

CITY OF RUTLAND  
CITY HALL, 1 STRONGS AVENUE  
POST OFFICE BOX 969  
RUTLAND, VERMONT 05702

INVITATION TO BID

Pursuant to Chapter 17 of the Revised Charter of the City of  
Rutland, Vermont sealed bids are requested for the following:

LIQUID SODIUM HYPOCHLORITE  
LIQUID SODIUM BISULFITE

Per attached Specifications and Stipulations

BID DEADLINE: 4:00 p.m., Friday, June 9, 2023

BID OPENING: 3:00 p.m., Monday, June 12, 2023

NOTE: IT IS A STRICT POLICY OF THIS OFFICE THAT BIDS RECEIVED LATER THAN THE TIME AND DATE  
SPECIFIED SHALL NOT BE OPENED.

Sealed Bids will be opened at a meeting of  
the Rutland City Board of Finance  
and read aloud.

Questions concerning bid specifications should be directed to:

Bob Protivansky, Wastewater Treatment Plant  
Greens Hill Lane, P.O. Box 969, Rutland, Vermont 05702  
(802) 773-1800

BIDS MAY BE SUBMITTED ON LINE AT [WWW.RUTLANDCITY.ORG](http://WWW.RUTLANDCITY.ORG), MAILED OR DELIVERED TO:

Sara Magro, Purchasing Agent  
City Hall, 1 Strongs Avenue  
Post Office Box 969  
Rutland, Vermont 05702

**CITY OF RUTLAND, VERMONT  
BID STIPULATIONS**

1. **GENERAL:** The City of Rutland reserves the right to waive any informality in, to accept portions of, or to reject any and all bids not deemed in the best interest of the City.
2. **QUANTITIES:** Quantities, if estimated, are given only as a basis for comparison of bids. The City reserves the right to increase or decrease the quantities as may be deemed necessary. Actual quantities to be delivered will be requested by the Department Head or the authorized representative.
3. **PRICES:** All prices quoted should be the **delivered price** to Rutland, Vermont. All prices quoted to remain in effect throughout the "Bid Period", except as provided in the "Escalation Clause".
4. **BID PERIOD:** The bid period will be the fiscal year for which the bid is awarded, unless stated otherwise in the bid documents or unless the bid is awarded for a definite number of items. The City of Rutland operates on a fiscal year July 1 through June 30.
5. **ESCALATION CLAUSE:** All successful bidders will be entitled to an increase or the City of Rutland a decrease in the approved bid unit price of materials based upon the fluctuation of the market price of the affected materials. No allowance will be made for overhead, profit, handling or storage. Increases in bid prices will be allowed only to the extent that the increase in the market price cost to the bidder is documented to the Rutland City Board of Finance. Documentation may include actual invoices or evidence of posted prices by the bidder's supplier. Increases will be subject to the approval of the Board of Finance.
6. **SERVICE CHARGES:** The City of Rutland, in all good faith, attempts to pay bills weekly. However, due to course of events, this schedule cannot always be followed, causing some payments to be delayed beyond the normal thirty day period. For this reason, notice is hereby given to all bidders, that in the event payment is delayed over thirty (30) days, the City of Rutland will not accept Service Charges for Past Due Balances over 30 days.
7. **PURCHASE ORDERS:** No materials will be accepted by the City of Rutland unless specifically requested by approved Purchase Order.
8. **PAYMENT OF INVOICES:** The City of Rutland pays by invoice. All invoices should reference the City Department that placed the order and **the Purchase Order Number**.
9. **ADDITIONAL STIPULATIONS:** Specifications for bid items may contain additional stipulations pertinent to the material being bid.
10. **CANCELLATION OF BID AWARD:** Failure to meet bid specifications or delivery dates may result in cancellation of a bid award by the Board of Finance.

