



INVITATION TO BID #17-23 Cationic Dewatering Polymer

April 19, 2023

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Clearwater (City) until **10:00 A.M., Local Time, May 18, 2023**, to provide **Cationic Dewatering Polymer**.

Brief Description: The City of Clearwater is soliciting sealed bids from qualified vendors to manufacture and provide non-hazardous chemical cationic organic polymer flocculant (dewatering polymer) to the City's Public Utilities Department.

Bids must be in accordance with the provisions, specifications and instructions set forth herein and will be received by the Procurement Division until the above noted time, when they will be publicly acknowledged and accepted.

Bid packets, any attachments and addenda are available for download at:

<https://www.myclearwater.com/business/rfp>

Please read the entire solicitation package and submit the bid in accordance with the instructions. This document (less this invitation and the instructions) and any required response documents, attachments, and submissions will constitute the bid.

General, Process or Technical Questions concerning this solicitation should be directed, IN WRITING, to the following Procurement Analyst:

Milisa Harris
Procurement Analyst
Milisa.Harris@myclearwater.com

This Invitation to Bid is issued by:

Lori Vogel, CPPB
Procurement Manager
lori.vogel@myclearwater.com

INSTRUCTIONS

- i.1 **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the contact listed on page 1. Questions should be submitted in writing via letter, fax or email. Questions received less than ten (10) calendar days prior to the due date and time may be answered at the discretion of the City.
- i.2 **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website no less than seven (7) days prior to the Due Date. **Vendors are cautioned to check the Purchasing Website for addenda and clarifications prior to submitting their bid.** The City cannot be held responsible if a vendor fails to receive any addenda issued. The City shall not be responsible for any oral changes to these specifications made by any employees or officer of the City. Failure to acknowledge receipt of an addendum may result in disqualification of a bid.
- i.3 **VENDOR CONFERENCE / SITE VISIT:** ☒ Yes ☐ No
Mandatory Attendance: ☐ Yes ☒ No
- Date and Time:** May 1, 2023, at 10:30AM (EST) via ZOOM
ZOOM: <https://us02web.zoom.us/j/84431590575?pwd=ZlhZUUhajc5UE1rduB6ejArk25udz09>
Meeting ID: 844 3159 0575
Passcode: 284095

If so designated above, attendance is mandatory as a condition of submitting a bid. The conference/site visit provides interested parties an opportunity to discuss the City's needs, inspect the site and ask questions. During any site visit you must fully acquaint yourself with the conditions as they exist and the character of the operations to be conducted under the resulting contract.

i.4 **DUE DATE & TIME FOR SUBMISSION AND OPENING:**

Date: May 18, 2023
Time: 10:00 A.M. (Local Time)

The City will open all bids properly and timely submitted and will record the names and other information specified by law and rule. All bids become the property of the City and will not be returned except in the case of a late submission. Respondent names, as read at the bid opening, will be posted on the City website. Once a notice of intent to award is posted or 30 days from day of opening elapses, whichever occurs earlier, bids are available for inspection by contacting the Procurement Division.

i.5 **BID FIRM TIME:** 120 days from Opening

Bid shall remain firm and unaltered after opening for the number of days shown above. The City may accept the bid, subject to successful contract negotiations, at any time during this time.

i.6 **BID SECURITY:** ☐ Yes \$ 0.00 ☒ No

If so designated above, a bid security in the amount specified must be submitted with the bid. The security may be submitted in any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, or cashier's check payable to the City of Clearwater (personal or company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to the City. Such bid security shall be forfeited to the City of Clearwater should the bidder selected fail to execute a contract when requested.

PERFORMANCE SECURITY: ☐ Yes \$ 0.00 ☒ No

If required herein, the Contractor, simultaneously with the execution of the Contract, will be required to furnish a performance security. The security may be submitted in one-year increments and in

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any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, cashier's check or money order payable to the City of Clearwater (personal and company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to the City. If the Contractor fails or refuses to fully comply with the terms and conditions of the contract, the City shall have the right to use all or such part of said security as may be necessary to reimburse the City for loss sustained by reason of such breach. The balance of said security, if any, will be returned to Contractor upon the expiration or termination of the contract.

i.7 BID SUBMITTAL TO:

It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

Bidders may mail or hand-deliver bids to the address below. E-mail or fax submissions will not be accepted. Use label at the end of this solicitation package.

City of Clearwater
Attn: Procurement Division
100 S Myrtle Ave, 3rd Fl, Clearwater FL 33756-5520
or
PO Box 4748, Clearwater FL 33758-4748

No responsibility will attach to the City of Clearwater, its employees or agents for premature opening of a bid that is not properly addressed and identified.

- i.8 LATE BIDS.** The bidder assumes responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in handling of the mail by employees of the City of Clearwater, or any private courier, regardless whether sent by mail or by means of personal delivery. You must allow adequate time to accommodate all registration and security screenings at the delivery site. A valid photo I.D. may be required. It shall not be sufficient to show that you mailed or commenced delivery before the due date and time. All times are Clearwater, Florida local times. The bidder agrees to accept the time stamp in the City Procurement Office as the official time.

- i.9 LOBBYING; LOBBYING NO-CONTACT PERIOD; QUESTIONS REGARDING SOLICITATION.** From the time a competitive solicitation is posted until such time as the contract is awarded by the city or the solicitation is cancelled, all bidders, offerors, respondents, including their employees, representatives, and other individuals acting on their behalf, shall be prohibited from lobbying city officers, city employees, and evaluation committee members.

Violation of this section may result in rejection/disqualification from award of the contract arising out of the competitive solicitation.

All questions regarding the competitive solicitation must be directed to the procurement manager or designee, who will respond in writing and post such response to ensure that all respondents receive the same information during the No-Contact Period.

The penalty for violating the No-Contact Period may include suspension or debarment.

- i.10 COMMENCEMENT OF WORK.** If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

- i.11 RESPONSIBILITY TO READ AND UNDERSTAND.** Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in

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any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

- i.12 **FORM AND CONTENT OF BIDS.** Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and the designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.
- i.13 **SPECIFICATIONS.** Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.
- Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. Burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.
- i.14 **MODIFICATION / WITHDRAWAL OF BID.** Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.
- i.15 **DEBARMENT DISCLOSURE.** If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.
- i.16 **RESERVATIONS.** The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.17 **OFFICIAL SOLICITATION DOCUMENT.** Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically

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acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.

- i.18 **COPYING OF BIDS.** Bidder hereby grants the City permission to copy all parts of its bid, including without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.

- i.19 **CONTRACTOR ETHICS.** It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Respondents and Contractors.

