

NOTICE TO BIDDERS

Date: May 8, 2017

BID NUMBER.: RFB #18-01 Water and Wastewater Treatment Unit Price Chemical Bid

Notice is here given that the City of Escondido, hereinafter referred to as "City", is seeking bids from interested and qualified vendors for the supply and delivery of Water and Wastewater Treatment Chemicals. Bidders shall sign and return one original bid plus two complete copies for the City's Evaluation Team to review. Bids shall be submitted in a sealed envelope labeled "**Request for Bid #18-01, Water and Wastewater Treatment Unit Price Chemical Bid**". Bids shall be mailed or hand delivered to the City of Escondido, Attn: Yvonne Trabue, Purchasing Supervisor, 201 N Broadway, Escondido, CA 92025, on or before the closing date and time. Electronically submitted bids shall not be accepted. All submitted bids shall become public record upon their delivery to the City. **Any bids received after the closing date and time will be returned unopened to the bidder.**

BID CLOSING DATE: June 1, 2017 **TIME:** 2:00 p.m.

BID CLOSING LOCATION: City of Escondido
Purchasing Division
Finance Conference Room
201 North Broadway
Escondido, CA 92025

Prospective bidders should carefully review this solicitation for defects and questionable or objectionable matter. Questions or comments concerning this RFB must be submitted solely via email to Yvonne Trabue, Purchasing Supervisor at ytrabue@escondido.org no later than 4:00 p.m. on May 18, 2017. Emails must be clearly referenced as **RFB #18-01 Water and Wastewater Treatment Unit Price Chemical Bid**. A summary of questions from prospective bidders and City responses will be posted by RFB number on the City's website at www.escondido.org by 2:00 p.m. on May 24, 2017. Any questions or comments received after May 18, 2017 will be disregarded.

Sincerely,

Yvonne Trabue
Purchasing Supervisor

THE CITY OF ESCONDIDO ENCOURAGES THE PARTICIPATION OF LOCAL BUSINESSES AND
DISABLED VETERAN BUSINESS ENTERPRISES

CITY OF ESCONDIDO

BID SPECIFICATIONS

Introduction

The City of Escondido is seeking **unit price bids** for Water and Wastewater Treatment Chemicals.

Bids will be analyzed and the award made to the lowest and most responsive and responsible bidder whose bid conforms to the solicitation and whose bid is considered to be most advantageous to the City, price and other factors considered.

Quantities

The quantities listed in this request for bid are **estimated annual** purchase quantities. These quantities may fluctuate up or down, by item, during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Prices

Bid price must include delivery/freight fee (**Free on Board**) and applicable state and federal taxes to the following facilities:

Facility

Contact Person

City of Escondido Water Treatment Plant
3440 East Valley Parkway
Escondido, CA 92027-5224

Reed Harlan
(760) 839-6244

City of Escondido Wastewater Treatment Plant
Hale Avenue Resource Recovery Facility (HARRF)
1521 South Hale Avenue
Escondido, CA 92029-3052

John Del Fante
(760) 839-6290 x7102

Price shall not be based on minimum quantities. The City requires firm prices for two years. If the successful bidder intends to revise its pricing after the second year, changes shall be made on the anniversary date of the contract and only upon written notice provided at least (180) days prior to the price change. Price increase may not, under any circumstances, exceed three percent (3%) of the original contract price. No retroactive contract price adjustments will be allowed.

CITY OF ESCONDIDO GENERAL PROVISIONS

PLEASE READ CAREFULLY
THESE PROVISIONS ARE A PART OF YOUR BID AND CONTRACT

Pursuant to the Notice to Bidders advertised in the official City newspaper, the specification requirements and General Provisions are on file with the City, and are subject to all provisions of the Ordinances of the City of Escondido. The person signing the bid further warrants that this bid is genuine and non-collusive, or made in the interest of any person, firm or corporation. A non-collusion affidavit shall be properly completed and returned with the bid documents.

In submitting this bid, the bidder agrees that:

- Bidder has carefully examined the specifications and all provisions relating to the items to be furnished, or the work to be done, and understands the meaning of the requirements, and agrees to the same.
- Bidder will enter into a written contract and furnish the item(s) or complete the work in the time specified, and strictly conform to the City of Escondido specifications.

1. PRICES

All prices and notations must be in ink or typewritten. Changes or corrections may be crossed out, typed or written in ink, and must be initialed in ink by the person signing the bid. In the event of a conflict between bidder's unit price and extended price, the unit price will prevail.

2. SIGNATURE

All bids must be notarized and signed in the name of the bidder and must bear the original signature in longhand of the persons duly authorized to bind the company. Obligations assumed by such signature must be fulfilled.

3. MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified, corrected, or withdrawn PRIOR to the exact hour and date of the bid opening. Bid modifications, corrections, or withdrawals are not permitted AFTER the exact hour and date of the bid opening.

4. LATE BIDS

If bids are received after the exact hour and date of the bid opening, those late bids will be rejected and returned to the bidder unopened.

5. NO BIDS

If a no bid is submitted, the bid response should be clearly marked as “NO BID”. If a bidder fails to respond to the bid, the Purchasing Supervisor reserves the right to delete the bidder from the City’s vendor file.

6. EXPIRATION OF BID

All bids shall be considered as firm for a period of ninety (90) calendar days, commencing the day following the date of bid opening and expiring at midnight of the last day unless otherwise stated in the body of the solicitation.

7. AWARD OF CONTRACT

- a. Bids will be analyzed and the award made to the lowest, most responsive and responsible bidder whose bid conforms to the solicitation.
- b. The City reserves the right to reject any item or items therein, to waive any informalities technical defects and minor irregularities in bids received, and to select the bid(s) deemed most advantageous to the City. The City will, however, consider bids submitted on an “all or nothing” basis if the bid is clearly designated as such.
- c. The City reserves the right to award one or more contracts on the bids submitted whether by award of all items to one bidder or by award of separate items or groups of items to various bidders unless the bidder clearly specifies otherwise in the bid.
- d. Acceptance by the City of Escondido of the bid, proposal, or quote and the issuance of a purchase order to the successful bidder within the time specified shall be deemed to result in a binding contract without further action required by either party. Items are to be furnished as described in the bid and in strict conformity with all instructions, conditions, specifications, and drawings contained in the complete contract.

8. TERMINATION FOR CONVENIENCE

The Purchasing Supervisor, by thirty (30) day written notice, may terminate this contract in whole or in part when it is the best interest of the City. If this contract is for supplies and is so terminated, the bidder shall be compensated in accordance with any reasonable costs to the point of notification of termination, but shall not be compensated for lost profits. Should this contract be for services and is terminated, the City shall be liable only for payment in accordance with the payment provisions of this contract for the actual services rendered to the effective date of termination.

