



## INVITATION FOR BID

City of Suffolk

IFB #16090-CN

May 26, 2016

Purchasing Division

442 West Washington Street, Room 1086

Suffolk, VA 23434

Phone: (757) 514-7522 Fax: (757) 514-7524

<http://apps.suffolkva.us/bids/>

### Water Treatment Chemicals

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid. Bid documents may be downloaded from the City Purchasing Division's Bid Board website (<http://apps.suffolkva.us/bids/>).

**SCOPE OF WORK** – The intent of this Invitation for Bid is to purchase annual requirements of water treatment chemicals described herein on an "as needed" basis to be delivered F.O.B. destination to the City's Water Treatment Facility located off Bob House Parkway, Suffolk, Virginia 23432.

**Bid Due: 3:00 p.m., June 16, 2016**

Contract Officer: \_\_\_\_\_

*Cindy L. Norfleet*  
Cindy Norfleet, Senior Buyer, CPPB, [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

*The Senior Buyer, Cindy Norfleet, is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us). The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.*

### **\*\* SUBMIT ENTIRE IFB AS YOUR BID PACKAGE\*\***

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

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

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

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

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Prepared By: Cindy L. Norfleet Date: May 26, 2014  
Senior Buyer

## 1.0 PURPOSE

The intent of this Invitation for Bid is to purchase annual requirements of water treatment chemicals described herein on an "as needed" basis to be delivered F.O.B. destination to the City's Water Treatment Facility located off Bob House Parkway, Suffolk, Virginia 23432. Chemicals and delivery shall be in accordance with all specifications, terms, and conditions herein.

## 2.0 COMPETITION INTENDED

It is the City's intent that this Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Purchasing Agent in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Purchasing Agent not later than five days prior to the date set for bids to close.

## 3.0 CONTRACT PERIOD

The contract shall cover the period beginning July 1, 2016 and continuing through June 30, 2017. Pricing shall remain firm for the contract period. Any adjustment in pricing must be justified in writing and approved by the City.

## 4.0 GENERAL SPECIFICATIONS

### A. Products

The City of Suffolk will purchase annual requirements of the following chemicals to be used for the purpose of water treatment at its facility located at Bob House Parkway, Suffolk, Virginia:

<u>Product</u>	<u>Estimated Annual Usage</u>
Corrosive Inhibitor	30,000 pounds
25% Liquid Caustic Soda	100 Dry Tons
Muriatic Acid	30,000 gallons
Copper Sulfate	8,000 pounds
Aqua Ammonia	100,000 pounds
Sodium Chloride	100,000 pounds
Sodium Hypochlorite, 12.5% sol.	100,000 gallons
Powder Activated Carbon	10,000 pounds
Liquid Alum	200 Dry Tons

All bids will be accompanied by an analysis of the material that the supplier proposes to deliver.

### B. Delivery and Ordering

Orders will be placed by telephone.

Truck deliveries shall be made within five (5) days of receipt of order to the G. Robert House Water Treatment Plant, 100 Bob House Parkway, Suffolk, Virginia, 23432 Monday through Friday, between the hours of 8 a.m. and 2 p.m. Point of contact will be Randall Brooks at (757) 514-7039.

Should shipment of any materials included in this contract be delayed beyond the time(s) specified herein, or if any article shall fail to comply with specifications, the City of Suffolk shall have the right to purchase such article at the market price for immediate delivery, and any excess cost of same over the prices shown herein shall be paid by the Contractor under this order or deducted from any monies due or hereafter accruing to him from the City. It will be the Contractor's responsibility to notify the Water Production Manager by phone immediately at (757) 514-7031 should any delay occur.

C. Quality and Testing

A current Safety Data Sheet (SDS) (formerly MSDS) sheet must accompany the delivery of each chemical purchase.

Each shipment received may be tested by the City in accordance with the latest methods proposed or adopted by the AWWA or the American Society for Testing Materials. Should any test indicate that the chemical received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall, within 48 hours of notification of the rejection, make shipment of chemical that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days of notification, the Contractor will remove the rejected chemical from the City's premises, at his own expense.

D. Safety Requirements

The Contractor shall insure that all delivery drivers have been properly trained on the Material Safety Data Sheet for the product they are delivering. The driver shall have in his possession a copy of the SDS (formerly MSDS) and all personal protective equipment necessary for the safe unloading of the chemical in an industrial setting. The driver will be trained in the required personal protective equipment, and shall use that equipment throughout the unloading process. Failure to follow required safety procedures will necessitate halting of the unloading process at no cost to the City.

