



**REQUEST FOR PROPOSAL**

**SLUDGE DEWATERING  
POLYMERS**

**RFP #201718-11**

**April 10, 2018**

**I. INSTRUCTIONS AND CONDITIONS**

- A. No bid proposal will be considered for award unless submitted in the bid format described in this Request for Proposals (RFP). The bid must be fully complete and executed. Bidders shall send three (3) copies of the completed proposals which will include; two (2) bound copies and one (1) unbound original with a copy of this RFP attached to the front of each proposal, with appropriate responses included.

Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recycled paper with removable bindings, bound in a single document. Binding can be as simple as a staple. Original and copies may be submitted in one envelope/package.

Each bid proposal, consisting of the original and copies as directed above, must be submitted in a sealed envelope addressed to Rosa Hernandez, Procurement Services Manager, City of Madera, Purchasing-Central Supply, 1030 South Gateway Drive, Madera, California 93637, and delivered prior to the time and date specified in this document. Each sealed envelope containing a bid proposal must have, on the outside, the name of the bidder, bidder's address and the statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING" and in addition, must be plainly marked on the outside as follows:

<b><u>BID:</u></b>	<b>Sludge Dewatering Polymers</b>
<b><u>RFP:</u></b>	<b># 201718-11</b>
<b><u>Filing Deadline:</u></b>	<b>3:00 p. m., Thursday, May 10, 2018</b>

- B. Attention of Bidders is especially directed to the specifications which, in addition to the Bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful Bidder. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the Bid proposal.
- C. The City reserves the right to reject or accept any or all Bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.

- D. Bid proposals shall remain valid for at least thirty (30) days after the opening of Bids. No Bid proposal may be withdrawn after the Bid opening.
- E. Proposals will be evaluated by the City. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, the City may find it beneficial to request additional information. The City may request an interview with the top-rated companies. A reference check may also be conducted.
- F. The City of Madera recognizes its policy of providing equal opportunity to all qualified Persons and hereby notifies all bidders that it encourages all bidders to take active race/gender-neutral steps to include Disadvantaged Business Enterprises in this and other City of Madera agreements. Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation. Bidders will not be discriminated against on the grounds of race, color, religious creed, sex or national origin in consideration for award.
- G. An award will be made as soon as reasonably practical after the opening of Bids. A one-year award will be made with an option to extend for one additional year. Award shall be in the form of a City of Madera Purchase Order and attachments of Request for Proposal, and response thereto shall be part thereof as if fully set forth therein.
- H. State of California Certification and/or Certificate of Insurance may be required.
- I. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the bidder or his/her duly authorized representative, for the withdrawal of such proposal is filed with Purchasing-Central Supply. The withdrawal of a proposal shall not prejudice the right of a bidder to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- J. The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation. The City reserves the right to seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information requested in the original proposal.
- K. The City reserves the right to modify this RFP at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or

addenda issued by City's Purchasing-Central Supply Division is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact City's Purchasing-Central Supply Division prior to submitting a bid to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to the City website at [www.cityofmadera.ca.gov/purchasing](http://www.cityofmadera.ca.gov/purchasing) under Bid Announcement and Results.

The City will not be responsible for verbal responses made by any parties including the designated contact and/or her/his designee. Before an award is made, any contact with City staff regarding this RFP, other than the designated contact or his/her designee(s), without prior written authorization is strictly prohibited and may render the bidder non-responsive.

**No questions or inquiries regarding this RFP should be directed to any individual(s) at the sites detailed in this document. All inquiries should be submitted in writing per the process described in this document.**

**Questions and suggestions concerning the RFP must be submitted in writing no later than 3:00 p.m. Monday, May 2, 2018.** Written questions or inquires should be emailed, mailed or faxed to:

Rosa Hernandez  
Procurement Services Manager  
City of Madera, Purchasing-Central Supply  
1030 S. Gateway Drive  
Madera, CA 93637

[rhernandez@cityofmadera.com](mailto:rhernandez@cityofmadera.com)

FAX: (559) 661-0760

- L. Bidder's Proprietary information: Upon award, all documents provided by the successful bidder shall become public record. All documents provided by any bidders, other than the successful bidder, shall become public record in their entirety and subject to disclosure, unless said documents are retrieved by the bidder within ten (10) business days of the award. This shall also include, but is not limited to documents for projects for which all proposals are rejected and projects for which an award is not made for any reason. In the event that one or more proposals are returned to the bidding parties, it is the intent of the City that such documents shall not become public records of the City unless required by the California Public Records Act or other provision of law.