9. TERMINATION FOR DEFAULT

- a. The City of Escondido may by written notice of default to the successful bidder (subject to the provisions of paragraph (9c) below) terminate the whole or any part of this contract in any one of the two following circumstances:
 - (1) If the successful bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

- (2) If the successful bidder fails to perform any of the other provisions of this contract, or fails to make progress so as to endanger performance of this contract, and if the successful bidder does not cure such failure within a period of ten (10) calendar days, City may terminate this contract.
- b. In the event the City terminates this contract in whole or in part, as in paragraph (a), the City may procure, upon such terms and in such manner as the Purchasing Supervisor may deem appropriate, supplies and services similar to those so terminated. The successful bidder shall be liable to the City for any excess costs for such similar supplies or services provided. The successful bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- c. The successful bidder shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the successful bidder or its agent. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the City in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather. However, in every case the failure to perform must be beyond the control and without the fault or negligence of the successful bidder.

10. BID PROTEST

Any bid protest for city purchases of supplies and equipment must be made in writing to the Purchasing Supervisor five (5) business days prior to the day of such matter comes before City Council for bid award. The Purchasing Supervisor will notify the City Council of the facts and circumstances regarding the bid protest. The City Council will hear and determine the bid protest prior to the bid award; and may continue the matter to obtain additional information as the City Council deems necessary, or may determine the final decision of the bid award.

11. PURCHASE ORDER

All goods and services will be ordered by means of a purchase order. The City will NOT be responsible for articles or services furnished without a purchase order. All payments made pursuant to this contract are not assignable and shall only be made payable to the successful bidder.

12. TERMS

Payment will be made in full at the agreed prices, after acceptance by the City of each delivery. The City is requesting a two (2) year contract with the successful bidder to begin July 1, 2017 through June 30, 2019. Bid prices are to be **firm for two (2) years** beginning July 1, 2017 through June 30, 2018 and July 1, 2018 through June 30, 2019. With satisfactory performance and mutual agreement between the City and the successful bidder, the City has the option to extend the bid on an annual basis not to exceed a total of five (5) consecutive years. The three (3) one-year contract extension renewal options will begin July 1, 2019 through June 30, 2020, July 1, 2020 through June 30, 2021, and July 1, 2021 through June 30, 2022. The City may negotiate pricing with the successful bidder for the renewal year options.

13. FIRM PRICES AND PRICE ADJUSTMENTS

Prices on bid shall be firm prices not subject to escalation. In the event the specifications provide for escalation, the maximum limit shall be shown, or the bid shall not be considered. In the event of a decline in market price(s) below the price(s) bid, the City shall receive the benefit of such decline.

Manufacturer's general price increases to the trade or industry may be passed on to the City. Prices bid must be firm for the first sixty (60) days on an annual agreement, with a thirty (30) day notification of any price increases thereafter. If any price increase occurs, there will be a one (1) week, or one time, order protection provided at the last effective price. All price increases or notices must be in writing not only by the vendor but also the manufacturer. The City reserves the right NOT to accept the request.

14. EXPERIENCE

Bidders must have a minimum of three (3) years of satisfactory performance under at least three (3) different contracts similar in size to the proposed contract.

If bidding on chemicals for the use in the **Water Treatment Plant** processes, bidders shall provide a list of three (3) public agencies including client names, contact persons, phone numbers and email addresses to demonstrate a minimum of three (3) years of satisfactory performance supplying water treatment chemicals of equal or greater capacity to that of the City.

If bidding on chemicals for the use in the Wastewater Treatment Plant (**Hale Avenue Resource Recovery Facility Plant**) processes, bidder shall provide a list of three (3) public agencies including client names, contact persons, phone numbers and email addresses to demonstrate a minimum of three (3) years of satisfactory performance supplying wastewater treatment chemicals of equal or greater capacity to that of the City.

15. SAMPLES OR SPECIMENS

If bidder's product is not presently being used by the City, bidders must provide a one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant at 760-839-6290 **May 8, 2017 through May 12, 2017 to schedule an allotted time for testing**. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.

The City reserves the right to reject bids submitted without the required samples for test specimens. Samples or test specimens of items, when required, must be furnished free of expense to the City. If samples are not destroyed by tests, these can, upon request, be returned to the bidder at the bidder's expense. Samples or test specimens gathering, transportation, shipping, and certified laboratory analysis may be required at the bidder's expense. If the bidder refuses or neglects to perform the required analysis, the City will perform or have a certified laboratory perform the analysis at the bidder's expense.

16. REMOVAL AND REPLACEMENT OF DEFECTIVE MATERIALS

The successful bidder shall remove and replace, at bidder's own expense, any defective material that has been provided. If the successful bidder refuses or neglects to replace such defective material, it shall be replaced by the City at the successful bidder's expense.

17. DELIVERY

Deliveries shall be shipped FOB delivered to all City treatment plants listed above. The successful bidder shall furnish all fittings necessary to connect to City storage facilities. Delivery trucks must be equipped with compressed air for unloading if required for that product. Shipments will be received only on weekdays between the hours of 7 a.m. and 2 p.m. Deliveries will not be accepted, unless specified otherwise, by the City, on weekends and holidays. Any exception to this

requirement must be approved by the Plant Superintendent (or his designated representative) prior to the delivery.

A list of the trucking carriers may be required for the City's approval. The trucking carriers are to supply all their own hoses and attachments required for proper chemical unloading. The successful bidder will be responsible for any and all damages resulting from delivery of the materials.

Deliveries will be made by the following methods:

- a. AS NEEDED:
When the City specifies quantities required on an as needed basis, deliveries will be made within five (5) working days after receipt of order.
- b. ADVANCE ORDERS:
When the City specifies quantities required in advance, this would be delivery dates beyond the five (5) day period established in the AS NEEDED section. The date the orders are placed is the order date and the dates required for delivery are the delivery dates.

18. REJECTION OF DELIVERIES

The City reserves the right to reject any delivery which does not conform to the chemical specifications; or if after inspection by on-site City personnel, the truck, hose, or product is determined to be contaminated.

19. FAILURE TO DELIVER ON THE REQUIRED DATE

A required delivery is as follows:

- a. The material is delivered to the required site on the required date.
- b. The material is unloaded between the hours of 7 a.m. and 2 p.m.
- c. All other requirements are met in the general chemicals specifications and the individual chemical specifications.
- d. The required quantity of material is delivered.

The requested chemical deliveries are critical and essential to the treatment processes, if a required delivery is not made on the delivery date, the City at its discretion may cancel the contract.

The City, at its discretion, may cancel any or all of the required deliveries five (5) working days before the scheduled delivery date.

20. CONDITION OF CARGO TRAILERS

All cargo trailers and appurtenant valves used for chemical deliveries shall be in good mechanical order and shall be in full compliance with the applicable requirements of the Hazardous Materials Regulations of the Department of Transportation, Code of Federal Regulations, as currently issued. Wash down certificates are required for non-dedicated tankers.

21. EMERGENCY REQUIREMENTS

The successful bidder must provide to the Water Treatment Plant and the Wastewater Treatment (HARRF) Plant with an Emergency Response Spills Procedure Manual prior to the FIRST DELIVERY.