The Contractor shall prevent all discharges and spills. In the event of a spill, the Contractor is responsible for cleanup and removal of all contaminated material. The City will clean up any spillage not cleaned up within four hours of notification and all associated charges will be billed to the Contractor.

E. Quantities

Annual quantities shown are believed to be accurate and are estimated for the purpose of bid evaluation; however, the City reserves the right to purchase actual requirements of the commodity during the period stated based on this solicitation.

The City does not guarantee the actual quantities of materials purchased during the contract period.

F. Training

If requested, the Contractor shall provide a free one day, on-site safety seminar for plant personnel and local Fire Department personnel on proper handling procedures for chemicals, leak control, etc. to be held at the Water Treatment Facility. Requested training sessions will be set up at a time agreeable to the Contractor and the City.

5.0 **PRODUCT SPECIFICATIONS**

A. Corrosion Inhibitor (30,000 Pounds)

The Contractor shall furnish an affidavit that the corrosion inhibitor furnished under this contract is certified to meet the ANSI 60 Standard and the applicable AWWA specifications in addition to those noted herein.

General Chemical Composition, minimum assay:

Phosphoric acid	37% by weight
Zinc chloride	16% by weight
Phosphate to Zinc ratio	5:1
pH	<1.0
Specific Gravity	1.40-1.44 @25 degrees C°

The material shall have no chlorine demand, be soluble in water, be clear with no settle able solids, is NSF approved for use in potable water supplies and be made with food grade raw materials.

Delivery and Ordering

Truck deliveries are to be made to the G. Robert House WTP via tank truck at 2,000 - 2,500 gallons per load. Tank truck shall have suitable self-unloading system capable of mating to storage tanks on site. All shipments must be made in stainless steel tank trucks or other suitable material, which will not degrade the material in any way.

Each delivery truck will be unloaded as quickly as possible. No demurrage charge will be acceptable. Any overtime necessitated by receipt of late shipments, or due to unloading problems, which are not the City's fault, will be charged to the Contractor.

Each shipment received may be tested by the City of Suffolk in accordance with the latest method approved by the AWWA and American Society for Testing Materials. Should any test indicate that the Corrosion Inhibitor received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. Within 48 hours of notification of rejection, the

Contractor shall make shipment of Corrosion Inhibitor that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall, remove the rejected corrosion inhibitor from the City's premises at his expense.

**B. Caustic Soda (100 Dry Tons)**

Bid price will be in UNIT COST PER DRY TON (DT) and shall be inclusive of all transportation, unloading, surcharges, and any expense incurred by the Contractor in complying with these specifications.

To be delivered on an AS NEEDED BASIS during the contract period via a clean bulk tank truck. It is the responsibility of the Contractor to inspect the receiving site to insure that existing facilities are capable of receiving the shipper's trucks. Shipment of Caustic Soda must be in compliance with the Department of Transportation (DOT) Hazardous Materials Regulations with a capacity of approximately 4,000 gallons delivered volume.

All bulk shipments must be accompanied by weight certificates of certified weighers.

The liquid Caustic Soda supplied shall be NSF approved for use in drinking water and shall not contain soluble mineral or organic substances in quantities capable of producing deleterious or injurious effects upon public health through its use in water treatment.

The following constitutes are limited to provide assurances that drinking water standards are complied with:

<u>Contaminant</u>	<u>Product Limit, ppm</u>
Arsenic	34
Barium	667
Cadmium	7
Chromium	33
Lead	33
Mercury	2
Silver	33
Fluoride	667
Iron	333
Manganese	33
Zinc	333

A certified analysis is required to demonstrate compliance with these limits after the bid is awarded. Products exceeding the limits can be bid by taking exception to any specific limits. Products containing specific contaminants at variance with these limits may be acceptable provided contaminant removal is assured in the water purification process.

The suspended matter in the liquid Caustic Soda shall not exceed 0.1 percent. The liquid Caustic Soda supplied under this standard shall be approximately twenty-five percent (25%) by weight.

The Contractor shall furnish tables which define the physical properties for caustic soda solutions in the concentration range specified. These tables must define as a minimum the relationships of percent Na<sub>2</sub>O, percent NaOH, pounds dry caustic soda per gallon, and temperature to the following properties: specific gravity, viscosity, and crystallization.

