validity of Bids: All bids must remain firm for 60 days from the date of bid opening, unless another period is noted in bid documents or if an extension is agreed upon, in writing prior to the end of the 60-day period.
17. Insurance. All vendors doing work on City property, except vendors making routine deliveries, shall submit an insurance certificate verifying insurance coverage as per current City requirements.
18. Reports. Contractors will be required to provide all data required by the city, state or federal funding source(s) for reporting purposes; including, but not limited to job creation and retention data, itemized invoices, payroll records, certifications and licenses.

BID FORM

BID # 24-AA01

WATER TREATMENT CHEMICALS FOR 2024

ITEM NO.	ITEM	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Liquid Aluminum Sulfate	160,000	GAL		
2	Liquid Caustic Soda	90,000	GAL		
3	Wet Hydrofluorosilicic Acid	174,000	LBS		
4	Liquid Anhydrous Ammonia	16,800	LBS		
5	Liquid Chlorine	64	TON		
6	Nonionic Polymer (Clarifloc N-3300P or equivalent)	3,000	LBS		
7	Liquid Ammonium Sulfate Solution	20,000	GAL		

IF YOU DO NOT WISH TO SUBMIT A BID FOR AN ITEM – PLEASE WRITE "NO BID" ON THAT LINE

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM # _____ INITIAL/DATE _____

ADDENDUM # _____ INITIAL/DATE _____

Signature _____ Date _____

Name/Title _____

Company Name _____

Address _____

City, State, Zip _____

Tel. _____ E-Mail _____

** BidExpress® is the official site for bid documents, which can be viewed and downloaded for free at www.bidexpress.com. Although the City of Duluth makes every effort to notify potential bidders, it is the bidder's responsibility to periodically check for updates to the bid request within the Bid Express solicitation.

WATER TREATMENT CHEMICALS
SPECIFICATIONS

Liquid Aluminum Sulfate

- Liquid aluminum sulfate 50%, 17% AL,179 Al 203 basis (19% aluminum oxide basis).
- Ingredients:

Aluminum sulfate Al2(SO4)3	48.5%
Water (H^2O)	51.5%

- General Characteristics:

* Chemical formula:	Al2(SO4)3 in solution
* Appearance:	clear, slightly buff to amber liquid
* Dry Weight:	1 liter weighs 1.32 kg and contains the equivalent of 0.65 kg dry aluminum sulfate (alum); 1 imperial gallon weighs 13.2 lbs and contains the equivalent of 6.5 lbs dry aluminum sulfate (alum)

- Chemical Analysis % by weight

	Typical	Specification
* Aluminum – total available as Al203	8.3	8.0 min
* Iron - total as Fe2O3	0.0035	
* Insoluble Solutions	0.002	0.07 max
* Basicity	0.20	basic

- Must comply with the latest B403 American Water Works Association (AWWA) standard.
- To be delivered in tank trucks on an as-needed basis.
- Legal weight ticket must accompany each load to verify net weight of product.

Liquid Anhydrous Ammonia (for water disinfection)

- Ammonia: Min 99.98% by weight
  Moisture: Max 0.02% by weight
  Oil: Max 2 parts per million
  Non-Condensable Gases: Less than 0.1% by weight
- Delivered in tank truck loads of approximately 4,000 pounds as needed and pumped into a 1,000-gallon storage tank at the Lakewood WTP.
- Must comply with latest B305 AWWA standard.
- Legal weight ticket must accompany each load to show net weight of product.

Liquid Caustic Soda 50%

- Delivered into two (2) 6,000-gallon storage tanks.
- Must comply with the latest B501 AWWA standard.
- Liquid temperature must be a minimum of 100°F.
- Legal weight ticket must accompany each load to show net weight of product.

Liquid Chlorine

- Chlorine: Min 99.7% by volume
  Moisture: Max 0.0100% by weight
  Nonvolatile Matter (@45 deg C) Max 0.0030% by weight
- Must comply with the latest B301 AWWA standard
- To be delivered as-needed in 1-ton containers

Nonionic Polymer (Clarifloc N-3300P or Equivalent)

- Product to be supplied in 55-pound, moisture-proof bags.
- Delivery and pallet charges must be included in the bid price.