22. SAFETY REQUIREMENTS

The truck driver shall wear the appropriate protective face and body apparel as required by the California Occupational Safety and Health Act, the San Diego County Hazardous Material Business Plan, and the California State Department of Agriculture.

Upon arrival at the City facility, the truck driver shall present to the on-site City personnel the following items before unloading the product from the truck:

ALL DOCUMENTS MUST BE LEGIBLE

- a. Contractor's shipping invoice
- b. Weighmaster's Certificate of Weight and Measure
- c. A copy of the washout tag for the load
- d. Sample of the delivered product
- e. Affidavit of Compliance, if required
- f. A copy of Material Data Safety Sheets with each shipment.
- g. Emergency Response Spills Procedure Manual
- h. Wash down certificate

23. ATTORNEY FEES

In the event that the City should prevail in any litigation brought by either party to this bid to enforce any provisions of this bid, the successful bidder shall pay to the City the cost and attorney fees incurred pursuant to said litigation.

This bid is governed by the laws of the State of California. Venue for all actions arising from this contract must be exclusively in the state or federal courts located in San Diego County, California.

24. HOLD HARMLESS

The successful bidder shall indemnify and hold harmless the City and its officers, employees and agents from all liability or claim of liability arising by reason of injury or damage to persons (including death) and or property occurring as a result of work done pursuant to the terms of this contract.

25. BRAND NAME

Whenever a reference to a specific brand name is made in this Request for Bid, it is to be construed as a specification which describes a component that has been tested or evaluated by the City as best meeting the specific operational, design, performance, maintenance, quality or reliability standards as required by the City. An equivalent or "equal" may be offered by the bidder, subject to testing and evaluation at the option of the City prior to bid award.

The City reserves the sole right to reject a substituted component that will not fulfill the requirements. It shall be the sole responsibility of the bidder to provide at bidder's expense any product information, test data, and other information or documents the City may require to fully evaluate or demonstrate the acceptability of the offered substitute. Where appropriate, independent testing or evaluation at qualified test facilities, at bidder's expense, including destructive testing, may be required as a condition of acceptance.

26. LIABILITY INSURANCE

The successful bidder shall secure and maintain at its own cost, for all operations, the following insurance coverage, unless reduced by the City Attorney.

- (1) General liability insurance. Occurrence basis with minimum limits of \$1,000,000 each occurrence, \$2,000,000 General Aggregate, and \$1,000,000 Products/Completed Operations Aggregate; and
- (2) Automobile liability insurance of \$1,000,000 combined single-limit per accident for bodily injury and property damage, unless waived as provided in 7(b) below; and
- (3) Workers' compensation and employer's liability insurance as required by the California Labor Code, as amended, or certificate of sole proprietorship; and

A. It is the parties' understanding that the use of a motor vehicle is not a primary subject of this Agreement. Bidder acknowledges that operating a motor vehicle is outside the scope of this Agreement and occurs only at the convenience of Bidder. A waiver of automobile liability insurance is only effective if both sets of initials appear below, otherwise such insurance is required.

Acknowledged by Bidder _____

Waiver appropriate by CITY _____

B. Each insurance policy required above must be acceptable to the City Attorney.

- (1) Each policy must provide for written notice within no more than thirty (30) days if cancellation or termination of the policy occurs. Insurance coverage must be provided by an A.M. Best's A- rated, class V carrier or better, admitted in California, or if non-admitted, a company that is not on the Department of Insurance list of unacceptable carriers.
- (2) All non-admitted carriers will be required to provide a service of suit endorsement in addition to the additional insured endorsement.
- (3) Both the General Liability and the Automobile Liability policies must name the CITY specifically as an additional insured under the policy on a separate endorsement page. The endorsement must be ISO Form CG2010 11/85 edition or its equivalent for General Liability endorsements and CA 20-01 for Automobile Liability endorsements.
- (4) The General Liability policy must include coverage for bodily injury and property damage arising from Bidder's work, including its on-going operations and products-completed operations hazard.

- (5) The General Liability policy must be primary and noncontributory and any insurance maintained by CITY is excess.

C. In executing the Agreement, Bidder agrees to have completed insurance documents on file with the CITY within fourteen (14) days after the date execution. Failure to comply with insurance requirements under this Agreement will be a material breach of this Agreement, resulting in immediate termination at CITY's option.

27. ROYALTIES, LICENSES AND PATENTS

Unless otherwise specified, the successful bidder shall pay all royalties, license and patent fees. The successful bidder warrants the materials to be supplied do not infringe any patent, trademark or copyright. The successful bidder agrees to defend any and all suits, actions and claims for infringement that are brought against the City and to indemnify and hold harmless the City from all loss or damages whether general, exemplary or punitive, as a result of any claims against the City pursuant to the terms of this contract.

28. CONFIDENTIAL INFORMATION

Any information deemed confidential or proprietary should be clearly identified by the bidder as such. It will be protected and treated with confidentiality only to the extent permitted by California State Law considering public information. Otherwise, the information shall be considered a public record. Any data to be returned should be so marked and will be returned if not essential to the bid or contract record.

29. BUSINESS LICENSE

The successful bidder shall be required to obtain a City business license prior to the award of this contract.

31. CITY PROVISIONS TO PREVAIL

Except as specified in the specifications, the City's Standard General Provisions shall govern any contract award. Any standard terms and conditions of bidder shall not be acceptable to the City unless expressly assented to by the City by separate document. The City reserves the right to reject a bid containing unacceptable conditions as non-responsive as a condition of evaluation or award of the bid.

32. ANTI-ASSIGNMENT CLAUSE

All payments made pursuant to this contract are not assignable and shall only be made payable to bidder.

33. E-VERIFY PARTICIPATION

Contractor/Consultant agrees to enroll in and begin use of the United States Department of Homeland Security's ("DHS") E-Verify program ("E-Verify") within thirty (30) days of the execution of this Agreement to confirm employment eligibility of all of Contractor's/Consultant's potential new hires. Contractor/Consultant agrees and understands that E-Verify enrollment requires Contractor/Consultant to sign a Memorandum of Understanding ("MOU") with DHS

which provides the E-Verify terms of use. Any violation of the MOU by Contractor/Consultant is grounds for DHS' termination of Contractor's/Consultant's participation in the E-Verify program.

34. PUBLIC AGENCY CLAUSE

It is intended that any other public agency (e.g., city, district, public authority, public agency, municipal utility and other political subdivision or public corporation of California) located in the State of California shall have the option to participate in any award made as a result of this solicitation. The City shall incur no financial responsibility in connection with purchases made by another public agency. The public agency shall accept sole responsibility for placing orders or payments to the successful bidder. This option shall not be considered in bid evaluation. Indicate below whether said option is or is not granted.