#### Sampling

Equal portions shall be taken at five (5) equally spaced time intervals during the unloading of the tank truck. The total sample shall equal 1.5 liters.

The gross sample (1.5 liters) shall be thoroughly mixed and, and three (3) 0.5 liter samples retained. They shall be sealed in airtight, moisture-proof plastic containers. Each sample container shall be labeled with delivery date, time and shall be signed by the sampler.

Each shipment received may be tested by the City of Suffolk in accordance with approved industry methods and should any test indicate that the above referenced chemical received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall within 48 hours of notification of rejection, make shipment of replacement chemical that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected chemical from the City's premises, at their expense

#### **C. Muriatic Acid (30,000 Gallons)**

These specifications cover Muriatic Acid, Industrial 10 degrees, 15% active, to be used in municipal water supply.

To be delivered via tank truck on an AS NEEDED BASIS during the specified contract period.

Bid price to be quoted in UNIT COST PER GALLON and shall be inclusive of all transportation, unloading, surcharges, and any expense incurred by the Contractor in complying with these specifications.

Muriatic Acid must be NSF certified.

#### Delivery and Ordering

**\*\*\*Delivery shall be in bulk 3,000 gallon shipments.**

Each shipment received may be tested by the City of Suffolk in accordance with approved industry methods and should any test indicate that the above referenced chemical received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall, within 48 hours of notification of rejection, make shipment of replacement chemical that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected chemical from the City's premises, at their expense.

**D. Copper Sulfate (8,000 Pounds)**

Bid price will be in UNIT COST PER POUND and shall be inclusive of all transportation, unloading, surcharges, and any expense incurred by the Contractor in complying with these specifications.

Copper Sulfate shall conform to AWWA Std. B-602 latest edition and shall be free-flowing Size D (i.e. min. 90% retained on a 3/8 inch coarse series screen and not more than 2% retained on 1- inch coarse series screen). Affidavit of compliance and EPA/NSF registration number is required with shipment.

Product shall be National Sanitation Foundation (NSF) and/or Underwriter's Laboratory (UL) approved.

To be delivered in 50-pound multi-ply bags on an AS NEEDED BASIS during the contract period.

Bags shall be shipped packed on wooden pallets. Carrier will be responsible for offloading material. Contractor shall provide two (2) specified Material Safety Data Sheets to identify the chemical being stored/handled.

Each shipment received may be tested by the City of Suffolk in accordance with approved industry methods and should any test indicate that the above referenced chemical received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall, within 48 hours of notification of rejection, make shipment of replacement chemical that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected chemical from the City's premises, at their expense.

**E. Aqua Ammonia (100,000 Pounds)**

**Specifications**

NH <sub>3</sub> Concentration	18.0% - 19.5% ( <b>not to exceed 20%</b> )
Lb/Gal	7.75
Freeze Point	-30° F



Vapor Pressure:		
	PSIA @50° F	2.7
	PSIA @80° F	6.0
	PSIA @100° F	9.7
pH		13.1

The Contractor shall furnish an affidavit that the Aqua Ammonia furnished under this purchase order is certified to meet the ANSI/NSF 60 Standard.

Material shall contain no mineral or organic substances in quantities producing deleterious or injurious effects on public health. Material shall be clear and free of suspended matter.

Delivery and Ordering

Truck deliveries of approximately 5,000 gallons are to be made at the Water Purification Plant via tank truck equipped with a self-unloading system. All shipments must be made in stainless steel tank trucks or other suitable material, which will not degrade the material in any way.

Each shipment received may be tested by the City of Suffolk in accordance with Standard Methods for the Examination of Water and Wastewater, 18<sup>th</sup> Ed. Should any test indicate that the Liquid Aqua Ammonia received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall, within 48 hours of notification of rejection, make shipment of Aqua Ammonia that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected Aqua Ammonia from the City's premises, at his expense.

**F. Sodium Chloride (100,000 Pounds)**

Sodium Chloride shall be Superior Food Grade TX10, Purex or approved equal meeting the following specifications:

- Particle size range: 0.01 to 0.03 inch
- Bulk dry density: 70 to 75 pounds per cubic foot
- Liquid void volume in salt: approximately 40 percent
- Sodium Chloride content: not less than 99.7 percent
- Calcium Sulfate content: approximately 0.15 percent
- Calcium Carbonate content: approximately 0.02 percent
- Sodium Sulfate content: approximately 0.02 percent
- Other salts: approximately 0.03 percent
- Miscellaneous insolubles: approximately 0.01 percent

Sodium Chloride shall be delivered in bulk, approximately 50,000 pounds per shipment.