Wet Hydrofluorosilicic Acid 25%

- Delivered in 19-ton loads; pumped into a 6,000-gallon storage tank.
- Fluoride must comply with the latest B703 AWWA standard.
- Legal weight ticket must accompany each load to show net weight of product.

Liquid Ammonium Sulfate Solution

- *Liquid ammonium sulfate solution 30-40% active as ammonium sulfate*
- *Form: Liquid*
- *Appearance: Clear*
- *Odor: None to slight amine odor*
- *Non-hazardous*

  ** NSF/ANSI 60 approved 60mg/L as product*
  ** 35% active Ammonium Sulfate*
  ** 0.82 pounds of ammonia per gallon*
  ** 19% ammonium hydroxide/ 1.47 pounds per gallon*

- *Must comply with the latest B302-16 AWWA standard.*
- *To be delivered in tank trucks on an as-needed basis*
- *Delivered quantity (after initial delivery) not to exceed 2000 gallons*
- *Must provide proper cam connection to unload*
- *No Plant air to assist in unloading*
- *Legal weight ticket must accompany each load to verify weight of product.*

The City of Duluth is in the process of installing a new system to use Liquid Ammonium Sulfate Solution. Upon completion and approval by the Minnesota Department of Health (anticipated June/July of 2023), we will be proceeding with use of the product.

The initial delivery will be approximately 2500 gallons of product. Each additional load would be approximately 2000 gallons every 3 weeks for approximately 18,000-20,000 gallons for 2023.

Annual Water Treatment Chemical Solicitation for City of Duluth, Minnesota

ADDITIONAL INFORMATION FORM

This form does NOT replace the bid form. Rather, it requests information IN ADDITION TO the bid form.

1) Liquid Aluminum Sulfate

Price per US ton $ _____ Weight/Gallon: _____/lb

Manufacturer: _____ Dry Weight/Gallon: _____/lb

Typical shipment weight: _____

Provide a primary point of contact for product, delivery, or other questions:

_____

NAME PHONE EMAIL ADDRESS

2) Liquid Caustic Soda

Weight/Gallon: _____/lb Dry Weight/Gallon: _____/lb

Manufacturer: _____ Normal Truckload Quantity: _____

Provide a primary point of contact for product, delivery, or other questions:

_____

NAME PHONE EMAIL ADDRESS

3) Wet Hydrofluorosilicic Acid

Provide a primary point of contact for product, delivery, or other questions:

_____

NAME PHONE EMAIL ADDRESS

4) Liquid Anhydrous Ammonia

Please list any fuel surcharges applicable per load $_____ or _____ %

Please list any Hazmat fee applicable per load $_____

Provide a primary point of contact for product, delivery, or other questions:

_____

NAME PHONE EMAIL ADDRESS

5) Liquid Chlorine

Please list any fuel surcharges applicable per load $_____ or _____ %

Please list any Hazmat fee applicable per load $_____

Provide a primary point of contact for product, delivery, or other questions:

_____

NAME PHONE EMAIL ADDRESS

Annual Water Treatment Chemical Solicitation for City of Duluth, Minnesota
ADDITIONAL INFORMATION FORM

6) Nonionic Polymer (Clarifloc N-3300P or equivalent)

Provide a primary point of contact for product, delivery, or other questions:

NAME	PHONE	EMAIL ADDRESS

7) Liquid Ammonium Sulfate Solution

Please list any fuel surcharges applicable per load $_____ or _____ %

Please list any Hazmat fee applicable per load $_____

Provide a primary point of contact for product, delivery, or other questions:

NAME	PHONE	EMAIL ADDRESS

DECLARATION OF NON-COLLUSION

I hereby swear (or affirm) under penalty of perjury:

1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

4) That a family relationship between a City of Duluth employee and bidder/proposer are in non-collusion; and

5) That I have fully informed myself regarding the accuracy of the statements made in this declaration.

Signed: _____

Firm Name: _____

Bidder's Federal Identification Number _____