To achieve the purpose of this Article, it is essential that Respondents and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
 - b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
 - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.
- i.20 **GIFTS.** The City will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The City may request product samples from vendors for product evaluation.
- i.21 **RIGHT TO PROTEST.** Pursuant to Section 2.562(3), Clearwater Code of Ordinances, a bidder who submitted a response to a competitive solicitation and was not selected may appeal the decision through the bid protest procedures, a copy of which shall be available in the Procurement Division. A protesting bidder must include a fee of one percent of the amount of the bid or proposed contract to offset the City's additional expenses related to the protest. This fee shall not exceed \$5,000.00 nor be less than \$50.00. Full refund will be provided should the protest be upheld. No partial refunds will be made.

ADDRESS PROTESTS TO:

City of Clearwater – Procurement Division
100 S Myrtle Ave, 3rd Fl
Clearwater FL 33756-5520
or
PO Box 4748
Clearwater FL 33758-4748

INSTRUCTIONS – EVALUATION

- i.22 **EVALUATION PROCESS.** Bids will be reviewed by the Procurement Division and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.
- i.23 **PRESENTATIONS/INTERVIEWS.** The bidder must provide a formal presentation/interview upon request.
- i.24 **CRITERIA FOR EVALUATION AND AWARD.** The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.
- a) **Responsiveness.** The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
 - b) **Responsibility.** The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
 - c) **Price.** We will then evaluate the bids that have met the requirements above.
- i.25 **COST JUSTIFICATION.** In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.
- i.26 **CONTRACT NEGOTIATIONS AND ACCEPTANCE.** Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.27 **NOTICE OF INTENT TO AWARD.** Notices of the City's intent to award a Contract are posted to Purchasing's website. **It is the bidder's responsibility to check the City of Clearwater's website at <https://www.myclearwater.com/business/rfp> to view relevant bid information and notices.**
- i.28 **BID TIMELINE.** Dates are tentative and subject to change.
Release ITB: April 19, 2023
Advertise Tampa Bay Times: April 26, 2023
Pre-bid Meeting: May 1, 2023
Pre-bid Bench Scale Testing: May 12, 2023
Bids due: May 18, 2023
Review bids: May 18, 2023 – May 26, 2023
Award recommendation: May 26, 2023
Council authorization: June 2023
Contract begins: July 2023

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- S.1 **DEFINITIONS.** Uses of the following terms are interchangeable as referenced: “vendor, contractor, consultant, supplier, proposer, company, persons”, “purchase order, PO, contract, agreement”, “City, Clearwater”, “bid, proposal, response, quote”.
- S.2 **INDEPENDENT CONTRACTOR.** It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor’s employees, not City employees. Accordingly, Contractor and Contractor’s employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers’ compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.
- S.3 **SUBCONTRACTING.** Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.
- S.4 **ASSIGNMENT.** This Agreement may not be assigned either in whole or in part without first receiving the City’s written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.
- S.5 **SUCCESSORS AND ASSIGNS, BINDING EFFECT.** This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.
- S.6 **NO THIRD PARTY BENEFICIARIES.** This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities in any third parties.
- S.7 **NON- EXCLUSIVITY.** The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.
- S.8 **AMENDMENTS.** There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.
- S.9 **TIME OF THE ESSENCE.** Time is of the essence to the performance of the parties’ obligations under this Agreement.
- S.10 **COMPLIANCE WITH APPLICABLE LAWS.**
- a. **General.** Contractor must procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, executive orders, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City’s satisfaction any programs, procedures, and other activities used to ensure compliance.
 - b. **Drug-Free Workplace.** Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified

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in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

- c. **Federal and State Immigration Laws.** Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.
- (i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").
 - (ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.
 - (iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.
 - (iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.
 - (v) Neither Contractor nor any subcontractor will be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.
- d. **Nondiscrimination.** Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.

- S.11 **SALES/USE TAX, OTHER TAXES.** Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City.

The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.

- S.12 **AMOUNTS DUE THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due the City or fees and charges owed to the City.

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S.13 **PUBLIC RECORDS.** In addition to all other contract requirements as provided by law, the Contractor executing this Agreement agrees to comply with public records law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, Rosemarie Call, Phone: 727-562-4092 or Email: Rosemarie.Call@myclearwater.com, 600 Cleveland Street, Suite 600, Clearwater, FL 33755.

The Contractor agrees to comply with the following:

- a) Keep and maintain public records required by the City of Clearwater (hereinafter "public agency" in this section) to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.
- h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
 - 1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and

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2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

- i) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

S.14 **AUDITS AND RECORDS.** Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

S.15 **BACKGROUND CHECK.** The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

S.16 **SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL.** The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from performance of services under this Agreement.

S.17 **DEFAULT.**

- a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.
- b. Contractor will be in default of this Agreement if Contractor is debarred or suspended in accordance with the Clearwater Code of Ordinances Section 2.565 or if Contractor is debarred or suspended by another governmental entity.
- c. **Notice and Opportunity to Cure.** In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.
- d. **Anticipatory Repudiation.** Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written

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assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

- S.18 **REMEDIES.** The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:
- a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.
 - b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.
 - c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.
 - d. Neither party will be liable for incidental, special, or consequential damages.
- S.19 **CONTINUATION DURING DISPUTES.** Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.
- S.20 **TERMINATION FOR CONVENIENCE.** The City reserves the right to terminate this Agreement at its convenience, in part or in whole, upon thirty (30) calendar days' written notice.
- S.21 **TERMINATION FOR CONFLICT OF INTEREST.** The City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.
- S.22 **TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT.** The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines, in its sole discretion, that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.
- S.23 **PAYMENT TO CONTRACTOR UPON TERMINATION.** Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has both completed its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.
- S.24 **NON-WAIVER OF RIGHTS.** There will be no waiver of any provision of this Agreement unless approved in writing and signed by the waiving party. Failure or delay to exercise any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.
- S.25 **INDEMNIFICATION/LIABILITY.**

STANDARD TERMS AND CONDITIONS

- a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement.
 - b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.
 - c. The City assumes no liability for actions of Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.
 - d. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.26 **WARRANTY.** Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like, and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction. Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications.
- S.27 **CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES.** Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.
- S.28 **NO GUARANTEE OF WORK.** Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represent the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.
- S.29 **OWNERSHIP.** All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.
- S.30 **USE OF NAME.** Contractor will not use the name of the City of Clearwater in any advertising or publicity without obtaining the prior written consent of the City.
- S.31 **FOB DESTINATION FREIGHT PREPAID AND ALLOWED.** All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.
- S.32 **RISK OF LOSS.** Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not release Contractor from any obligation hereunder.