Prices quoted shall be per pound.

Salt shall contain no additives or anti-caking agents.

Each shipment received may be tested by the City of Suffolk in accordance with approved industry methods, and should any test indicate that the above referenced chemical received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall within 48 hours of notification of rejection, make shipment of replacement chemical that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected chemical from the City's premises, at their expense.

**G. Sodium Hypo-Chlorite (100,000 Gallons)**

The Contractor shall furnish an affidavit that the Sodium Hypo-Chlorite (NaOCl) furnished under this purchase order is certified to meet the ANSI 60 Standard and the AWWA B-300-87 specifications, in addition to those listed and noted herein.

The liquid material shall contain 11.5% minimum to 12.5% maximum available chlorine by weight. The material shall contain no more than 3% chlorate. The total free alkali (as Na(OH) in sodium hypo chlorite shall not exceed 1.5 percent by weight.

Truck deliveries of approximately 4,000 gallons are to be made at the Water Purification Plants via tank truck equipped with a self-unloading system. All shipments must be made in stainless steel tank trucks or other suitable material, which will not degrade the material in any way.

Each shipment received may be tested by the City of Suffolk in accordance with AWWA B-300-87 standard or the latest method approved by the AWWA and American Society for testing material, should any test indicate that the liquid sodium hypo chlorite received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall within 48 hours of notification of rejection, make shipment of liquid sodium hypochlorite that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days after notification, the Contractor shall remove the rejected sodium hypochlorite from the City's premises, at his expense.

All bids will be accompanied by an analysis of the material that the supplier proposed to deliver. Bid price to be based on price per ton of dry chlorine.

**Powdered Activated Carbon (10,000 Pounds)**

The Contractor shall furnish an affidavit that the activated carbon furnished under this contract is certified to meet the ANSI 60 Standard and the AWWA B600-78 or specific specifications listed herein. **In addition to AWWA spec B600-78; carbon shall have a minimum iodine number of 650 as determined by ASTM D4607.**

Powdered Activated Carbon shall be delivered on an AS NEEDED BASIS and shall be delivered in bulk bags ranging from 900 pounds to 2,000 pounds meeting the following conditions of delivery:

Bulk bag size handling capabilities: 900 through 2,000 pound PAC  
PAC size distribution: power, 99 percent passing 100 mesh; 95 percent passing 200 mesh; 90 percent passing 325 mesh  
PAC bulk density range: 14 to 24 pounds per cubic foot  
PAC moisture: 8 percent, maximum

Each delivery truck will be unloaded as quickly as possible. No demurrage charge will be acceptable. Any overtime necessitated by receipt of late shipments, or due to unloading problems, which are not the City's fault, will be charged to the Contractor.

Each shipment received may be tested by the City in accordance with the latest methods proposed or adopted by the AWWA and American Society for Testing Materials (ASTM).

Should any test indicate that the Activated Carbon received fail to meet any quantity or quality specifications set forth herein, the City would immediately notify the Contractor. Within 48 hours of notification of rejection, the Contractor shall make shipment of activated carbon that will conform to specifications. These materials shall be received within five (5) days of the aforementioned notifications. The Contractor shall within ten (10) days after being notified, remove the rejected carbon from the City's premises at his expense. The ultimate test of all carbon received shall be its in-plant treatment performance. The City shall be the sole judge of its quality assessment at all times.

#### **H. Liquid Alum (200 Dry Tons)**

The Contractor shall furnish an affidavit that the liquid alum furnished meets or exceeds all applicable ANSI/AWWA B403-98 specifications, in addition to those noted herein.

The liquid alum shall contain 8.3%  $\pm$  0.1% water soluble  $Al_2O_3$ . It shall be clear and free from settleable solids.

#### **Delivery and Ordering**

Deliveries shall be made in 4000-gallon truckloads between the hours of 8:00 a.m. to 3:00 p.m. Monday thru Friday to the G. Robert House Water Treatment Facility. Each shipment will be unloaded as quickly as possible. No demurrage will be accepted by the City for problems with unloading. Any overtime necessitated because of late shipments, or due to unloading problems which are not the City's fault, will be charged to the Contractor. It will be the responsibility of the Contractor to notify the Water Production Manager at (757) 514-7031 immediately, should any delay occur.

