

**THE MATTABASSETT DISTRICT**  
NEW BRITAIN - BERLIN - CROMWELL - MIDDLETOWN  
REGIONAL SEWER AUTHORITY

ARTHUR G. SIMONIAN, P.E., LEED  
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June 13, 2018

**Chemical -Sodium Hydroxide**  
**INVITATION TO BID (“ITB”) ANNOUNCEMENT**  
**Bid Contract 2018 - 13**

Sealed Competitive Bids will be received at the office of the Executive Director of The Mattabassett District (the “District”) Water Pollution Control Facility, Cromwell, Connecticut, until **1 p.m. on June 27, 2018**, for the purchase of the following item for the period **August 1, 2018 to June 30, 2019**.

**Chemical-Sodium Hydroxide**

The bidding forms and specifications are available at the Administration Office of the District, 245 Main Street, Cromwell, Connecticut.

Each proposal must be accompanied by a bid bond with surety or certified check in the amount of 5% of the net bid price on each item, made payable to The District as a condition that if the bid is accepted a contract will be entered into.

The District reserves the right to reject any and all bids, or any part thereof or waive defects in the bids, or accept any proposal deemed to be in the best interest of The District. The District further reserves the right to terminate the contract for convenience if deemed in the best interest of The District.

By order of  
THE MATTABASSETT DISTRICT



Arthur G. Simonian, P.E., LEED®  
Executive Director

**The Mattabassett District (District)**  
**Sodium Hydroxide Chemical Procurement**  
**Invitation to Bid (“ITB”)**  
**GENERAL STIPULATIONS**  
**Bid Contract 2018 - 13**

Qualified bidders are required to submit proposals on the blank Bid Form attached hereto, and any conditions or alterations of the form shall be considered as irregular and grounds for rejection of bidder’s proposal. Bidders may submit proposal to supply the chemical sodium hydroxide to the District. Prices bid shall include all costs of freight, transportation, insurance and all other costs incidental to the loading and delivery into the District’s tanks. The price bid shall also include all labor, equipment, tools, and accessories to be furnished by the bidder. The delivered price shall include any fuel surcharge for the delivery. Prices bid shall be exclusive of all taxes not applicable to municipalities. The District is exempt from the payment of federal excise taxes and Connecticut sales and use taxes. Mattabassett District: Federal Tax Exempt #06-0842158. Exemption from State sales tax per *Conn. Gen. Stat.* Chapter 219, § 12-412(1). Photocopies of tax exemption certifications shall be furnished to the bidder upon request. All payment terms shall be net 30 days from inspection and approval of delivery.

Bids must be signed with the name of the person(s), firm, or company proposing to furnish the chemical materials. The Bidder shall complete and sign the proposal completely and accurately. If the proposal is made by an individual, the individual’s name and address must be shown. If the proposal is made by a firm or partnership, the name and address of each member of the firm or partnership must be included. If the proposal is made by a corporation, the proposal must include the name of the State under the laws of which the corporation was chartered and the name and title of the officer(s) having authority under the by-laws to sign contracts.

Each bidder’s costs incurred in developing and submitting its proposal are and remain the bidder’s sole responsibility, and The District shall have no liability for such costs.

The District reserves the right to award this chemical Sodium Hydroxide contract to a qualified, responsible Vendor bidder who has demonstrated experience with the type of chemical product required by this Invitation to Bid and who: 1) has adequate resources and the ability to obtain such the anticipated quantity of acceptable chemical- Sodium Hydroxide as required during performance of the Agreement. 2) has demonstrated a satisfactory record of timely and qualified performance; and 3) is otherwise qualified, responsible and eligible to receive an award under applicable federal and state laws and regulations. The District reserves the right to reject any and all bids, or any part thereof or waive defects in the bid, or accept any proposal deemed to be in the best interest of the District.

Proposals must be accompanied with a surety bid bond or certified check made payable to The Mattabassett District for five (5%) percent of the net bid on each item. Failure to furnish a bid bond/certified check shall be reason for rejection of the bid. If the proposal is not accepted, the bid bond or certified check will be returned to the bidder. If the proposal is accepted, the certified check or bid bond will be held until the contract is signed and a performance bond in the amount of one hundred (100%) of the bid is received. The successful bidder shall sign the contract within fourteen (14) days after notice has been given. Failure to comply with this

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provision shall be grounds for forfeiture of the bid bond or certified check as liquidated damages to The District.

The quantities listed on the proposal sheet are approximate and are to be used only as a basis for comparison of bids: no guarantee is given, express or implied, as to actual quantities to be ordered. The successful bidder shall furnish and deliver the material as and when ordered by the District for the unit price bid regardless whether the quantity actually purchased is more or less than the quantity listed on the proposal. A Certificate of Analysis must accompany each shipment of Sodium Hydroxide.

Bidders must acquaint themselves with the unloading facilities available at The District so there will be no misunderstanding in the event difficulties arise in unloading of material purchased. The Bidder shall provide whatever fittings, hoses, or adapters necessary or appropriate so as properly and safely to transfer the product from truck to the District's storage tank(s). Deliveries shall be made at such time and in such quantities as ordered in accordance with the instructions listed on the purchase order. Each delivery shall be accompanied by a delivery ticket. The ticket shall show the total number of gallons/pounds delivered. All such delivery tickets shall be completed to the District's satisfaction.

Days referred to in the specifications are calendar days.

Bidders shall provide three copies of current Material Safety Data Sheets ("MSDS") and one chemical analysis sheet (Certificate of Analysis) to document that the parameters specified for each chemical will be met.

The successful bidder shall purchase and maintain such insurance as will protect it from claims under workers' compensation laws, from claims under automobile liability laws, from claims insured by personal injury liability coverage, and from claims for injury to or destruction of tangible property. This insurance shall name The Mattabassett District as an additional insured party and include the following limits. The Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with companies licensed by the State of Connecticut which have at least an "A-" VIII policy holders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Pollution Liability	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000

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\*The Mattabassett District shall be named as “Additional Insured”. Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of (2) two years from the completion date of the work performed. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period claims for the policy in effect during the contract for two (2) years from the completion date of the work performed.

Workers’ Compensation and WC Statutory Limits

Employers’ Liability	EL Each Accident	\$ 500,000
	EL Disease Each Employee	\$ 500,000
	EL Disease Policy Limit	\$ 500,000

The successful bidder is required to make good faith efforts to comply with all federal and state laws and policies with regard to equal employment opportunity. It has always been the policy and will continue to be the strong commitment of The District, and all contractors who do business with The District, to provide equal opportunity in employment to all qualified persons solely on the basis of job-related skills, ability, and merit. The District will continue to require successful bidders to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, sexual preference, religion, gender, national origin, ancestry, age, physical or mental disability, or marital status.

Please address all inquiries via facsimile or email regarding the District procurement and purchasing process to Melissa Lancia, Office Supervisor, facsimile 860-635-7290 and email [mlancia@mattdist.org](mailto:mlancia@mattdist.org). Questions regarding technical specifications may be directed to Brian Warman, Operations Manager, facsimile number 860-635-7290 and email [bwarman@mattdist.org](mailto:bwarman@mattdist.org). All questions shall be submitted by facsimile or email and received by The District on or before **June 18, 2018** to enable the District to communicate its answers to all bidders.

All questions, comments, submissions and other communications with the District regarding this Invitation must be addressed only to the above named contact persons. Any information and material received by the District that does not indicate that it is ITB related will be opened as general mail.

THE DISTRICT RESERVES THE RIGHT IN ITS SOLE DISCRETION TO REJECT ANY ALL PROPOSALS AND SUBMISSIONS OR TO EXTEND DEADLINES OR CANCEL THIS PROCUREMENT AT ANY TIME IF IT IS DEEMED IN THE BEST INTERESTS OF THE DISTRICT.

The District reserves the further right to modify or amend this procurement at any time before a contract award; to refuse to accept proposals that do not comply with the District’s procurement requirements; to reject any proposal that is incomplete or in which there exist significant inconsistencies or inaccuracies; to waive any technical defects, irregularities and omissions if in

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the District' judgment it is in the District's best interest; or, to reopen the entire process if the District determines that the proposals and submissions are unacceptable.

The Mattabassett District reserves the right to terminate this Agreement for any breach of this Agreement, upon thirty (30) days written notice.

The District reserves the right to terminate the agreement for convenience if deemed in the best interest of The District.

At all times it remains solely the responsibility of a bidder to obtain any and all Addendums, if any are issued, or obtain official announcements pertaining to this ITB. Neither the issuance of this ITB nor the District's receipt of a proposal creates any liability or obligation on the part of the District.

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**SPECIFICATIONS  
Bid Contract 2018 - 13**

**ITEM # 1 - SODIUM HYDROXIDE**

Sodium Hydroxide shall be a liquid, drinking water treatment grade chemical 25% NaOH by weight. The Iron content shall be less than 2 mg/l. Bidder shall provide pricing for Mercury content less than or equal to: 0.10 mg/l, and 0.01 mg/l. All deliveries shall be made to the District's plant unloading site by bulk tank truck in quantities between 3,000 and 4,500 gallons. Approximately **50,000** gallons of Sodium Hydroxide may be purchased. Payment will be based on the weight of each shipment.

Payment = price per wet pound x lbs/shipment

The minimal acceptable lead-time between ordering and delivery is 7 days.

A Certificate of Analysis shall accompany each delivery clearly showing the percent ( % ) NaOH, specific gravity, and mercury concentration.

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**PROPOSAL  
2018-2019**

**Sodium Hydroxide**

The undersigned Vendor hereby proposes to furnish The Mattabassett District located at 245 Main Street, Cromwell, Connecticut the quantities of delivered bulk chemical products listed below for the period **August 1, 2018 to June 30, 2019**. Procurement and delivery will be based on Purchase Order submitted by the District to the Vendor during the contract period. The chemical product supplied shall meet the stated Specifications. Failure timely to deliver the ordered quantities or to meet the Specifications are grounds for termination of the contract. The Mattabassett District reserves the right to terminate this contract upon 30 days written notice in the event alternate chemicals are found which provide more efficient or cost effective treatment or for convenience. The bidder must fill in and complete all blanks for the Item(s) bidder proposes to supply.

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Price *</u>
<b>Sodium Hydroxide, 25%</b>	<b>50,000 Gallons</b>	
Mercury content $\leq$ to 0.10 mg/l.		_____ per wet lb. <b>Delivered</b>
Mercury content $\leq$ to 0.01 mg/l.		_____ per wet lb. <b>Delivered</b>

Name of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_

Business Fax/email \_\_\_\_\_

Signed By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**\*UNIT PRICE SHALL INCLUDE ALL CHARGES TO FURNISH & DELIVER PRODUCT  
QUANTITIES SHOWN ABOVE ARE ESTIMATES AND MATTABASSETT RESERVES THE  
RIGHT TO INCREASE OR DECREASE THESE QUANTITIES WITHOUT ANY CHANGE IN  
UNIT PRICE.**