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- S.33 **SAFEGUARDING CITY PROPERTY.** Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.
- S.34 **WARRANTY OF RIGHTS.** Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble, or hindrance from Contractor or third parties.
- S.35 **PROPRIETARY RIGHTS INDEMNIFICATION.** Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.36 **CONTRACT ADMINISTRATION.** This Agreement will be administered by the Purchasing Administrator and/or an authorized representative from the using department. All questions regarding this Agreement will be referred to the administrator for resolution. Supplements may be written to this Agreement for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).
- S.37 **FORCE MAJEURE.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.
- S.38 **COOPERATIVE USE OF CONTRACT.** This Agreement may be extended for use by other municipalities, counties, school districts, and government agencies with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.
- S.39 **FUEL CHARGES AND PRICE INCREASES.** No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.
- S.40 **NOTICES.** All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or

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registered mail, postage prepaid; (iii) sent via electronic mail; (iv) sent via overnight courier; or (v) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via electronic mail, overnight courier, or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.

- S.41 **GOVERNING LAW, VENUE.** This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.
- S.42 **INTEGRATION CLAUSE.** This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.
- S.43 **PROVISIONS REQUIRED BY LAW.** Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.
- S.44 **SEVERABILITY.** If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.
- S.45 **SURVIVING PROVISIONS.** Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

DETAILED SPECIFICATIONS

1. **INTRODUCTION.** The City of Clearwater (City) is a coastal community on the West Coast of Florida and the third largest city in the Tampa Bay region with an estimated 119,208 residents. Clearwater Beach is an international tourist destination that brings millions of tourists to Pinellas County annually and was selected as the “Number One Beach in America” in the 2018 and 2019 TripAdvisor Travelers’ Choice Awards and regularly ranks as a top vacation destination in both domestic and international publications. An ideal year-round destination for travelers of all ages and interests, Clearwater boasts miles of pristine “sugar sand” beaches, provides a wide variety of casual and fine dining options, and is home to Philadelphia Phillies Spring Training and Clearwater Threshers Minor League Baseball. Clearwater Marine Aquarium remains a consistent draw for visitors and is nationally recognized for its groundbreaking work in marine rescue, rehabilitation, and release.

The City of Clearwater is committed to ensuring that we have a sustainable city through green measures focusing on our economy, environment, and community.

2. **SCOPE OF WORK.** The City of Clearwater is soliciting sealed bids from qualified vendors to manufacture and provide non-hazardous chemical cationic organic polymer flocculant (dewatering polymer) to the City’s Public Utilities Department.

The dewatering polymer will be utilized in the conditioning of sludge, which will be thickened by Rotating Drum Thickeners (RDT’s), dewatered by belt presses and/or centrifuges that can, combined, process up to a maximum of 12 dry tons/day sludge feed. The sludge is a combination of primary and secondary sludge which is RDT thickened between 4-6% and then anaerobically digested.

Work under this contract shall be performed at the following Wastewater Reclamation Facilities (WRF):

1. Marshall Street WRF: 1605 Harbor Dr., Clearwater, FL 33755
2. Northeast WRF: 3290 State Road 580, Safety Harbor, FL 33765
3. East WRF: 3141 Gulf to Bay Blvd., Clearwater, FL 33759

3. **SPECIFICATIONS.**

- a. The dewatering polymer shall be supplied, delivered by the Vendor.
 - i. The dewatering polymer shall be delivered in at least 2,300-pound totes that can accommodate mixers.
 - ii. The Vendor shall be limited to a maximum of two (2) polymer products per process area (RDT, Belt, Centrifuge), per each of the (3) WRF’s, for the bid.
- b. Dewatering polymer shall be utilized in the conditioning of sludge that will be dewatered by the following processes:
 - i. Centrifuges (Andritz D5LLC30CHP) at Marshall Street and Northeast, which can each dewater up to 150 gallons per minute (gpm), or 1800 dry pounds (lbs.)/hour.
 - ii. Belt presses at Marshall Street and Northeast, which each process up to 3.7 dry tons per day.
 - iii. Rotating Drum Thickeners (RDT), which process 50 gpm at Marshall Street, and 150 gpm at Northeast and East.
- c. The dewatering polymer shall not fall within the hazardous classification under Florida Administrative Code (FAC) Chapter 62-730 and shall comply with all Federal Occupational Safety and Health Acts (OSHA), and the Florida Occupational Safety and Health Requirements, where applicable and in effect at time of delivery.
- d. The City shall only accept emulsion/dispersion forms of dewatering polymer. Dry or solution (water based) forms of dewatering polymer will not be accepted.
- e. The dewatering polymer shall be in a light mineral oil with low viscosity in the neat or undiluted form and have at least 39% active solids. Active solids shall mean the portion of the material that is polymer.
- f. The dewatering polymer supplied under this Contract must conform to the specifications in Table 1 below:

DETAILED SPECIFICATIONS

TABLE 1 - Cationic Dewatering Polymer Specification

Parameter/Units	Limit	Method
Appearance	White Cloudy to Opaque Liquid	Visual
Neat Viscosity @ 20 °C cPs	500 – 2,000	Follow ASTM* Standards
UL Viscosity cPs	3.6-4.7	Follow ASTM Standards
pH	3-8	Follow ASTM Standards
Non-Volatile Solids - %	44.0 – 52.5	Follow ASTM Standards
Specific Gravity	1.01 – 1.05	Follow ASTM Standards
Active Solids Calculation - %	≥ 39	Follow ASTM Standards
Activation PHYSICAL TEST @ 20 °C - s	0 – 15.0	Follow ASTM Standards
Residual Acrylamide /HPLC	≤ 1000 ppm	Follow ASTM Standards
Total Solids	45 – 52%	Follow ASTM Standards
Regulated Substance(s)	< 1%	Certified Lab

***American Society for Testing and Materials (ASTM)**

- g. All proposed thickening and/or dewatering polymers must be compatible with the existing thickening and/or dewatering facilities equipment.
 - i. The City will not alter its equipment nor accept alterations to the equipment by the Vendor in order for the polymers to be compatible with the equipment.
- h. All proposed polymer products must be compatible with the City's sludge processing facilities and end uses, including thermal drying, composting, chemical stabilization, land application, and other potential options.
- i. The City may visit the lowest responsible vendor's work location(s) to inspect the manufacturing, storage, and testing sites prior to award and throughout the term of the contract.

4. SLUDGE PRODUCTION.

- i. The average daily sludge dewatered for Calendar Year 2021 for the City's WRFs is shown in Table 2 below.