Each shipment received may be tested by the City in accordance with the latest methods proposed or adopted by the AWWA or the American Society for Testing Materials. Should any test indicate that the Liquid Alum received fails to meet any quantity or quality specifications set forth herein, the City will immediately notify the Contractor. The Contractor shall within 48 hours of notification of the rejection make shipment of Liquid Alum that will conform to specifications. These materials shall be received within three (3) days of the aforementioned notification. Within ten (10) days of notification, the Contractor will remove the rejected Liquid Alum from the City's premises, at his own expense.

## 6.0 CONDITIONS AND INSTRUCTIONS (Revised 1/28/16)

1. **Use of Form:** All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the goods and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of a conflict with published requirements, the bid may be considered non-responsive. The City's published specifications shall supersede any additional writings submitted with the bid. Such additional writings shall be clearly marked and noted as an exception.
2. **Submittals:** All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid unless otherwise directed by the bid document. Failure to return all required pages may result in a determination that the submittal is non-responsive.
3. **Late Bids:** Bids and amendments thereto, if received by Purchasing after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by Purchasing as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. **City Hall Closure:** If City Hall is closed for business at the time scheduled for the bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the original scheduled hour.
5. **Acceptance of Bid:** Receipt of the bid by the City is not to be construed as an award or an order to ship.
6. **Offer/Acceptance:** Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the goods and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.

7. **Withdrawal of Bids:** Bidder has the right to request withdrawal of their bids from consideration due to error by giving notice not later than two business days after the bids are publicly opened. Work papers showing evidence of error(s) may be required.

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request electronically or in writing on the issuing company's letterhead either in person or by certified mail.

8. **Addenda:** If issued, addenda to this solicitation will be posted on the Purchasing website (<http://apps.suffolkva.us/bids/>). It is the bidder's responsibility to check the website or to contact the Purchasing division prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package. Acknowledgement of all issued Addenda shall be indicated on the bid form in the appropriate spaces.
9. **Governing Document:** The solicitation document maintained by Purchasing in the bid file shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed as an exception, the language of the official copy shall prevail. Furthermore, any exception or change to the specifications made by the bidder may be cause to disqualify your bid.
10. **Award:** Award will be made by item to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery, qualifications and references will be taken into consideration in making the award. The City reserves the right to refuse all bids. In case of error in the extension of prices, the unit price shall govern.
11. **Negotiation:** Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the City may negotiate with the apparent low bidder to obtain a contract price within the available funds.
12. **Announcements:** Upon the award or the announcement of the decision to award a contract, the City will publicly post such notice on the bulletin board located outside of the Purchasing Division and on the City's web site: (<http://apps.suffolkva.us/bids/>)
13. **City's Rights:** The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
14. **Cooperative Agreements:** If authorized by the bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at the contract prices in accordance with the contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful contractor(s). The City of Suffolk acts only as the contracting agent and is not responsible for placement of orders, payment, or discrepancies of the participating jurisdictions. It is the contractor's responsibility to notify the jurisdictions of the availability of contract(s).

15. **Prices:** Prices shall be stated in units of quantity specified. No additional charges shall be passed on to the City, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the City. In case of error in the extension of prices, the unit price shall govern.
16. **Corrections:** All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated by the person signing the bid.
17. **Delivery:** The time of delivery must be stated in definite terms. If time of delivery for different goods and/or services varies, the bidder shall so state.
18. **Samples:** Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
19. **Brand Names:** The use of the name of a manufacturer, brand, make or catalog designation in specifying an item shall restrict bidders to the manufacturer, brand, make or catalog designation identified, unless qualified by the provision "or approved equal". If qualified by the provision "or equal" the Brand Names are used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services that they propose to furnish. It shall be in the City's sole judgment if a substitute product offered is an approved equal and acceptable.
20. **Standard equipment:** Any equipment delivered must be standard, new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
21. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
22. **Capacity of bidder:** All bids must be signed by a responsible officer or employee having the authority to bind the firm in contract. The bidder agrees that its contract performance shall be in strict conformance with the contract documents.
23. **Rights to Damages:** By signing this bid, the bidder assigns to the City any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.

