

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:

GRANULATED POLYMER

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, Department of Public Works,
1 Strongs Avenue,
P.O. Box 969, Rutland, Vermont 05702
(802) 773-1851

BIDS MAY BE SUBMITTED ON LINE AT 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.

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BID SPECIFICATIONS:

Item: Polymer

Period: July 1, 2023 - June 30, 2024

A. Item(s) Description

1. Dry Polymer for Gravity Belt Sludge Thickener Process (per lb. delivered in 50 lb. bags).
2. Dry Polymer for Belt Filter Press Process (per lb. delivered in 50 lb. bags).

B. Additional Specifications, if any

REQUIREMENT:

Provide dry polymer for the Gravity Belt Thickener and Belt Filter Press processes at the City of Rutland Wastewater Treatment Plant delivered in 50 lb. bags.

Prospective bidders must pre-qualify their products before bid deadline to assure performance standards are met. Pre-qualifying will consist of the supplier performing bench tests at our facility to determine which polymers are best suited for the processes. The bidders will then supply an adequate amount of the selected polymers to perform a test run on the processes.

BID: Bid will be submitted as a unit price per pound of polymer. Unit price shall remain constant during the life of the Purchase Order to be issued to the successful bidder. The bidder will state product name (or other identifications) and expected storage life. Bid information will be provided in the proposal form shown below. Bidders must submit Material Safety Data Sheets for each product.

A Purchase order will be issued for the period of July 1, 2017 through June 30, 2018 subject to the approval of the FY 2008 budget. Deliveries under this Purchase Order will be made only by request of the Treatment Plant Staff.

TECHNICAL ASSISTANCE: During the life of the Purchase Order the successful bidder shall provide assistance to the plant staff in trouble-shooting problems that may arise in the use of selected polymers.

CANCELLATIONS: In the event that the polymers provided by the successful bidder fail to achieve actual results consistent with the initial performance evaluation the City may cancel the Purchase Order and proceed to procure polymer from another supplier. The successful bidder will be given the opportunity through Technical Assistance to bring actual results back into line prior to cancellation.

ESTIMATED QUANTITIES: Application rates will affect quantities as well as sludge production rates. The Belt Filter Press currently uses approximately 75 lbs. of polymer per week. The Gravity Belt Thickener uses approximately 50 lbs. of polymer per week.

CITY OF RUTLAND, VERMONT
BID SHEET

ITEM: Polymer
BID PERIOD: July 1, 2023 through June 30, 2024

SPECIFICATION: See attached document
Gravity Belt Thickener:

Unit Price \$ _____ per pound of dry polymer delivered in 50 lb. bags

Product Name _____

Expected Storage Life _____

Belt Filter Press Process:

Unit Price \$ _____ per pound of dry polymer delivered in 50 lb. bags

Product Name _____

Expected Storage Life _____

COMMENTS:

NOTE: UNLESS YOU ARE ANSWERING QUESTIONS, SUBMITTING SUGGESTIONS, BROCHURES OR ALTERNATE BID ITEMS, ONLY THIS COMPLETED BID SHEET SHOULD BE RETURNED AS YOUR FORMAL BID.

The undersigned hereby states that he/she has read and understands the accompanying, Invitation to Bid, and Bid Stipulations stated, the Bid Specifications and Bid Sheet, and submits his/her quotation accordingly.

Name of Firm _____

Address _____

Signature of Authorized Agent _____

Printed or Typed Name and Title _____