DETAILED SPECIFICATIONS

TABLE 2: City of Clearwater WRF Sludge and Sludge Characteristics

Location	Dewatering/Thickening Process	Dry Tons per Day to be dewatered (on average)	Range of Sludge Feed Concentration (% Solids)
Marshall St. WRF	RDT ¹	2.4	0.8-1.2%
Marshall St. WRF	Belt Press	3.1	3.0-3.5%
Marshall St. WRF	Centrifuge	3.9	3.0-3.5%
Northeast WRF	RDT ²	4.7	0.8-1.2%
Northeast WRF	Belt Press	3.9	2.0-3.0%
Northeast WRF	Centrifuge	4.1	2.0-3.0%
East WRF	RDT ²	2.1	0.8-1.2%

Table 2 note: RDT¹ operates at 50 gpm and RDT² operates at 150 gpm (maximum feed rate). RDT feed rates are disclosed above in Section 2.3 paragraph c. Also, while RDT's are run constantly during the dewatering process, the belt press and centrifuges are redundant processes, one or the other may be used

- II. The City reserves the right to routinely transport sludge from its WRFs to a centralized dewatering facility.
- III. Mixtures of sludge blends and sludge consistency at the WRFs are subject to change during the term of the contract. The Vendor is required to comply with the contract requirements regardless of sludge blends and sludge consistency.

5. **SLUDGE FROM OTHER FACILITIES.**

- A. The City may, in addition to its regular practice of transporting sludge between its WRFs, transport sludge (export) from its facilities to be treated at another facility. If the City requests Dewatering Polymer in a quantity that is significantly greater than the quantities shown in Table 2, the Contractor shall make the delivery within ten (10) calendar days of City's request for the Dewatering Polymer.
- B. Export Sludge
 - I. If it is necessary for the City to transport sludge produced at any of its other WRFs to any other facility, the City may exercise the following option:
 - a. The City may direct the Vendor to supply the Dewatering Polymer to another location for the same price awarded by this bid.
- C. Import Sludge
 - I. The City may accept the Vendor's proposal to use a substitute Dewatering Polymer, at the same price awarded by this bid, to treat imported sludge, in case of an emergency, along with the sludge regularly treated at any City owned WRF.

6. **PRE-BID BENCH SCALE TESTING.**

- I. Prior to bidding, vendors may request an opportunity to bench-scale test any dewatering polymer product of its choice on the sludge from the WRFs for the Vendor to narrow the range of dewatering polymer products best suited for the conditioning of the sludge on **May 12, 2023**. ***Note: If vendors request a pre-bid bench scale testing opportunity, proof of a Certificate of Insurance will be required. In addition, if the equipment (RDT, belt press, or centrifuge) is not in service at the time of the bench testing and/or full-scale testing, then the performance test will be waived at that time. However, the vendor will be required to meet all requirements of Section 8. Performance Guarantee.**

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- a. Full scale testing will be allowed for one (1) batch only.
- b. The Vendor can use any bench-scale procedure to predict the dewatering polymer performance capabilities.
- c. The Vendor shall be responsible for collecting, reserving, and properly disposing of samples required for bench-scale testing under the supervision of WRF personnel.
- d. All costs for bench-scale testing shall be at no additional cost to the City.

7. **PRE-AWARD PERFORMANCE VERIFICATION TESTING.**

A. Prior to award, a Performance Verification Test shall be performed at each of the WRFs using only the Dewatering Polymer product(s) specified by the apparent low bidder.

- I. The Performance Verification Test shall determine if the Performance Criteria can be achieved with the Dewatering Polymer product in the dosage rate supplied by the Vendor on Exhibit A – Bid Schedule of Prices.
- II. If the proposed products do not meet the required Performance Criteria or the dosage specified in Exhibit A – Bid Schedule of Prices, the bid will be considered non-responsive and shall be rejected, and the next lowest bidder's products shall be tested.
- III. If two (2) or more bids have the same Total Bid Price, products from each bid will be tested. The product that achieves the Performance Criteria using the lowest dosage, during the Performance Verification Test, will be awarded the Contract.
- IV. City personnel, under the direct supervision of a third-party Consultant, shall perform all Performance Verification Tests (aka Field Testing), including sampling, analyses, and data recording, and shall perform all calculations. Only the City laboratory, under supervision of a third-party Consultant, shall be used for analysis of samples. Information obtained from the Performance Verification Tests shall be used for determining the responsiveness of any bid.
- V. The apparent low bidder shall designate two (2) representatives to provide input on setting and maintaining the polymer feed rate, observe the tests, operate bidder's furnished equipment as necessary, and collect a copy of the recorded data on the proposed polymer for the facilities. In case of conflict, interpretations and calculations made by the City shall govern.
- VI. The apparent low bidder shall be required to furnish, free of charge, sufficient polymer for the full-scale Performance Verification Tests. Existing polymer supply shall not be utilized for Performance Verification Test purposes.
- VII. The Performance Verification Test shall be performed over a six (6) hour period for each of the individual sludges as specified in Table 2. The average of data for determining compliance with the Performance Criteria and dosage shall be an average of the best five (5) of six (6) hours of performance. If during testing the Dewatering Polymer product causes failure of equipment, all testing shall be stopped, and that bid shall be rejected as non-responsive. Any incurred cost due to replacement or repair of equipment shall be the sole responsibility of the Vendor.

B. Test Equipment:

- I. The apparent low bidder shall be required to furnish the following to perform full scale Performance Verification testing:
 - a. Sufficient polymer to operate the entire WRF for the duration of the test. All delivered products must have percent activity and density analysis from a certified lab with certification in the following standard International Organization for Standardization (ISO) 9001:2015.
 - b. Totes to store the neat polymers required for the test.
 - c. Safety Data Sheet(s) (SDS) for the product(s) on site.