24. **Anti-collusion**: The bidder certifies by signing this Invitation of Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.
25. **Indemnification**: Bidder/Offeror shall defend and indemnify the City, and the City's employees, agents, and volunteers, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the Bidder/Offeror, its employees, agents, and volunteers, or incurred by or claimed against the City, the City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the Bidder/Offeror. This indemnification includes, but is not limited to, any financial or other loss, including, but not limited to, any adverse regulatory, agency or administrative sanction or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the Bidder/Offeror or any of the Bidder/Offeror's officers, shareholders, employees, agents, consultants, subconsultants, or any other person or entity acting on behalf of the Bidder/Offeror. Unless otherwise provided by law, the Bidder/Offeror indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Contractor (Consultant) under workers' compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.
26. **Copyright Protection**: The Contractor agrees to defend and save the City, its agents, officials, and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Contractor is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.
27. **Laws, Regulations**: The Contractor shall keep fully informed of all federal, state, and local laws, ordinances and regulations that in any manner affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances and regulations.
28. **Alien employment**: The Contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.

29. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia, for a contractor who performs or manages construction, removal, repair, or improvement when the total value referred to in a single contract or project is:

One hundred twenty thousand dollars (\$120,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is seven hundred fifty thousand dollars (\$750,000) or more shall show evidence of being licensed as a Class A Contractor.

Ten thousand dollars (\$10,000) or more, but less than one hundred twenty thousand dollars (\$120,000) or the total value of all such construction, removal, repair, or improvement undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than seven hundred fifty thousand dollars (\$750,000) shall show evidence of being licensed as a Class B Contractor.

Over one thousand (\$1,000) but less than ten thousand (\$10,000), or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) shall show evidence of being licensed as a Class C Contractor.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditions contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor Number \_\_\_\_\_"  
"Licensed Class B Virginia Contractor Number \_\_\_\_\_"  
"Licensed Class C Virginia Contractor Number \_\_\_\_\_"

30. **Payment Terms:** Payment terms shall be 'Net 45' days, from the date of Contractor invoice approval by the City.

Payment terms, if offered, shall not be considered in determining the low bidder.

Discount period, if offered, shall be computed from the date of proper receipt of the contractor's correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest.

The payment terms stated herein must appear on the contractor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction.

Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act (1% per month). Contractor shall submit invoices in duplicate, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.



Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on their submittal.

The City prefers to make payment with the City's Purchasing Card. Typically this enables faster payments to the Contractor. Are you willing and able to accept this type of payment? Yes\_\_\_\_\_ No\_\_\_\_\_

31. **Default:** In event of default by the Contractor, the City reserves the right to procure the goods and/or services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. Such actions taken by the City shall not release the contractor from additional remedies that may be allowed by law.
32. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
33. **Appeals Procedure:** Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award, or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determination of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely all appeals shall be made within the time periods set forth by the Virginia Public Procurement Act, §2.2-4357, et seq. Contact the buyer at once for assistance.
34. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.
35. **Anti-Discrimination:** By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of Section a, b, and c above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

36. **Drug-Free Workplace:** During the performance of this contract, the Contractor agrees to (1) provide a drug-free workplace for the Contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

37. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
38. **Independent Contractor:** The Contractor and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of the City.

39. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the City. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The City shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the City. If the City delays the project for any reason for a continuous period of ninety (90) days or more, the City and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the act or omissions of the City due to causes within the City's control, the above waiver or release shall not apply.

40. **Governing Law:** This Agreement is made, entered into, and shall be performed in the City of Suffolk, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this Agreement, the parties agree to the exclusive jurisdiction and venue of the Circuit Court of the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The Contractor shall not cause a delay in services because of the pending or during litigation proceedings, except with the express, written consent of the City or written instruction/order from the Court.

41. **Severability:** If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

42. **Termination for Convenience:** The City may at any time, and for any reason, terminate this Contract by written notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract. In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination. If the City terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the City any work completed or in process for which payment has been made.

43. **Termination for Cause:** In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid/Proposal or as provided in this Contract.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Contract as of the mailing date of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

44. **Contact Prohibition:** Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Contract Officer. Violation may result in a determination that your firm is ineligible for an award.

***All questions shall be in writing to the Contract Officer shown on the title page of the bid. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and locally elected officials. Any such unauthorized contact may disqualify the bidder from this procurement.***

45. **Additional Conditions:** The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends be considered must be submitted with the bid and noted as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.

46. **Contractor Failure to Perform:** Failure of the Contractor to perform the contract by reason of the City's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the City, and may result in debarment of the Contractor for a period of up to three (3) years. Termination and /or debarment of the Contractor shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.

47. **Conflict:** In the event of a conflict between the contract documents, including these Conditions and Instructions, and the terms of a purchase order or related document issued by Purchasing, the contract documents shall control.