M. The City intends that other public agencies (county, special district, public authority, public agency, school district or other political subdivision of the state of California) shall have the option to participate in any agreement created because of this Invitation for Bid. The City of Madera shall incur no financial responsibility in connection with a purchase order from another public entity. Vendor's agreement or failure to agree to the "piggyback" agreement will not be a factor in the award. This piggyback will remain available for one year from the date of the Bid award.

Check one of the following:

- i.  Agree to extend all prices, terms, and conditions of my proposal to any other public agency located in the State of California with no exceptions.
- ii.  Agree to extend all prices, terms, and conditions of my proposal to any other public agency located in the State of California with the following exceptions noted, as attached.
- iii.  The Vendor does not agree to extend pricing, terms and conditions in our Bid to any other agency.

N. The City will have no financial responsibility for any costs incurred by the proposer for participating in the RFP process.

## **II. GENERAL INFORMATION**

It is the City's intent to select a Company/Vendor to provide an emulsion polymer for its sludge dewatering equipment for Fiscal Year 2018/19 (July 1, 2018 through June 30, 2019) with the option to extend one (1) additional year.

The sludge dewatering facility is composed of two sludge dewatering centrifuges each with a sludge feed capacity of 110 gallons per minute. The centrifuges are designed to produce a minimum sludge cake percent solid of twenty-five (25) percent. The treatment facility produces an average of 223 tons per month of biosolids at 25% to 37% solids. This amount may change gradually as plant flows and loads change.

## **III. SPECIFICATIONS**

A. Bidders shall perform on-site jar testing to determine the effectiveness of the proposed polymer. The Jar Testing results will be included with the returned RFP.

- B. Bidders shall determine which polymers tested are most efficient and will provide the best solids capture at the most cost-effective price per pound of polymer. The data will be included with the returned RFP.
- C. The only acceptable polymers are those that have successfully passed a jar test at the City of Madera WWTP. In order to participate in testing, contact Humberto M. Molina at (559) 662 - 4961.
- D. Specifications in this document are minimal and any variances should be described in detail.

**IV. REFERENCES**

Vendor to supply a minimum of three (3) references with Bid submittal; i.e. list agencies you are currently supplying with dewatering polymers. Please use forms supplied with this Request for Proposal.

**V. ADDITIONAL INFORMATION**

- A. Payment by City for services rendered will be made within 30 days from receipt of a billing which details the charges.
- B. The purchase order may be canceled by the City of Madera any time service is deemed unsatisfactory. A thirty (30) day notice will be given prior to cancellation.
- C. The annual agreement between the polymer vendor and the City of Madera may be extended for one year with thirty (30) days written notice signed by representatives of both parties.

**VI. FORM OF BIDS**

Price shall include all costs, labor, fees, taxes and delivery, pickup or freight charges.

**Note: This entire packet should be returned with the Bid.**

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**CITY OF MADERA**

**BID PROPOSAL**

**SLUDGE DEWATERING POLYMERS**

**RFP # 201718-11**

Bidder hereby proposes to deliver to and provide emulsion polymer for the City of Madera, Department of Public Works, Wastewater Treatment Plant, 13048 Road 21 ½, Madera, California, 93637 equipment and services in accordance with the published specifications, for the following prices.

\$ _____	Costs per pound of emulsion polymer
\$ _____	Cost for delivery
\$ _____	Any other costs or fees

COMPANY NAME \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

PERSON PREPARING BID \_\_\_\_\_

POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**BUSINESS REFERENCES**

REFERENCE NO. 1

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

REFERENCE NO. 2

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

REFERENCE NO. 3

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_