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- d. Absorption material to clean polymer spills. These cleanup materials must be available and near the totes.
 - e. All testing equipment and materials shall be removed by the vendor within 24 hours after testing is finished.
 - II. All spills caused by the Vendor shall be cleaned up at the Vendor's expense. Failure to clean these spills within eight (8) hours, or failure to cleanup spills in a manner satisfactory to the plant staff, may disqualify and deem Vendor non-responsive. If the City determines that the equipment or its installation is unsafe, the Vendor must make the changes requested by the City at the Vendor's expense. Failure to comply with the City's requests may result in a rejection of the bid.
 - III. The testing shall be conducted for six (6) hours on each of the solids production areas (RDT, Belt Press, Centrifuge); however, the bidder must be prepared to have enough products to operate for at least 12 hours.
- C. Test Procedures:
- I. The verification test will be conducted at each of the three (3) WRFs on one (1) RDT, one (1) dewatering centrifuge, and one (1) belt press for the sludge. This test will occur concurrently, while City personnel operate as much equipment as required to run for the normal dewatering operations for their respective facility.
 - II. The City will clean and prepare the designated equipment and ensure reliability of all instrumentation prior to testing.
 - III. The lowest apparent bidder shall be solely responsible for all aspects of supplying the polymer and recommended solution strength up to, but no greater than 0.5% of active polymer. A solution greater than 0.5% will result in disqualification of the performance test. The Vendor will be responsible for recommending the polymer solution strength and feed rate. The City will set and maintain those rates. Maximum polymer feed rate shall be limited by the capacity of the existing feed pumps at each dewatering facility. No post dilution water shall be allowed.
 - IV. The RDT's will be operated in accordance with 3. SPECIFICATIONS. B(III).
 - V. The Belt Presses will be operated using professional discretion and observation. The belt speed will be adjusted, as needed, to keep the sludge at a thickness optimal for transport. The performance target is a cake of no less than 16% total solids.
 - VI. The centrifuges will be operated in accordance with Table-3, below.

Table 3
City of Clearwater Centrifuge Sludge Feed

Location	Sludge Feed (GPM, max)	Centrifuge Torque
Marshall St. WRF	150	70
Northeast WRF	150	70
East WRF	N/A	N/A

- VII. The centrifuges shall achieve a maximum solid loading rate between 0.7 Dry Ton (DT)/HR and 0.9 DT/HR for Northeast and Marshall St WRF's. The performance target is a cake of no less than 24% total solids.

Solids loading rate shall be calculated as follows: (Sludge feed GPM) x (Sludge Feed % solids) x (0.2527)

- VIII. Sludge and polymer feed adjustments will be allowed during the test period to maintain constant feed rates, polymer dosage and cake dryness. No adjustments

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will be allowed less than 20 minutes prior to sample collection. Adjustments to City owned equipment will be performed only by City personnel.

D. Sampling, Analysis and Data Collection

- I. The City will collect and analyze all samples. Prior to the testing, the bidder may request the split samples, if sample containers have been provided by the bidder.
- II. Feed sludge, centrate and cake samples shall be collected every hour.
 - a. Each feed sludge and cake sample will be analyzed for total solids.
 - b. Each centrate sample will be analyzed for total suspended solids.
 - c. Analysis will be done in City process control laboratories or contracted labs.
- III. Instantaneous readings of sludge feed rate and polymer solution rates will be recorded each hour utilizing flow metering of the test centrifuge.

E. Sampling Manifest

- I. All samples will be collected by designated Public Utilities personnel. A chain of custody form shall be signed by the designated Public Utilities personnel for each sample taken and shall be turned over to the supervising Public Utilities personnel, who will sign the chain of custody form, secure the sample bottle with tamper proof security tape, and store the sample in a locked refrigerator.
- II. At the conclusion of the test, the supervising Public Utilities' personnel will remove all the samples from the locked refrigerator and place them into a tamper proof bag and secure with tamper proof tape. A new chain of custody form will be signed by the designated Public Utilities personnel turning over the sample bag to the Public Utilities plant driver, who will sign the chain of custody form and deliver the samples to the City Laboratory for analysis. The Public Utilities Laboratory Supervisor or designee, will receive the samples, and sign chain of custody form.

F. Data Evaluation

- I. During the six (6) hour test, all hours must be accounted for, and all entries of the Test Verification Form (TVF) must be filled in. The (TVF) is shown in Exhibit E – Test Verification Form. Six (6) hours of run data shall be required for a day to be complete. All units shall be rounded to two (2) decimal places. All values determined by authorized Public Utilities staff and/or the Engineer of Record (EOR) are final.
- II. The City will verify the average neat polymer feed rate, in pounds of delivered polymer per dry ton of sludge.
- III. The lowest apparent bidder shall be deemed responsible if all the following are met for the average of the best five (5) of six (6) hours of testing. (All results shall be based on data from the pre-award performance verification testing):
 - a. The average polymer feed rate shall not exceed bid dosage rate as specified in the Exhibit A – Bid Schedule of Prices.
- IV. At the City's discretion, only the best five (5) of six (6) hours of performance data shall be used to calculate the averages and compliance with standards. Data from different hours shall not be removed to calculate the averages; only data from the same hour shall be removed from the average calculations.

G. Date and Time of Testing

- I. The lowest apparent bidder will be notified two (2) weeks prior to the date of the test. Testing may occur any day of the week. It is the bidder's responsibility to deliver polymer and install it in a manner acceptable to City staff prior to the start of the test. The equipment should be ready to start feeding at least six (6) hours prior to the start time. The bidder may be required to test on Saturday, Sunday, or a Holiday. Failure to test on the appointed date may result in rejection of the bid.

8. **PERFORMANCE GUARANTEE.**

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- A. The Vendor shall guarantee the performance of the Dewatering Polymer at each City WRF's in compliance with the Performance Criteria listed below. The City WRF sludge, sludge blends and sludge characteristics are subject to change during the term of the Contract. Notwithstanding such change in the sludge, sludge blends and/or sludge characteristics, the Dewatering Polymer must meet the Performance Criteria throughout the term of the Contract, unless otherwise noted.
- B. If the Dewatering Polymer performance does not comply with the Performance Criteria for a period of twenty-four (24) hours, the Vendor shall correct the problems, without substituting the Dewatering Polymer, within five (5) business days after notification by the City. If, after five (5) business days from the notification by the City, the Dewatering Polymer performance remains in non-compliance, the Vendor shall make a Dewatering Polymer product substitution within five (5) business days.
- C. If the Contractor fails to make the proper Dewatering Polymer substitution, the Contractor may be considered in default of the Contract. If the substituted Dewatering Polymer proves to meet the Performance Criteria, the Contractor shall be responsible for removing the non-compliant Dewatering Polymer from the City WRF at Contractor's expense.

D. **Performance Criteria**

- I. Regardless of sludge blends and/or sludge characteristics, application of the Contractor's Dewatering Polymer must result in the following Performance Criteria for the City's WRFs:
 - a. Cake Solids $\geq 24.0\%$ (the minimum cake solids percentage for the centrifuges),
 - b. Filtrate and Centrate Concentration ≤ 1500 mg/L (the maximum filtrate and centrate concentration), and
 - c. Polymer Dosage - neat pounds (lbs.) of polymer per dry ton of sludge feed (as specified on the bid sheet).

II. Mini Trial

- a. The City may conduct a mini trial if application of the Contractor's Dewatering Polymer results in any of the following:
 - i. Minimum cake solids percentage is not met
 - ii. Maximum centrate concentration is exceeded
 - iii. Polymer dosage is above 1.1 times the bid dosage.
- b. The City may direct the Contractor to conduct a supervised mini trial up to forty-five (45) days from the last day in which the Dewatering Polymer fails to meet the Performance Criteria.
- c. A mini trial shall consist of four (4) hours of testing using Dewatering Polymer from the dewatering building storage tanks.

9. **VENDOR RESPONSIBILITIES:**

- A. Vendor shall manufacture, package and transport the dewatering polymer in a way that ensures the product's integrity and avoids cross-contamination at all stages.
- B. The Vendor shall provide a Supply Plan **with bid submittal** that includes the following:
 - I. Plant location(s), plant(s) production capacity and plant(s) storage capacity.
 - II. All chemical manufacturers, distributors and transporters, and highlights utilization of additional resources in the event of a planned or unplanned manufacturing plant shutdown, labor issue, weather emergency, or transportation issue.
 - III. A list of alternate production locations and agreements with alternative haulers and railcar storage terminals.
 - IV. A list of contact persons and emergency telephone numbers.
- C. The Vendor shall notify Public Utilities within 24 hours of (1) any changes to the listed manufacturers, distributors, or transporters and (2) the onset of any event that requires implementation of the Supply Plan.
- D. If a situation arises that causes the Vendor to suspend or interrupt bulk delivery of the dewatering polymer, the Vendor shall have an alternate plan for production, supply and

DETAILED SPECIFICATIONS

delivery of sufficient quantities of the dewatering polymer to ensure that the City's production requirements are met.

- I. All costs incurred by the Vendor for arranging alternate means of delivery shall be at no additional cost to the City.
- E. The Vendor shall be responsible for any damage caused by its employees or vehicles during the delivery of the dewatering polymer. The Vendor shall repair and restore the damaged property to its original condition.
- F. The Vendor shall take all necessary precautions to prevent dewatering polymer spills at the time of delivery, during the dispensing process, or any other activity required.
 - I. If a spill does occur, the Vendor shall, at no expense to the City, contain, clean up and dispose of all residues in strict conformance with regulatory requirements and shall repair any damage or degradation to the site because of the spill.
 - II. The Vendor shall provide cleanup procedures to be followed in the event of a polymer spill and shall include a listing of suppliers and SDS of chemicals that may be required for the cleanup.
 - a. One (1) digital copy of this information shall be provided to Public Utilities prior to the first delivery.
 - III. The Vendor shall immediately inform the City facility's Responsible Individual, which will be the facility's Chief Plant Operator, Assistant Manager, or Manager Lead of all chemical or petroleum product spills or releases, of any Contract employee OSHA-reportable workplace injuries or illnesses, and of any notices of violation resulting from Work performed. Initial written reports shall be submitted by the next day. Refer to other safety specifications for additional investigation and reporting requirements.
- G. Quality Control:
 - I. The awarded Vendor shall establish a quality assurance program in accordance with the current American National Standards Institute and International Organization for Standardization (ANSI ISO) 9001 to ensure consistency and compliance with the bid's specifications throughout the term of the contract for each manufacturing site where the dewatering polymer will be produced.
 - II. The Vendor shall provide instructions for duplicating test results for all the parameters indicated in Table 1, above.
 - a. The City may sample, inspect, test and analyze any shipment of polymer utilizing one (1) or more certified independent laboratories.
 - b. If a shipment of polymer is determined to be noncompliant, the City shall reject the shipment.
 - c. If the polymer has already been dispensed, the Vendor, at no additional cost to the City, shall remove the polymer, clean the lines, and dispose of the residue in strict conformance with regulatory requirements.
 - i. Within seven (7) calendar days, the Vendor shall replace the polymer, including any existing product contaminated by the nonconforming polymer, with new product that is compliant.
 - ii. If the Vendor is unable to replace the polymer, the Vendor acknowledges and consents to the City's decision to obtain the necessary polymer from a third party. The City may continue to source the polymer from a third party until the Vendor demonstrates compliance with the polymer specifications and delivery requirements.
- H. Safety and Toxicological Information:
 - I. The Vendor shall provide the latest edition of the Safety Data Sheet (SDS), and any published data on physical and chemical properties of the proposed dewatering polymer with bid submittal.
- I. Pre-Contract Start-up Orientation

DETAILED SPECIFICATIONS

- I. Prior to commencing any work at City facilities, the Vendor shall be required to attend an in-person kick-off meeting and facilities orientation presented by the Public Utilities Department.
 - i. The Vendor shall receive and distribute the information package regarding hazardous materials and safe work practices to all personnel.
 - ii. If the Vendor needs to add additional or replacement worker(s) to its crews, the new worker(s) must receive the hazardous materials information and safe work practices package before work can begin.
- II. Prior to commencing any work at the City's facilities, the Vendor shall certify that it understands its obligations to train its employees and abide by applicable City policies and procedures while it is working at City facilities.

J. Work Requirements

- I. The Vendor, its subcontractors, and their employees shall be required to wear photo-identification badges while at the City's facilities.
- II. Personal protective equipment, including steel-toed work shoes, hardhat, etc. must always be worn or carried by each on-site person.
- III. The Vendor shall exercise necessary precautions to avoid interaction with hazardous materials (Sodium Hypochlorite, Sodium Bisulfate, and Alum) feeds and/or storage systems and conform to all directions and instructions provided by Public Utilities personnel.
- IV. The Vendor is restricted to the delivery area of the City's facilities.
- V. The Vendor shall notify Public Utilities staff of any workplace injury or illness that occurs on the City's property as soon as possible.

10. **DELIVERY REQUIREMENTS.**

- A. The Dewatering Polymer shall be delivered to the WRF sites in bulk quantities of at least 2,300 pounds.
- B. The two (2) delivery categories required under this contract are defined below:
 - I. Standard Delivery: any delivery scheduled for anytime Monday through Saturday with a minimum of 48 hours notification.
 - II. Emergency Delivery: any delivery scheduled with less than 48 hours notification.
- C. The Vendor shall deliver dewatering polymer within five (5) calendar days, excluding weekends, from the time an order is placed, or shipping instructions are issued. The quantity ordered shall be delivered in one (1) shipment, unless the City specifies delivery in multiple shipments or otherwise agreed to in writing by the City.
- D. The Vendor shall provide an official bill of lading and a certificate of analysis of the delivered product from a certified laboratory with each delivery.