CITY OF RUTLAND  
BID SHEET

ITEM: Hypochlorite/Sodium Bisulfite  
BID PERIOD: July 1, 2023- June 30, 2024  
SPECIFICATIONS: See attached sheet

Unit Price            \$ \_\_\_\_\_ Per gallon

Product Name        \_\_\_\_\_

Expected Storage Life \_\_\_\_\_

COMMENTS:

Name of Firm: \_\_\_\_\_

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

Signature of Authorized Agent: \_\_\_\_\_

Printed or Typed Name and Title: \_\_\_\_\_

CITY OF RUTLAND  
CITY HALL  
1 Strongs Avenue  
P. O. Box 969  
Rutland, Vermont 05702-0969

BID SPECIFICATIONS:

Item: Liquid Sodium Hypochlorite and  
Liquid Sodium Bisulfite

Period: Fiscal Year 2024

A. Item(s) Description:

1. Liquid Sodium Hypochlorite 15% solution.  
Bulk deliveries
2. Liquid Sodium Bisulfite 38% solution.  
Bulk deliveries

B. Additional Specifications, if any:

Quantities:

Exact quantities can not now be determined. It is estimated that approximately 17,700 gallons of Sodium Hypochlorite and 15,000 gallons of Sodium Bisulfite will be required on an annual basis that is, with a 15% solution of Sodium Hypochlorite and a solution of 38% Sodium Bisulfite. Quantities may be increased or decreased to meet the requirements of the City of Rutland, Vermont during the delivery period. A minimum quantity is not guaranteed.

Material Safety Data Sheets must be submitted for each product.

Deliveries:

Deliveries will be made only in response to a specific order from the Department of Public Works citing the annual purchase order to be issued to the successful bidder. Deliveries are to be made by bulk tank truck. The City has two receiving tanks for each chemical with a capacity of 3,000 gallons each or a total storage capacity of 6,000 gallons for each chemical. Connection from delivery truck to storage tanks will be by a 3 inch pipe with cam lock couplings. Deliveries must be made between 8:00 a.m. and 3:00 p.m., Monday through Friday. Delivery outside of these house or days will be by mutual agreement only. Additional expenses of city overtime due to late delivery by the contractor will be at the contractor's expense. All deliveries will be by truck with proper equipment to unload. Any unloading costs caused by the failure of the supplier to meet

this specification shall be at the sole expense of the supplier. The contractor shall provide an analysis of the products delivered when requested to do so.

Escalation:

The successful bidder will be entitled to an increase, or the City of Rutland a decrease, in the unit prices of Sodium Hypochlorite and Sodium Bisulfite on the fluctuation of the market price. No allowance will be made for overhead, profit, handling or storage. All bidders must indicate in the spaces provided a fixed base price effective after the time of bid opening. Increases or decreases will be allowed on the fixed base price based on increases or decreases in the market cost to the supplier to the extent documented to the City Board of Finance by the supplier. Documentation may include actual invoices or evidence of prices posted by the supplier's source. Increases or decreases will be subject to the approval of the City Board of Finance and will become effective upon receipt of the Board's approval.

Tie Bids:

In case of tie bids preference will be given to suppliers whose manufacturing facilities or repackaging facilities are nearest to the points of use.

Force Majeure:

Seller's failure to make, or buyer's failure to take any delivery to deliveries when due, it caused by force majeure as hereinafter defined shall not constitute a default nor subject the party so failing to any liability to the other; provided, however, that the party affected by such force majeure shall promptly notify the other of the existence thereof and of its expected duration and the estimated effect thereof upon its ability to perform its obligations hereunder. The quantity to be delivered hereunder shall be reduced to the extent of the deliveries omitted for such cause or causes, unless both parties remain unchanged. As used herein, the term force majeure shall mean and include any Act of God or the public enemy, accident, explosion, fire, storm earthquake, flood, drought, perils of the sea, strikes, lockouts, labor troubles, riots. Sabotage, embargo, war (whether or not declared and whether or not the United States of America is a participant), federal, state, or municipal law, regulations, order, license, priority, seizure, requisition or allocation, failure or delay of transportation, shortage of or inability to obtain supplies, equipment, fuel and labor, or any other circumstances of a similar or different nature beyond the reasonable control of the party so failing.

Bidder Qualification:

Only bids from manufacturer or their authorized distributors shall be considered. Authorized distributors must regularly maintain a substantial stock of the products bid on and must be actively engaged in the sale of such products. Stock and facilities may be examined by a representative of the City of Rutland at any time either before award is made or during the life of the contract.