48. **Records and Inspection:** The Contractor shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies, procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the City and its employees, agents or authorized representatives after giving at least three (3) days' notice to the Contractor by the City. The City shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the City to the Contractor pursuant to this contract or any renewal or extension of this contract. The City's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits.
49. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the Contractor, or the waiver by the City of any provision under this contract including any obligation of the Contractor, constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the Contractor, and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any right or remedies available to the City.
50. **Entire Agreement:** This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.
51. **Conflicts of Interests:** Contractor shall not accept or receive commissions or other payments from third parties for soliciting, negotiating, procuring, or effecting insurance on behalf of the City.
52. **Responsibility of Contractor:** The Contractor shall, without additional costs or fee to the City, correct or revise any errors or deficiencies in his performance. Neither the City's review, approval or acceptance of, nor payment for any of the services required under this Agreement shall be deemed a waiver of rights by the City, and the Contractor shall remain liable to the City for all costs which are incurred by the City as a result of the Contractor's negligent performance of any of the services furnished under this Agreement.
53. **Changes and Additions:** It shall be the responsibility of the Contractor to notify the City, in writing, of any necessary modifications or additions in the Scope of this Agreement. Compensation for changes or additions in the Scope of this Agreement will be negotiated and approved by the City, in writing.

It is understood and agreed to by both the City and the Contractor that such modifications or additions to this Agreement shall be made only by the full execution of the City's standard Agreement change order form. Furthermore, it is understood and agreed by both parties that any work done by the Contractor on such modification or addition to this Agreement prior to the City's execution of its standard Agreement change order form shall be at the total risk of the Contractor, and said work may not be compensated by the City.

54. **Exemption from Taxes:** The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk upon request.
55. **Debarment Status:** By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
56. **Safety:** All Contractors and subcontractors performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
57. **License Requirement:** All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance. Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260 or e-mail [comrev@suffolkva.us](mailto:comrev@suffolkva.us)
58. **Contractor's Form:** In cases where the City may accept the Contractor's form agreement, whereas certain standard clauses that may appear in the Contractor's form agreement cannot be accepted by the City, and in consideration of the convenience of using that form, and this form, without the necessity of negotiating a separate contract document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Contractor's form contract, the City's contract addendum shall prevail over the terms of the Contractor's agreement in the event of a conflict.
59. **Bidder Qualifications:** Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein. The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
  - Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
  - Default on any previous contract.
  - For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
  - Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.
  - Contractor does not meet project-specific requirements, as identified in the Contract Documents
60. **Pricing to be F.O.B. Destination – Freight Allowed:** Pricing shall be F.O.B. destination-freight included for all competitive bids. F.O.B. Destination-Freight Included shall include all shipping costs to the City location(s) at the unit cost. No additional shipping charges shall be allowed.
61. **Contract Quantities:** The quantities specified in the Invitation for Bid are estimates only unless otherwise clearly noted, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity that will be required, since such volume will depend upon requirements that may develop during the contract period. Quantities shown shall not be construed to represent any amount which the City shall be obligated to purchase under the contract, or relieve the contractor of his obligation to fill all orders placed by the City, except as clearly noted.
62. **Competition Intended:** It is the City's intent that the Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Contract Officer prior to the date set for bids to close.
63. **Default on Taxes:** No bid or proposal will be accepted from, or any Contract awarded to, any person, firm, or corporation that is in arrears, or in default to the City upon any debt or Contract, or that is a defaulter as surety, or otherwise upon any obligation to the City.
64. **Ethics in Procurement**
- Bidders, offerors, contractors or consultants must provide written disclosure with their bid or proposal if one of your officers, directors, trustees, partners, employees, or lenders is an employee or officer of the City of Suffolk or an immediate family member of the employee or officer (as defined by Section 2.2-4368 of the Virginia Procurement Act) who is involved personally or substantially participates in procurement transactions or owns or controls an interest of more than three percent (3%) of the company or receives more than \$5,000 annually from the bidder, Offeror, contractor or consultant.**

65. **Insurance**

The successful bidder shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall consist of all policies, endorsements, declaration pages, and certificates of insurance and shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the offeror for the duration of the contract period; for occurrence policies. Claims made policies must extend reporting period for two (2) years after expiration date.

a. **General Liability**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. **Minimum Limits**

General Liability:

\$2,000,000 General Aggregate Limit  
\$2,000,000 Products & Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence Limit  
\$1,000,000 Fire Damage Limit  
\$ 5,000 Medical Expense Limit

b. **Automobile Liability**

Coverage sufficient to cover all vehicles owned, used, or hired by the offeror, his agents, representatives, employees or subcontractors.