The Contractor shall submit a bill of lading to the City detailing every delivery. The following information shall be included in the Bill of Lading:

- Purchase Order number
- Delivery Date
- Plant Location of the delivery
- Delivery Quantity (gallons)
- Total Unit Price (\$ / gallon)
- Specific Gravity of the delivered polymer

The date of delivery shall be included on all certificates of analysis, bills of lading and invoices for each delivery. The following shall be disclosed on delivery documentation:

- Chemical name and grade
- DOT UN number
- Tank truck numbers
- Initials and/or signatures of the driver and/or trans loader

DETAILED SPECIFICATIONS

- Receiving facility name and address
- Manufacturer and supplier name(s)
- Batch or Lot number

E. The Vendor shall submit a certificate of analysis signed by a Vendor's laboratory representative with each delivery and shall include the following information:

- Percentages of active polymer solids and total solids
- The pH
- Specific gravity
- Viscosity
- Percentage of regulated substance(s) (either single or combined)
- Any other parameters that determine the polymer's quality

11. **INVOICES AND PAYMENT**

A. All shipments shall be invoiced indicating:

- Total gallons delivered
- Percent activity
- Specific gravity
- Delivery location

B. Payment shall be calculated by multiplying the total pounds delivered by the total unit price, as indicated in Exhibit A - Bid Schedule of Prices.

12. **REQUIRED DOCUMENTATION.**

A. Vendor shall submit the following documentation with bid submittal demonstrating the Vendor's qualifications and ability to perform the work detailed in this specification. If the Vendor fails to provide the documentation for all items below, the bid submittal may be deemed non-responsive.

- I. Work history and past performance to demonstrate its experience, background and/or resumes of project managers responsible for ensuring performance under this contract.
- II. Copies of all applicable licenses, permits, certificates, etc. that are required. The documents shall be valid at the time of bid opening and shall remain current through the term of the contract.
 - a. The Vendor shall supply certificates, licenses and other documentation for any new personnel before they start work at the City's facilities.

B. Within five (5) business days of the City's request and prior to award, the apparent low bidder shall provide the documentation for the following information:

- I. Labor force, facilities, and staffing resources, including organizational chart indicating key personnel and their associated tasks, including proposed subcontractors (if applicable).
- II. Proof of dedicated equipment (delivery trucks, pumps, storage facilities, and other equipment).
- III. A written Certification statement of the Vendors Environmental, Health and Safety (EHS) programs and any associated training along with a certification from the Vendor that their program meets all OSHA, U.S. Environmental Protection Agency (USEPA), Florida Department of Environmental Protection (FDEP), and Florida State regulations and confirmation that the Vendor will abide by applicable City policies and procedures, which will be provided to the Vendor.
- IV. A list of all regulatory agencies' notices of violations, fines, and reportable releases of chemical associated with the Vendor's operations for, at a minimum, the last three (3) years.

13. **REFERENCES.** Vendor shall provide with bid a minimum of three (3) customer references where the vendor made deliveries of at least twenty (20) truck deliveries annually, within the last three (3) years.

DETAILED SPECIFICATIONS

14. **INSURANCE REQUIREMENTS.** The Vendor shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically, the Vendor must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis, then coverage can be obtained on a claims-made basis with a minimum three (3) year tail following the termination or expiration of this Agreement:

- a. **Commercial General Liability Insurance** coverage, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. **Commercial Automobile Liability Insurance** coverage for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived by the State of Florida and proof of waiver is provided to the City, statutory **Workers' Compensation Insurance** coverage in accordance with the laws of the State of Florida, and **Employer's Liability Insurance** in the minimum amount of \$1,000,000 (one million dollars) each employee each accident, \$1,000,000 (one million dollars) each employee by disease, and \$1,000,000 (one million dollars) disease policy limit. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable. Coverage must be applicable to employees, contractors, subcontractors, and volunteers, if any.
- d. **Pollution Liability Insurance** coverage, which covers any and all losses caused by pollution conditions (including sudden and non-sudden pollution conditions) arising from the servicing and operations of Vendor (and any subcontractors, representatives, or agents) involved in the work/transport, in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

Other Insurance Provisions.

- a. Prior to the execution of this Agreement, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this Agreement remains in effect, the Vendor will furnish the City with a Certificate of Insurance(s) (using appropriate ACORD certificate, SIGNED by the Issuer, and with applicable endorsements) evidencing all of the coverage set forth above and naming the City as an "Additional Insured" on the Commercial General Liability Insurance and Auto Liability policies. In addition, when requested in writing from the City, Vendor will provide the City with certified copies of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**City of Clearwater
Attn: Procurement Division, ITB #17-23
P.O. Box 4748
Clearwater, FL 33758-4748**

DETAILED SPECIFICATIONS

- b. Vendor shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change or reduction in coverage.
- c. Vendor's insurance as outlined above shall be primary and non-contributory coverage for Vendor's negligence.
- d. Vendor reserves the right to appoint legal counsel to provide for the Vendor's defense, for any and all claims that may arise related to Agreement, work performed under this Agreement, or to Vendor's design, equipment, or service. Vendor agrees that the City shall not be liable to reimburse Vendor for any legal fees or costs as a result of Vendor providing its defense as contemplated herein.

The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to the City, and City's failure to request evidence of this insurance shall not be construed as a waiver of Vendor's (or any contractors', subcontractors', representatives' or agents') obligation to provide the insurance coverage specified.

MILESTONES

1. **BEGINNING AND END DATE OF INITIAL TERM.** July 1, 2023 – June 30, 2024

If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

2. **EXTENSION.** The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

3. **RENEWAL.** At the end of the initial term of this contract, the City may initiate renewal(s) as provided. The decision to renew a contract rest solely with the City. The City will give written notice of its intention to renew the contract no later than thirty (30) days prior to the expiration.

Three (3), one (1) year renewals possible at the City's option.

4. **PRICES.** All pricing shall be firm for the initial term of one (1) year, except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

During the sixty (60) day period prior to each annual anniversary of the contract effective date, the Contractor may submit a written request that the City increase the prices for an amount for no more than the twelve months change in the ***Producer Price Index for WPU06790961, Chemicals and Allied Products: Water-Treating Compounds***, All items Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

At the end of the initial term, pricing may be adjusted for amounts other than inflation based on mutual agreement of the parties after review of appropriate documentation. Renewal prices shall be firm for at least one year and may be adjusted thereafter as outlined in the previous paragraph.

No fuel surcharges will be accepted.

BID SUBMISSION

1. **BID SUBMISSION.** It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

For bids mailed and/or hand-delivered, bidder must submit one (1) signed original bid and one (1) electronic format on a CD or Thumb Drive, in a sealed container using label provided at the end of this solicitation.

2. **BIDDER RESPONSE CHECKLIST.** This checklist is provided for your convenience. It is not necessary to return a copy of this solicitation's Instructions, Terms and Conditions, or Detailed Specifications with your bid response. Only submit the requested forms and any other requested or descriptive literature.

- ☐ Original and proper number of copies with electronic format (if requested)
- ☐ Bid container properly labeled
- ☐ Bid pricing form
- ☐ Completed Exhibit A – Schedule of Prices
- ☐ Exceptions/Additional Materials/Addenda form
- ☐ Vendor Information form
- ☐ Scrutinized Companies form(s) as required
- ☐ E-Verify Eligibility form as required
- ☐ Offer Certification form
- ☐ Minimum of three customer (3) references
- ☐ Vendor Supply Plan (reference 9. Vendor Responsibilities B I-IV)
- ☐ Work history and past performance (reference 12. Required Documentation (A)(I))
- ☐ Copies of all applicable licenses (Reference 12. Required Documentation (A)(II))
- ☐ Safety Data Sheet (SDS)
- ☐ W-9 Form to be provided by Bidder (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

BID PRICING

Pursuant to the contract specifications enumerated and described in this solicitation, we agree to furnish **Cationic Dewatering Polymer** to the City of Clearwater at the price(s) stated in **Exhibit A – Schedule of Prices**.

DELIVERY REQUIREMENTS

FOB: Destination, Freight Prepaid and Allowed

Freight Costs: Unit prices should include all freight and transportation charges

PAYMENT TERMS:

City of Clearwater's standard payment terms are NET30

Vendor: _____ Date: _____

EXCEPTIONS/ADDITIONAL MATERIALS/ADDENDA

Bidders shall indicate any and all exceptions taken to the provisions or specifications in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

Exceptions (mark one):

Note – Any material exceptions taken to the City’s Standard Terms and Conditions will render a Bid Non-responsive.

_____ No exceptions

_____ Exceptions taken (describe--attach additional pages if needed)

Additional Materials submitted (mark one):

_____ No additional materials have been included with this bid

_____ Additional Materials attached (describe--attach additional pages if needed)

Addenda

Bidders are responsible for verifying receipt of any addenda issued by checking the City’s website at <http://www.myclearwater.com/business/bid-information/> prior to the bid opening. Failure to acknowledge any addenda issued may result in a response being deemed non-responsive.

Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable):

Addenda Number	Initial to acknowledge receipt

Vendor Name _____ Date: _____

VENDOR INFORMATION

Company Legal/Corporate Name: _____

Doing Business As (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: _____ Fax: _____

E-Mail Address: _____ Website: _____

DUNS # _____

Remit to Address (if different than above):

Address: _____

City: _____ State: _____ Zip: _____

Order from Address (if different from above):

Address: _____

City: _____ State: _____ Zip: _____

Contact for Questions about this bid:

Name: _____ Fax: _____

Phone: _____ E-Mail Address: _____

Day-to-Day Project Contact (if awarded):

Name: _____ Fax: _____

Phone: _____ E-Mail Address: _____

_____ Certified Small Business Certifying Agency: _____

_____ Certified Minority, Woman or Disadvantaged Business Enterprise Certifying Agency: _____

Provide supporting documentation for your certification, if applicable.

SCRUTINIZED COMPANIES FORM

SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST CERTIFICATION FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
3. "Boycott Israel" or "boycott of Israel" means refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner. A statement by a company that it is participating in a boycott of Israel, or that it has initiated a boycott in response to a request for a boycott of Israel or in compliance with, or in furtherance of, calls for a boycott of Israel, may be considered as evidence that a company is participating in a boycott of Israel; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

Printed Name

My Commission Expires: _____
NOTARY SEAL ABOVE

SCRUTINIZED COMPANIES FORM

SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS WITH CUBA AND SYRIA CERTIFICATION FORM

IF YOUR BID/PROPOSAL IS \$1,000,000 OR MORE, THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaging in business operations in Cuba and Syria; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria; and
3. Business Operations means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

Printed Name

My Commission Expires: _____
NOTARY SEAL ABOVE

E-VERIFY ELIGIBILITY FORM

VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

Printed Name

My Commission Expires: _____

NOTARY SEAL ABOVE

OFFER CERTIFICATION

By signing and submitting this Bid/Proposal/Qualification/Response, the Vendor certifies that:

- a) It is under no legal prohibition on contracting with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) The prices offered were independently developed without consultation or collusion with any of the other vendors or potential vendors or any other anti-competitive practices.
- e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the commodities or services covered by this contract. The Vendor has not influenced or attempted to influence any City employee, officer, elected official, or consultant in connection with the award of this contract.
- f) It understands the City may copy all parts of this response, including without limitation any documents or materials copyrighted by the Vendor, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. Chapter 119) or other applicable law, subpoena, or other judicial process; provided that the City agrees not to change or delete any copyright or proprietary notices.
- g) It hereby warrants to the City that the Vendor and its subcontractors will comply with, and are contractually obligated to comply with, all federal, state, and local laws, rules, regulations, and executive orders.
- h) It certifies that Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this matter from any federal, state, or local agency.
- i) It will provide the commodities or services specified in compliance with all federal, state, and local laws, rules, regulations, and executive orders if awarded by the City.
- j) It is current in all obligations due to the City.
- k) It will accept all terms and conditions as set forth in this solicitation if awarded by the City.
- l) The signatory is an officer or duly authorized representative of the Vendor with full power and authority to submit binding offers and enter into contracts for the commodities or services as specified herein.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

REFERENCES

Instructions: Vendor shall provide with bid a minimum of three (3) customer references where the vendor made deliveries of at least twenty (20) truck deliveries annually, within the last three (3) years. Additional pages may be added, if needed. **Complete and return with bid submittal.**

Reference # 1

Project Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Reference # 2

Project Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Reference # 3

Project Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Vendor Name _____

Date: _____

MAILING LABEL

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR BID CONTAINER

----- For US Mail -----

SEALED BID

Submitted by:

Company Name:

Address:

City, State, Zip:

ITB #17-23, Cationic Dewatering Polymer

Due Date: May 18, 2023, at 10:00 A.M.

City of Clearwater
Attn: **Procurement**
PO Box 4748
Clearwater FL 33758-4748

----- For US Mail -----

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----

SEALED BID

Submitted by:

Company Name:

Address:

City, State, Zip:

ITB #17-23, Cationic Dewatering Polymer

Due Date: May 18, 2023, at 10:00 A.M.

City of Clearwater
Attn: **Procurement**
100 S Myrtle Ave 3rd Fl
Clearwater FL 33756-5520

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----