YES NO

**NONCOLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER
AND SUBMITTED WITH BID**

State of California)
) ss.
County of San Diego)

_____, being first duly sworn, deposes and says that he or she is
_____ (Title) of

_____ (Name of Bidder) the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

(Signature Must be Acknowledged by a Notary)

Title _____

Of _____

(Signature Must be Acknowledged by a Notary)

Title _____

Of _____

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

MICHAEL R. MCGUINNESS, Interim City Attorney

By: _____

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

1. **SODIUM CHLORIDE**
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED ANNUAL QUANTITIES</u> | <u>PRICE PER TON</u> |
|------------------------------------|----------------------|
| 584 tons | \$ _____ |

(See attached Sodium Chloride specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|-----------------------|---|---------------|
| _____ Company Name | _____ Signature of Authorized Representative | _____ Date |
| _____ Phone Number | _____ Print Name | _____ Fax |

SODIUM CHLORIDE SPECIFICATIONS

1. **Quality:**
The Sodium Chloride supplied to the **Water Treatment Plant** shall comply with the following:
 - a. The Sodium Chloride must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. The Sodium Chloride must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the United States Environmental Protection Agency (USEPA). Documents shall be provided upon request. The product must not contain any other substance above the DHS or USEPA MCL requirements.
2. **Product Requirements:**
The product supplied must be 99.45 minimum dry, insolubles not to exceed 0.15, and surface moisture not to exceed 0.20. Typical salt size crystal size is 1mm – 12mm. The salt must contain no organic binders – salt pellets and rock salt are not acceptable.
3. **Emergency Telephone Number:**
Bidder must provide a 24-hour emergency telephone number.
4. **Truck Carriers:**
The City is to approve all trucking carriers, and the carriers are to supply all their own hoses and attachments required for proper chemical unloading. The drivers must be experienced and trained in the handling and unloading of Sodium Chloride. The carrier must supply their own safety equipment. The bidder will be responsible for all damages resulting from spillage of the Sodium Chloride during the unloading process. The truck drivers will thoroughly wash down the unloading area if spillage takes place.
5. **Offloading Product:**
The truck driver will be completely responsible for offloading the Sodium Chloride from the tank vehicle to the Water Treatment Plant storage tank. All delivery trucks must be equipped with the proper hoses, pumps, and other essential attachments required for vent return lines to the truck tank. Venting the Sodium Chloride fumes back to the truck tank using the proper hookup attachments and return lines will be the only method allowed for unloading the chemical.
6. **Material Safety Data Sheets:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.

7. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
8. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders' expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
9. **Invoices:**
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section.** Any questions regarding your invoices, please call 760-839-5466.
10. **Chemical Delivery Policy:**
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

2. CATIONIC POLYELECTROLYTE.
Bid pricing should be rounded to the third decimal point ONLY.

ESTIMATED QUANTITY

162 tons Cationic Polyelectrolyte 20% Solids

PRICE PER TON

\$ _____

PRICE PER POUND

\$ _____

PRODUCT SUPPLIED: _____

(See attached cationic polyelectrolyte specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

Company Name

Signature of Authorized Representative

Date

Phone Number

Print Name

Fax

CATIONIC POLYMER SPECIFICATIONS

1. Quality:
The polyDADMAC polymer (bulk) supplied to the **Water Treatment Plant** shall comply with the following:
 - a. The polyDADMAC polymer must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. The polyDADMAC polymer must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product must not contain any other substance above the DHS or USEPA MCL requirements.
2. Failure to Comply:
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
3. Product Requirements:
The product supplied must be twenty percent (20%) solids with a specific gravity of approximately 1.031. The quantity required is estimated to be 162 tons delivered in shipments of approximately, but not to exceed, 4,000 gallons or 48,000 pounds.
4. AWWA Requirements:
The polyDADMAC polymer shall conform to the American Water Works Association Standards for poly (diallyldimethylammonium chloride), B451-04 or current revision, except as modified or supplemented herein.
5. Emergency Telephone Number:
Bidder must provide a 24-hour emergency telephone number.
6. Sample Testing:
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Hale Avenue Resource Recovery Facility Plant at 760-839-6290 **May 8, 2017 through May 12, 2017 to schedule an allotted time for testing**. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
7. On-Site Analysis:
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
8. Material Safety Data Sheets:
Bidder shall provide an original Material Safety Data Sheet with each shipment.

9. Invoices:
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call 760-839-5466.
10. Chemical Spills:
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
11. Emergency Requirement: Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidder's expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
12. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

3. FERRIC SULFATE (60-75%) shall conform to AWWA specifications B406-14 or current revisions, except where modified or supplemented herein.
Bid pricing should be rounded to the third decimal point ONLY.

Bid should be based on Iron (12-14%) content only.

| | |
|---------------------------------|--------------------------------------|
| <u>ESTIMATED QUANTITY</u> | <u>PRICE PER TON IRON (Ferric)</u> |
| 2,700 tons (Dry Basis) annually | \$ _____ |
| 780 tons Iron (Ferric) | <u>PRICE PER POUND IRON (Ferric)</u> |
| | \$ _____ |

(See attached ferric sulfate specifications and requirements)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

FERRIC SULFATE SPECIFICATIONS

1. Quality:

Ferric sulfate is used by the **Water Treatment Plant**, City of Escondido (City), as a coagulant agent in the processing of potable water, and the **Wastewater Treatment Plant (HARRF)** as a coagulant and hydrogen sulfide control. Ferric sulfate supplied to both treatment plants shall comply with the following:

- a. Ferric sulfate must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
- b. Ferric sulfate must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product shall be a clear liquid, free from any turbidity or precipitate and shall not contain any other substance above the DHS or USEPA MCL requirements.

2. Failure to Comply:

Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.

3. Product Requirements:

The requirement is for ferric sulfate at 38 to 45 degrees Baume to be delivered as ordered by the City. Total estimated requirement is 2,700 tons (dry basis).

4. Emergency Telephone Number:

Bidder must provide a 24-hour emergency telephone number.

5. Bidder shall bid a delivered price per ton (iron basis) as shown on proposal page.

- a. Ferric sulfate supplied under these specifications shall meet AWWA specifications B406-14 and shall be free from extraneous materials and shall be transported and delivered at such concentration and temperature that no freezing occurs. The liquid shall be suitable for feeding by means of metering pumps and other metering devices constructed of corrosion-resistant materials.
- b. General Impurities - Ferric sulfate conforming to this standard shall contain no substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been properly treated with ferric sulfate. **The following shall be the Maximum Contaminate Levels (MCL) for heavy metal content (listed as PPM): Arsenic <1.0, Cadmium <1.0, Chromium 10.0, Mercury 0.5, Copper 5.0, Zinc 10.0, Barium <1.0, Manganese 85.0, Titanium 50.0.** A Certificate of Analysis must accompany each delivery.
- c. Product Certifications - Ferric sulfate is a direct additive used in the treatment of potable water. This material should be certified as suitable for contact with or treatment of drinking water in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals—Health Effects. Evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in ANSI/NSF Standard 60.

6. **Sample Testing:**
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Hale Avenue Resource Recovery Facility Plant at 760-839-6290 **May 8, 2017 through May 12, 2017** to schedule an allotted time for testing. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
7. **On-Site Analysis:**
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
8. **Material Safety Data Sheets:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.
9. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
10. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver and the correct response to chemical spills. The bidder must establish and maintain a contact with a local spill cleanup company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended cleanup procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, no City Personnel, shall be responsible for notifying the bidder of any chemical spill or notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Cleanup and disposal shall be performed by a qualified Hazardous Material cleanup company at the bidder's expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified as all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers for City's personnel.
11. **Invoices:**
Bidder shall mail invoices for the Water Treatment Plant and Hale Avenue and Resource Recovery Facility Plant shall to: 201 N Broadway, Escondido, CA 92025-2798. Invoices for the Water Treatment Plant should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding those invoices, please call 760-839-5466. Invoices for the Hale Avenue Resource Recovery Facility Plant shall **INCLUDE sales tax**. Any questions regarding those invoices, please call 760-839-6290.
12. **Chemical Delivery Policy:**
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

4. AQUA AMMONIA (19%). The product supplied must be aqua ammonia - neutralization grade not less than eighteen and one-half percent (18.5%) NH₃ (ammonia) by weight equivalent to 23.5 degrees Baume. Product supplied must conform to AWWA Standard B-306-07 or current revision.

Bid pricing should be rounded to the third decimal point ONLY.

ESTIMATED QUANTITY

PRICE PER TON

220 tons aqua ammonia wet basis

\$ _____

PRICE PER POUND

\$ _____

(See attached aqua ammonia specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

AQUA AMMONIA SPECIFICATIONS

1. Quality:
The aqua ammonia (19%) supplied to the **Water Treatment Plant** shall comply with the following:
 - a. The aqua ammonia (19%) must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. The aqua ammonia (19%) must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product shall be a clear, colorless liquid free from any turbidity or precipitate. The product must not contain any other substance above the DHS or USEPA MCL requirements.
2. Failure to Comply:
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
3. Product Requirements:
The product supplied must be aqua ammonia - neutralization grade, not less than eighteen and one-half percent (18.5%) NH₃ (ammonia) by weight, equivalent to 23.5 degrees Baume. The quantity required is estimated to be 220 tons of ammonia (as NH₃) to be delivered in shipments of approximately 4,000 gallons of nineteen percent (19%) solution (31,000 pounds).
4. Emergency Telephone Number:
Bidder must provide a 24-hour emergency telephone number.
5. Sample Testing:
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF) at 760-839-6290 **May 8, 2017 through May 12, 2017** to schedule an allotted time for testing. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
6. Material Safety Data Sheet:
Bidder shall provide an original Material Safety Data Sheet with each shipment.

7. **Truck Carriers:**
The City is to approve all trucking carriers, and the carriers are to supply all their own hoses and attachments required for proper chemical unloading. The drivers must be experienced and trained in the handling and unloading of aqua ammonia. The carrier must supply their own safety equipment. The bidder will be responsible for all damages resulting from spillage of the aqua ammonia during the unloading process. The truck drivers will thoroughly wash down the unloading area if spillage takes place.
8. **Offloading Product:**
The truck driver will be completely responsible for offloading the aqua ammonia from the tank vehicle to the Water Treatment Plant storage tank. All delivery trucks must be equipped with the proper hoses, pumps, and other essential attachments required for vent return lines to the truck tank. Venting the aqua ammonia fumes back to the truck tank using the proper hookup attachments and return lines will be the only method allowed for unloading the chemical.
9. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
10. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver and the correct response to chemical spills. The bidder must establish and maintain a contact with a local spill cleanup company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended cleanup procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, no City Personnel, shall be responsible for notifying the bidder of any chemical spill or notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Cleanup and disposal shall be performed by a qualified Hazardous Material cleanup company at the bidder's expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified as all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers for City's personnel.
11. **Invoices:**
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call 760-839-5466.
12. **Chemical Delivery Policy:**
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

5. PURATE
Bid pricing should be rounded to the third decimal point ONLY.

ESTIMATED QUANTITY

141 tons

PRICE PER TON

\$ _____

281,415 pounds

PRICE PER POUND

\$ _____

(See attached Purate specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|---------------------------|---|-------------------|
| <hr/> <p>Company Name</p> | <hr/> <p>Signature of Authorized Representative</p> | <hr/> <p>Date</p> |
| <hr/> <p>Phone Number</p> | <hr/> <p>Print Name</p> | <hr/> <p>Fax</p> |

PURATE SPECIFICATIONS

1. Quality:

Purate is used by the **Water Treatment Plant**, City of Escondido, as an oxidizing agent in the processing of potable water. Purate supplied to the Water Treatment Plant shall comply with the following:

 - a. Purate must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. Purate must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product shall be a clear liquid, free from any turbidity or precipitate; and shall not contain any other substance above the DHS or USEPA MCL requirements.
2. Product Requirements:

The product supplied must be for Purate to be delivered as ordered by the City. The quantity required is estimated to be 141 tons annually.
3. Bidder shall bid a delivered price per ton as shown on proposal page.
 - a. Purate supplied under these specifications shall meet AWWA specifications B303-05 and shall be free from extraneous materials and shall be transported and delivered at such concentration and temperature that no freezing occurs. The liquid shall be suitable for feeding by means of metering pumps and other metering devices constructed of corrosion-resistant materials.
 - b. General Impurities – Purate conforming to this standard shall contain no substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been properly treated with Purate.
 - c. Product Certifications – Purate is a direct additive used in the treatment of potable water. This material should be certified as suitable for contact with or treatment of drinking water in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals—Health Effects. Evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in ANSI/NSF Standard 60.
4. Sample Testing:

If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF) at 760-839-6290 **May 8, 2017 through May 12, 2017 to schedule an allotted time for testing**. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
5. On-Site Analysis:

The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.

6. **Material Safety Data Sheet:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.
7. **Truck Carriers:**
The City is to approve all trucking carriers, and the carriers are to supply all their own hoses and attachments required for proper chemical unloading. The drivers must be experienced and trained in the handling and unloading of Purate. The carrier must supply their own safety equipment. The bidder will be responsible for all damages resulting from spillage of the Purate during the unloading process. The truck drivers will thoroughly wash down the unloading area if spillage takes place.
8. **Offloading Product:**
The truck driver will be completely responsible for offloading the Purate from the tank vehicle to the Water Treatment Plant storage tank. All delivery trucks must be equipped with the proper hoses, pumps, and other essential attachments required for vent return lines to the truck tank. Venting the Purate fumes back to the truck tank using the proper hookup attachments and return lines will be the only method allowed for unloading the chemical.
9. **Delivery:**
Delivery shall be in tank-truck lots of 3,000 to 4,000 gallons to the Water Treatment Plant, 3440 East Valley Parkway, Escondido, CA 92027. Deliveries must be coordinated with the Water Treatment Plant Superintendent or designee.
10. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
11. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidder's expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.

12. Invoices:
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call 760-839-5466.
13. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the item specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the cover letter.
2. I have read and understand both the general and itemized specifications attached.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

6. **HYDROFLUOSILICIC ACID** per AWWA specifications B703-11 or current revisions.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITIES</u> | <u>PRICE PER TON</u> | <u>TOTAL COST</u> |
|-----------------------------|----------------------|-------------------|
| 110 tons of 23% FSA | \$ _____ | \$ _____ |

| <u>ESTIMATED QUANTITIES</u> | <u>PRICE PER POUND</u> | <u>TOTAL COST</u> |
|-----------------------------|------------------------|-------------------|
| 220,000 pounds of 23% FSA | \$ _____ | \$ _____ |

FSA shall be delivered in quantities of 3,000 to 5,000 gallons

(See attached hydrofluosilicic acid (FSA) specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

HYDROFLUOSILICIC ACID SPECIFICATIONS

1. Quality:
The hydrofluosilicic acid (FSA) supplied to the **Water Treatment Plant** shall comply with the following:
 - a. The FSA must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. The FSA must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product must not contain any other substance above the DHS or USEPA MCL requirements.
2. Failure to Comply:
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
3. Emergency Telephone Number:
Bidder must provide a 24-hour emergency telephone number.
4. Material Safety Data Sheet:
Bidder shall provide an original Material Safety Data Sheet with each shipment
5. Sample Testing:
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF) at 760-839-6290 **May 8, 2017 through May 12, 2017 to schedule an allotted time for testing**. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids
6. On-Site Analysis:
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
7. Truck Carriers:
The City is to approve all trucking carriers, and the carriers are to supply all their own hoses and attachments required for proper chemical unloading. The drivers must be experienced and trained in the handling and unloading of FSA. The carrier must supply their own safety equipment. The bidder will be responsible for all damages resulting from spillage of the FSA during the unloading process. The truck drivers will thoroughly wash down the unloading area if spillage takes place.

8. Offloading Product:
The truck driver will be completely responsible for offloading the FSA from the tank vehicle to the Water Treatment Plant storage tank. All delivery trucks must be equipped with the proper hoses, pumps, and other essential attachments required for vent return lines to the truck tank. Venting the FSA fumes back to the truck tank using the proper hookup attachments and return lines will be the only method allowed for unloading the chemical.
9. Chemical Spills:
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
10. Emergency Requirement:
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
11. Invoices:
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call 760-839-5466.
12. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

7. SODIUM HYDROXIDE (CAUSTIC SODA 50%) shall conform to AWWA specifications B501-13 or current revisions, except where modified or supplemented herein.
Bid pricing should be rounded to the third decimal point ONLY.

Bid price on actual product @ 50% solution

| | |
|--|----------------------------------|
| <u>ESTIMATED QUANTITY</u> | <u>PRICE PER TON (product)</u> |
| 685 tons Na ₂ O annually | \$ _____ |
| 2,640 tons product annually (50% solution) | <u>PRICE PER POUND (product)</u> |
| | \$ _____ |

(See attached sodium hydroxide (caustic soda) specifications and requirements)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___ %) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

SODIUM HYDROXIDE (CAUSTIC SODA) SPECIFICATIONS

1. Quality:

The sodium hydroxide (caustic soda) is used by the **Water Treatment Plant**, as a pH adjustment agent in the processing of potable water. Sodium hydroxide (caustic soda) supplied to the Water Treatment Plant shall comply with the following:

 - a. Sodium hydroxide (caustic soda) must be currently listed at the time of delivery by the American National Standard Institute (ANSI)/National Sanitation Foundation (NSF) as being in full compliance with ANSI/NSF Standard No. 60 for Drinking Water Treatment Chemicals--Health Effects. In conjunction with the ANSI/NSF listing, the address of each of the supplier's plant must be disclosed. A listing in any other publication, even one which refers to ANSI/NSF standards is not acceptable.
 - b. Sodium hydroxide (caustic soda) must be approved for use in domestic potable water supplies by the Department of Health Services (DHS) and the USEPA. Documents shall be provided upon request. The product shall be clear liquid, free from any turbidity or precipitate; and shall not contain any other substance above the DHS or USEPA MCL requirements.
2. Product Requirements:

The product supplied must be for sodium hydroxide (caustic soda) to be delivered as ordered by the City. Total estimated requirement is 2,640 tons (50% solution).
3. Bidder shall bid a delivered price per ton (Na₂O basis) as shown on proposal page.
 - a. Sodium hydroxide (caustic soda) supplied under these specifications shall meet AWWA specifications B501-13 and shall be free from extraneous materials and shall be transported and delivered at such concentration and temperature that no freezing occurs. The liquid shall be suitable for feeding by means of metering pumps and other metering devices constructed of corrosion-resistant materials.
 - b. General Impurities - Sodium hydroxide (caustic soda) conforming to this standard shall contain no substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been properly treated with caustic soda. **A Certificate of Analysis must accompany each delivery.**
 - c. Product Certifications - Sodium hydroxide (caustic soda) is a direct additive used in the treatment of potable water. This material should be certified as suitable for contact with or treatment of drinking water in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals--Health Effects. Evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in ANSI/NSF Standard 60.
4. Emergency Telephone Number:

Bidder must provide a 24-hour emergency telephone number.
5. Material Safety Data Sheet:

Bidder shall provide an original Material Safety Data Sheet with each shipment.
6. Sample Testing:

If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF) at 760-839-6290 **by May 8, 2017 through May 12, 2017** to schedule an allotted time for testing. If bidders fail to provide their

samples and fail to schedule a testing appointment by **May 8, 2017 through May 12, 2017**, the City will not accept their bids.

7. **On-Site Analysis:**
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
8. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
9. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
10. **Invoices:**
Bidder shall mail invoices to the Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices should **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call 760-839-5466.
11. **Chemical Delivery Policy:**
Deliveries must conform to the City of Escondido's Chemical Delivery Policy

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for “unit price” based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City’s actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

8. POLYELECTROLYTE - BULK POLYMER.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITY</u> | <u>PRODUCT NAME</u> | <u>PRICE PER POUND</u> |
|---------------------------|---------------------|------------------------|
| 380,000 pounds | _____ | \$ _____ |

(See attached polyelectrolyte – bulk polymer specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

POLYELECTROLYTE SPECIFICATIONS

1. **Quality:**
Polyelectrolyte is used by the **Hale Avenue Resource Recovery Facility** for dissolved air flotation thickener. If the bidder's product will require modification to the existing polymer system, the cost of designing and installing such modifications shall be included in the bid price.
2. **Product Requirements:**
All polymer supplied shall be delivered in 5,000 gallon tanker truck. If requested by City personnel, polymer may be delivered in tote bins. Tote bins shall be removed the next delivery day. All deliveries shall be delivered within ten (10) working days after the order is placed. Any spills or other damage caused during delivery shall be the responsibility of the bidder.

If the bidder's product requires modification to the existing delivery system, the cost of designing and installing such modifications shall be included in the bid price.