1. **Minimum Limits**

Automobile Liability:

\$1,000,000 Combined Single Limit  
\$ 5,000 Medical Expense Limit

c. **Workers' Compensation**

Limits as required by the Workers' Compensation Act of Virginia.  
Employers Liability, \$100,000/\$500,000/\$100,000

d. **Umbrella/Excess Liability**

\$2,000,000 umbrella/excess liability coverage



e. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided.
2. The City of Suffolk, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. A copy of all endorsements, declaration pages, and policies that address additional insured shall be provided. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the City.
4. Shall provide thirty (30) days written notice to the City before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverages for subcontractors of the offeror shall be subject to all of the requirements stated herein.
6. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the City, its' officers/officials, agents, employees and volunteers.
7. The insurer shall agree to waive all rights of subrogation against the City, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
8. The offeror shall furnish the City with all certificates of insurance, endorsements, declaration pages, and policies affecting coverage. All documents are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
9. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII or self-insured-pool, approval must be received from City's Risk Manager.

All coverages designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

# BID FORM

**TO:** City of Suffolk, VA  
 Purchasing Division  
 442 West Washington Street  
 Suffolk, VA 23434

**BID:** Water Treatment  
 Chemicals  
**DUE:** *June 16, 2016*  
**TIME:** 3:00 p.m., Local

Quote firm UNIT PRICE to furnish and deliver water treatment chemicals F.O.B. destination the G. Robert House Water Treatment Plant, 101 Bob House Parkway, Suffolk, Virginia in accordance with all specifications, terms, and conditions herein. Bid price shall be exclusive of all taxes and inclusive of all transportation, unloading, surcharges, insurance, or any other expenses incurred by the Contractor in complying with these specifications.

Bidder shall quote unit prices per bid specifications for each item; failure to comply may be reason for the bid to be considered non-responsive.

**\*\*All bids should be accompanied by an analysis of the material that the supplier proposes to deliver.**

			<u>Unit Price</u>	<u>Amount</u>
1.	30,000 LB	<b>Corrosive Inhibitor</b>  <i>MFG/Product</i> _____	\$ _____/LB	\$ _____
2.	100 DT	<b>25% Liquid Caustic Soda</b>  <i>MFG/Product</i> _____	\$ _____/DT	\$ _____
3.	30,000 GAL	<b>Muriatic Acid</b>  <i>MFG/Product</i> _____	\$ _____/GL	\$ _____
4.	8,000 LB	<b>Copper Sulfate</b>  <i>MFG/Product</i> _____	\$ _____/LB	\$ _____
5.	100,000 LB	<b>Aqua Ammonia</b>  <i>MFG/Product</i> _____	\$ _____/LB	\$ _____
6.	100,000 LB	<b>Sodium Chloride</b>  <i>MFG/Product</i> _____	\$ _____/LB	\$ _____

		<u>Unit</u> <u>Price</u>	<u>Amount</u>
7.	<b>100,000 GAL Sodium Hypochlorite, 12.5% solution</b>		
	MFG/Product _____	\$ _____ /GL	\$ _____
8.	<b>10,000 LB Powdered Activated Carbon</b>		
	MFG/Product _____	\$ _____ /LB	\$ _____
9.	<b>200 DT Liquid Alum</b>		
	MFG/Product _____	\$ _____ /DT	\$ _____

**DELIVERY NOTICE REQUIRED \_\_\_\_\_ (Delivery may be a factor in award.)**

Bidder has attached the following additional information with the bid submittal (✓ if you comply):

\_\_\_\_\_ Analysis of each chemical the Bidder proposes to deliver.

\_\_\_\_\_ Certificate of Insurance

**Payment Terms/Discounts \_\_\_\_\_ (Suffolk's payment schedule: items accepted and invoiced by 10th of month will be paid month end. Cash discounts offered for less than thirty (30) days from receipt of proper invoice will not be considered in award.)**

**BIDDER:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Person Quoting \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address: \_\_\_\_\_ SSN/FIN #: \_\_\_\_\_

I certify by my signature below that I have received the documents associated with this bid and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all right to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Person signing bid must show title or authority to bind the firm in a contract.)



## PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Contractor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Contractor's identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC such Contractor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature