

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

June 23, 2015

BID NUMBER: S6Z61420
TITLE: Water Treatment Chemicals
DEPARTMENT: Various
DATE TO OPEN: July 29, 2015 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Pre-Bid Meeting Date; July 9, 2015 at 12:00 PM Philadelphia has been changed to the following:

Municipal Services Building
1401 John F Kennedy Blvd
16th Floor, Room Z
Philadelphia, PA 19102

The new time is 12:30 PM.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

A. Campfield
A. Campfield, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/ cw

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

July 20, 2015

BID NUMBER: S6Z61420
TITLE: Water Treatment Chemicals
DEPARTMENT: VARIOUS
DATE TO OPEN: July 29, 2015 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

The subject bid has been postponed to September 14, 2015 at 10:30 AM

Note the below paragraphs shall be changed to read as follows:

Page 2, Paragraph 1.2

CONTRACT TERM: 1/01/2016 to 12/31/2016 (“Initial Term”), with an option to renew for up to one (1) additional one (1) year period, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or the current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year. Further, the City may, at its sole discretion renew the contract for up to three (3) months after all renewal periods have expired, in order to prevent a lapse in coverage until a new contract is in place.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

A. Campfield (J.M.)
A. Campfield, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/dr

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

August 3, 2015

BID NUMBER: S6Z61420
TITLE: Water Treatment Chemicals
DEPARTMENT: VARIOUS
DATE TO OPEN: September 14, 2015 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Please note the OEO Commitment form as well as the women on Board disclosure form will be attached

Bidders are required to submit the form entitled, "Office of Economic Opportunity Supplier Diversity Form" with the bid. **Failure to submit this form with the bid may result in rejection of the bid as nonresponsive.** For this bid, in addition to any direct purchase of chemicals from M/W/DSBEs, bidders are encouraged to consider opportunities for chemical testing, packaging, distribution and hazard response."

Changes to to Bid S6Z61420 Page 47, Paragraph 3.2. 1, first sentence

Year 1 pricing must be firm for the period 1/1/2016 through 12/31/2016 and Year 2 pricing must be firm for the period 1/1/2017 through 12/31/2017.

Page 55, second Paragrah

YEAR 1 Unit Prices will apply for the period 1/1/2016 – 12/31/2016 and YEAR 2 Unit Prices will apply for the period 1/1/2017 – 12/31/2017.

Page 24, Paragraph 2.8.11

DELETE First paragraph..

Page 24, 2.8.11 second paragraph

AWWA Standard B703-00 should read AWWA Standard B703-11.

Changes to Procurement Specification 5-C9s:15 are as follows;

Section 3.9 Fluorosilicic Acid

Change fourth paragraph last sentence to read; Straw yellow shall be determined as a material with a maximum of 200 units in accordance with method 2120B, visual comparison method.

Section 3.10 Hydrated Lime

For clarification; a lime slurry site jar test may be conducted in the plant lab to verify that the product meets the physical chemical reaction limit (below) included in the specification using a sample of material taken from an individual truck load of hydrated lime before, during or at the end of the unloading process. *“The temperature of a 20% lime slurry, produced upon delivery by mixing hydrate material with dilution water, shall not exceed the temperature of the dilution water by more than 15 F. “*

Vendor questions and answers;

Question 1. #2.8.24 - Item 30730 031 462 02 Sodium Hypochlorite less than 5,000 gallon deliveries is listed on page 43 of the specifications, but there is no line item listed under Section 5: Pricing.

Answer 1. See separate sheet below to submit pricing.

Question 2. Is the City going out for bid for Sodium Hypochlorite – Less than 5,000 gallon deliveries?

Answer 2. Yes. See response above for submission of pricing.

Question 3. Is the ferric sulfate item actually used or in comparison to ferric chloride – i.e. only one product is used based on pricing?

Answer 3. The City usually only awards one (lowest unit cost)

Question 4a) Must a Bidding Company submit the 'completed registration form and payment for the Annual Bid Security Program' with their Bid?

Answer 4a). Vendor is directed to read the bid in its entirety. Refer to Page 3, paragraph 1.6 for instructions on submitting bid security.

Question 4b) If not required at time of Bid, when is registration form and payment for Annual Bid Security Program required by?

Question 4b) Refer to answer 3a), above.

Question 4c) If Bidding Company does not submit registration form and payment, is the Bidding Company disqualified from receiving Award?

Answer 4c) Bidders that do not comply with paragraph 1.6 will be ineligible for award.

Question 5

2.8.20 Blended Sodium Polyphosphate Lime Dispersant

2.8.20.2

Question 5a) What is the explanation of 55 gallon Drum **DEPOSIT**?

Answer 5a) **The drum deposit is the monetary amount required by the vendor for the drum if it is not returned**

Question 5b) What is the explanation of "Vendor is to **specify the cost of empty drum**"?

Answer 5b) The empty drums are not collected by the vendor or sent back to the vendor.

Question 6

5.19 Blended Sodium Polyphosphate Lime Dispersant

5.19.1 Blended Sodium Phosphate Lime Dispersant in 55 Gallon Drums. Total QUANTITY 112 Drums.

Question 6a) How many shipments are anticipated per year? (1, 2, 3, 4, etc.)

Answer 6a) Historically, approximately 3 deliveries are estimated with a maximum of 40 drums do to storage limitations.

Note: For the 112 drums example it would be 40, 40 and 32 drums per delivery. This number could vary depending upon inventory, but three deliveries is a good estimate.

Question 6b) Will there be 2 Shipments of 56 Drums?

Answer 6b) See response to Question 5 a), above.

Question 6c) Will there be 4 Shipments of 28 Drums?

Answer 6 c) See response to Question 5 a), above.

5.19.2

Question 6d) What is the explanation for 55-gallon Drum **Deposit** cost \$ _____yr. 1
\$ _____yr 2?

Answer 6d) See response to Question 5a), above.

Question 7. It appears that powdered activated carbon is part of this bid, however I am not able to find the quantity of PAC that is needed or the bid page for this item.

Answer 7. Although listed in the Procurement department spec, Activated Carbon, powdered is not part of this bid.

Add to Section 5.

SECTION 5: PRICING

Prices quoted must not contain more than two (2) decimal points.

YEAR 1 Unit Prices will apply for the period 1/1/2016 – 12/31/2016 and YEAR 2

Unit Prices will apply for the period 1/1/2017 – 12/31/2017. All unit price quotes must remain firm for the period of the contract.

	Year 1	Year 2	Average	Unit Price
Quantity	Unit of Measure	Unit Price	Unit Price	(Yr 1 + Yr 2)/2

5.27 Sodium Hypochlorite (in Drums)

5.27.1 30730 031 462 02

Sodium Hypochlorite,
Para. 2.8.24

900 GA \$ _____ \$ _____ \$ _____

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

A. Campfield
A. Campfield, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC /dr

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (DBE) Business Enterprises¹

BID TITLE -	NAME OF BIDDER -	BID SUBMISSION DATE -

List below ALL MBE/WBE/DSBE/DBEs³ that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.

<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE ³ <input type="checkbox"/> W-DBE ³	Please Specify Work to be Performed and/or Type of Supply Effort	Date Solicited			Commitment Made	
Company Name		By Phone	By Mail	By Advertisement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address					<i>(If Yes, give date solicited)</i> <i>(If No, provide reasons on Page 2)</i>	
Contact Person						
Telephone Number Fax #						
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier						
OEO CERTIFICATION #		Date Solicited			Dollar Amount	
		YES ² NO			\$	
					Percent of Total Proposal	
					%	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE ³ <input type="checkbox"/> W-DBE ³	Please Specify Work to be Performed and/or Type of Supply Effort	Date Solicited			Commitment Made	
Company Name		By Phone	By Mail	By Advertisement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address					<i>(If Yes, give date solicited)</i> <i>(If No, provide reasons on Page 2)</i>	
Contact Person						
Telephone Number Fax #						
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier						
OEO CERTIFICATION #		Date Solicited			Dollar Amount	
		YES ² NO			\$	
					Percent of Total Proposal	
					%	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE ³ <input type="checkbox"/> W-DBE ³	Please Specify Work to be Performed and/or Type of Supply Effort	Date Solicited			Commitment Made	
Company Name		By Phone	By Mail	By Advertisement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address					<i>(If Yes, give date solicited)</i> <i>(If No, provide reasons on Page 2)</i>	
Contact Person						
Telephone Number Fax #						
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier						
OEO CERTIFICATION #		Date Solicited			Dollar Amount	
		YES ² NO			\$	
					Percent of Total Proposal	
					%	

¹MBE/WBE/DSBE/DBEs Listed above must be certified prior to bid submission date.

²Bidder should attach quotation with this form, but the City reserves the right to request this information which shall be submitted by bidder within 48 hours of the City's request.

³If Bidder makes solicitation(s) and commitments with a DBE, Bidder shall indicate which class type, M-DBE or W-DBE, is submitted for credit.

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

BID NUMBER & TITLE -	NAME OF BIDDER -	BID SUBMISSION DATE -

Photocopy this form as necessary; you must respond for each solicited M/W/DSBE for which there is no commitment. Failure to do so may result in rejection of your bid.

Name of M/W/DSBE solicited for which no commitment was made:

No commitment resulted from your solicitation of the above identified M/W/DSBE; please explain why:

Did you attempt, in good faith, to negotiate price and scope (please be specific, attaching any dated price quotations and correspondence):

Did you offer this M/W/DSBE any arms length business assistance (e.g., introduction to manufacturer, helped provide access to line of credit, access to union hall, etc.):

Did you provide this M/W/DSBE with timely information about the scope of work required; be specific and attach dated documentary evidence of the foregoing:

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE OFFICE OF ECONOMIC OPPORTUNITY (OEO)		
BID TITLE -	NAME OF BIDDER -	BID SUBMISSION DATE -
<i>Photocopy this form as necessary</i>		
<u>Do you operate or provide funding to any on-the-job training or apprenticeship programs? If so please describe and provide the number of trainees and breakout of minority, female and/or disabled participants:</u>		
<u>Did you seek assistance from the Urban Affairs Coalition, Careerlink Philadelphia, Opportunity Industrial Center and the Philadelphia Workforce Development Corporation to perform employee outreach? Provide your list of minority, female, and/or disabled recruitment agencies or other community based organizations that your firm uses for employment placement:</u>		
<u>Describe any specific outreach activities through job fairs, newspapers, periodicals, advertisements and other organizations or media that are owned by M/W/DSBEs and/or focus on M/W/DSBEs:</u>		
<u>Identify the unions with which you have a collective bargaining agreement. Describe any hiring practices, or involvement in Commonwealth approved apprenticeship programs that specifically encourage the training and employment of minority, women and/or disabled persons:</u>		
<u>List all directories of certified M/W/DSBEs (e.g., OEO Registry, Pennsylvania Unified Certification Program, Department of General Services) that you consulted in preparing your bid:</u>		
<u>Attach your company's Equal Employment Opportunity Statement and any published nondiscrimination policies.</u>		

DISCLOSURE OF WOMEN AS BOARD MEMBERS AND EXECUTIVE STAFF

Instructions: As required by Section 17-104 of The Philadelphia Code entitled "Prerequisites to the Execution of City Contracts," Section 17-104(3) requires bidder to complete and submit this form with its bid. If bidder believes that these requirements do not apply (e.g., bidder is a single-member Limited Liability Company), please check the first field below and attach an explanation. This form should be submitted with bid but the City reserves the right to allow bidder to submit this information at any time prior to award of a contract.

Bidder's Name: _____ **Bid Number:** _____

Please check here if the requirements do not apply to bidder and attach explanation:

Disclosure of Women as Board Members and Executive Staff

Pursuant to Section 17-104(3) (a) (i) of The Philadelphia Code, please provide the following information:

- 1. Current percentage of female executive officers in bidder's company:
- 2. Current percentage of women on the executive board of the bidder's company:
- 3. Current percentage of women on the full board of the bidder's company:

Aspirational Goals for Women as Board Members and Executive Staff

Pursuant to Section 17-104(3) (a) (ii) of The Philadelphia Code, please provide the following information:

- 1. Percentage goal for female executive officers in bidder's company:
- 2. Percentage goal for women on the executive board of the bidder's company:
- 3. Percentage goal of women on the full board of the bidder's company:

Identify Below Any Efforts to Achieve the Aforementioned Goals:

Authorized Signature

Date

Print Name and Title