3. **Approved Product:**
Products other than the one listed below must be subjected to testing as approved by the Hale Avenue Resource Recovery Facility Plant with all results to the satisfaction of the City within the prior year.

| <u>Company Name</u> | <u>Product Name</u> | <u>Pounds</u> |
|---------------------|---------------------|----------------|
| Polydyne | C-331 | 380,000 |

1. **Failure to Comply:**
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
2. **Sample Testing:**
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF)Hale Avenue Resource Recovery Facility Plant at 760-839-6290 **May 8, 2017 through May 12, 2017** to schedule an allotted time for testing. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
6. **On-Site Analysis:**
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
7. **Emergency Telephone Number:**
Bidder must provide a 24-hour emergency telephone number.
8. **Material Safety Data Sheets:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.
9. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.

10. Emergency Requirement:
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver and the correct response to chemical spills. The bidder must establish and maintain a contact with a local spill cleanup company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended cleanup procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, no City Personnel, shall be responsible for notifying the bidder of any chemical spill or notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Cleanup and disposal shall be performed by a qualified Hazardous Material cleanup company at the bidder's expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified as all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers for City's personnel.

11. Invoices:
Bidder shall mail invoices to the Hale Avenue Resource Recovery Facility Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices shall **INCLUDE sales tax**. Any questions regarding your invoices, please call please call 760-839-6290.

12. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

9. SODIUM HYPOCHLORITE. Shall confirm to AWWA specifications B300-10 or current revisions, except where modified or supplemented herein.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITY</u> | <u>PRICE PER GALLON</u> |
|--|-------------------------|
| 614,000 gallons (at 12.5% by weight) | \$ _____ |
| (239,000 gallons for Water Treatment Plant | |
| 375,000 gallons for Wastewater Plant) | |

(See attached sodium hypochlorite specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|-----------------------|---|---------------|
| _____ Company Name | _____ Signature of Authorized Representative | _____ Date |
| _____ Phone Number | _____ Print Name | _____ Fax |

SODIUM HYPOCHLORITE SPECIFICATIONS

1. **Quality:**
Sodium hypochlorite is used by the **Wastewater Treatment Plant** for the process of odor control, disinfection of reclaimed water and the **Water Treatment Plant**, City of Escondido (city) as a disinfectant for potable water. Sodium hypochlorite supplied to both treatment plants shall comply with the following:
 - a. Bidder shall furnish and deliver a specified quantity of sodium hypochlorite (12.5% by weight).
 - b. The product shall be registered with USEPA, have USDA approvals D2 and G4, meet ANSI/AWWA Standard B300-10, and meet FDA requirements of 21 CFR 178.1010.
 - c. Sodium hypochlorite metal contents must not exceed three (3) PPM iron (soluble) and less than two (2) PPM (total) for copper, nickel, and manganese with a pH of 11.0 + 0.5.
2. **Failure to Comply:**
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
3. The City reserves the right to purchase up to 50% in excess of the estimated annual quantity.
4. **Product Requirements:**
The product supplied must be for sodium hypochlorite to be delivered as ordered by the City. All deliveries will be in quantities of approximately 4,500 gallons as liquid solutions by truck via transfer hose with compatible fittings to City's equipment.

If the bidder's product requires modification to the existing delivery system, the cost of designing and installing such modifications shall be included in the bid price.
5. **Delivery Hours:**
Delivery hours will be from 7 a.m. to 2 p.m., five (5) days per week. A twenty-four (24) hour notification to Hale Avenue Resource Recovery Facility stating time of delivery is required. All bulk deliveries shall be delivered within five (5) calendar days of order.
6. **Emergency Telephone Number:**
Bidder must provide a 24-hour emergency telephone number.
7. **Material Safety Data Sheets:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.
8. **Unloading Product:**
Bidder shall allow a three (3) hour unloading time for each delivery. The delivery driver shall provide one copy of the delivery statement and current Material Safety Data Sheet to the city's operator prior to connection. The delivery statement must include verification of chemical concentration.
9. **Safety Equipment:**
The City requires industry standard personal protection equipment for handling this chemical. Face shields must be worn when working around pressurized chemical systems at connections, disconnections, adjustments and observations. It is the bidder's responsibility to inform the delivery drivers of this obligation and train them in these requirements. Lack of safety equipment or failure to use safety equipment will be cause for termination of the contract.

10. **Chemical Spills:**
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
11. **Emergency Requirement:**
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
12. **Invoices:**
Bidder shall mail invoices to the Wastewater Treatment Plant and/or Water Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices shall **NOT include sales tax as per the State Board of Equalization, Water Additives section**. Any questions regarding your invoices, please call please call 760-839-6290.
13. **Chemical Delivery Policy:**
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

10. BIOXIDE.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITY</u> | <u>PRICE PER GALLON</u> |
|---------------------------|-------------------------|
| 90,000 gallons | \$ _____ |

(See attached bioxide specifications and requirements.)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

BIOXIDE SPECIFICATIONS

1. **Quality:**
Bioxide (a registered trademark) is used by the **Wastewater Treatment Plant** pumping stations for hydrogen sulfide odor control and shall comply with the following:
 - a. Bidder shall furnish and deliver a specified quantity of bioxide chemical.
 - b. Bioxide chemical shall not contain any contaminants (metal content or other constituents that may harm or hinder wastewater treatment processes).
 - c. The City does not own any storage, dosing or injection equipment required for the odor control chemical. The successful bidder must provide any and all equipment required.
 - d. If the bidder's product requires modification to the existing delivery system, the cost of designing and installing such modifications shall be included in the bid price.
2. **Failure to Comply:**
Failure to comply with these requirements may be considered grounds for cancellation of the contract for the remainder of the contract period.
3. **Sample Testing:**
If bidder's product is not presently being used by the City, bidders must provide one-liter sample so that the City may determine suitability and feed rates. Bidders must call the Water Treatment Plant at 760-839-5466 and or the Wastewater Treatment Plant (HARRF) at 760-839-6290 **May 8, 2017 through May 12, 2017 to schedule an allotted time for testing**. If bidders fail to provide their samples and fail to schedule a testing appointment **May 8, 2017 through May 12, 2017**, the City will not accept their bids.
4. **Delivery Hours:**
Delivery hours will be from 7 a.m. to 2 p.m. five (5) days per week. A twenty-four (24) hour notification to the Hale Avenue Resource Recovery Facility stating time of delivery is required. All bulk deliveries shall be delivered within five (5) calendar days of order.

All deliveries will be in quantities of liquid solutions by truck via transfer hose to the chemical storage tank(s).
5. **Emergency Telephone Number:**
Bidder must provide a 24-hour emergency telephone number.
6. **Material Safety Data Sheets:**
Bidder shall provide an original Material Safety Data Sheet with each shipment.
7. **Unloading Product:**
Bidder shall allow a three (3) hour unloading time for each delivery. The delivery driver shall provide one copy of the delivery statement and current Material Safety Data Sheet to the city's operator prior to connection. The delivery statement must include verification of chemical concentration.
8. **Safety Equipment:**
The City requires industry standard personal protection equipment for handling this chemical. Face shields must be worn when working around pressurized chemical systems at connections, disconnections, adjustments and observations. It is the bidder's responsibility to inform the

delivery drivers of this obligation and train them in these requirements. Lack of safety equipment or failure to use safety equipment will be cause for termination of the contract.

9. Monthly Inspections:
The successful bidder will perform monthly inspections of their equipment and perform testing to ensure that the dosing rate is sufficient to remove H₂S from the wet wells and downstream sewer lines. Monthly reports will be supplied to the City.
10. Chemical Spills:
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
11. Emergency Requirement:
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
12. Invoices:
Bidder shall mail invoices to the Wastewater Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices shall **INCLUDE sales tax**. Any questions regarding your invoices, please call please call 760-839-6290.
13. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
 BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

11. DEWATERING POLYMER.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITY</u> | <u>PRODUCT NAME</u> | <u>PRICE PER ACTIVE POUND</u> |
|---------------------------|------------------------------|-------------------------------|
| 88,000 active pound | _____ | \$ _____ |
| | <u>PHASE II TRIAL DOSAGE</u> | <u>TOTAL COST PER DRY TON</u> |
| | _____ | \$ _____ |

Each bidder will submit a bid per active pounds of polymer multiplied by their dose rate of an overall price per dry ton of biosolids dewatered. Lowest bid is determined by the lowest price per dry ton.

Example: \$2.00 per active pound X 10 pounds per ton active dose = \$20 per dry ton.

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|--------------|--|------|
| Company Name | Signature of Authorized Representative | Date |
| Phone Number | Print Name | Fax |

DEWATERING POLYMER SPECIFICATIONS

1. **Quality:**

Dewatering polymer is used by the **Wastewater Treatment Plant (HARRF)** to treat wastewater at 18 million gallons per day. Part of the treatment is dewatering anaerobic digested biosolids. In order to minimize the dewatering cost, the Hale Avenue Resource Recovery Facility must find the best performing product for the least amount of funds. The Hale Avenue Resource Recovery Facility operates its centrifuges by feeding polymer at a rate and active concentration to achieve a cake dryness of 25% and centrate recovery rate of 95%. Bidders shall comply with the following:

- a. In order to participate in this bid, all bidders must select mannich or emulsion polymer for testing purposes at bidder's expense. Only bidders who directly manufacture their product and submit proof of their chemical will be permitted to test.
- b. If the bidder's product requires modification to the existing polymer system, the cost of designing and installing such modifications shall be included in the bid price.

2. **Product Requirements:**

All polymer supplied shall be delivered in 5,000 gallon tanker truck. If requested by City personnel, polymer may be delivered in tote bins. Tote bins shall be removed the next delivery day. All deliveries shall be delivered within ten (10) working days after the order is placed. Any spills or other damage caused during delivery shall be the responsibility of the bidder.

3. **Approved Product:**

Products other than the one listed below must be subjected to testing as approved by the Hale Avenue Resource Recovery Facility Plant with all results to the satisfaction of the City within the prior year.

Approved Products:

| <u>Company Name</u> | <u>Product</u> | <u>Pounds</u> |
|---------------------|----------------|---------------|
| Polydyne | WE-122 | 88,000 |

4. **Performance Testing:** All bidders must call 760-839-6290 to schedule an allotted time for testing procedures. The product supplied must be delivered to the Hale Avenue Resource Recovery Facility Plant in 55 gallon drums or 250 gallon tote bins. Requirements for testing includes (1) one day to run the field test. All trials must use the same sludge feed rate of 107 actual GPM, centrifuge, polymer blending unit and polymer feed unit. The City's centrifuge equipment is Andritz 5L models and the polymer blending and feed units are DynaBlend models. Each perspective bidder must run (6) six data points for each product i.e. 7, 8, 9, 10, 11, 12 pounds per ton and may select their starting point. Data point changes will be in one pound per ton active dosage rate. Every 20-30 minutes, sample of the sludge cake, centrate, feed sludge, and polymer solution will be collected for each data point. City personnel will perform all dewatering equipment adjustment and changes.

Data point with lowest dose meeting minimum criteria will be bidder's dose. Bidder's dose will be used in price computation for cost per dry ton. The criteria for each bidder to have a successful test are as follows:

- 1. 25% cake dryness
- 2. 95% centrate recovery

5. Certificate of Analysis:
Bidders must provide a Certificate of Analysis which includes the following:
Product code, lot number, date produced, US viscosity, bulk viscosity, total solids, Ph of neat polymer, Ph of 9.5% solution, and (%) percentage of active polymer. A sample of neat polymer will be tested by Hale Avenue Resource Recovery Facility to confirm accuracy of statement of (%) percent active polymer.
6. Emergency Telephone Number:
Bidder must provide a 24-hour emergency telephone number.
7. Material Safety Data Sheets:
Bidder shall provide an original Material Safety Data Sheet with each shipment.
8. On-Site Analysis:
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
9. Chemical Spills:
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
10. Emergency Requirement:
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
11. Invoices:
Bidder shall mail invoices to the Wastewater Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices shall **INCLUDE sales tax**. Any questions regarding your invoices, please call please call 760-839-6290.
12. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

**CITY OF ESCONDIDO
BID FORM**

Submitted herewith is our bid for the items specified below as per your notice. This bid responds to all specifications as contained in said notice. Exceptions to the specifications are noted on the attached pages.

1. I have read and understand the Notice to Buyers.
2. I have read and understand both the general and itemized specifications attached to the Notice to Bidders.

Bid is for "unit price" based on **estimated annual** usage quantity provided. The quantity listed below may fluctuate up or down during the contract year. The City is not obligated to order or accept more than the City's actual requirements during the contract year.

Bid price must include delivery/freight fee (Free on Board) to the City of Escondido Water Treatment Plant or Wastewater Treatment Plant (HARRF). Price shall not be based on minimum quantities.

12. T-22 FILTER AID.
Bid pricing should be rounded to the third decimal point ONLY.

| <u>ESTIMATED QUANTITY</u> | <u>PRICE PER POUND</u> |
|----------------------------------|------------------------|
| 700,000 pounds (PAX – COAGULANT) | \$ _____ |
| 32,200 pounds (FLOCCULANT) | \$ _____ |

(See attached T-22 filter aid specifications and requirements)

I, or we, will furnish and deliver the items shown above at the price indicated within _____ days of receipt of order. A discount of _____ percent (___%) will be allowed if paid on or before the _____ of the month succeeding after delivery.

| | | |
|-----------------------|---|---------------|
| _____ Company Name | _____ Signature of Authorized Representative | _____ Date |
| _____ Phone Number | _____ Print Name | _____ Fax |

T-22 FILTER AID SPECIFICATIONS

1. Quality:

The **Wastewater Treatment Plant (HARRF)** treats wastewater at 18 million gallons per day. Part of the treatment is treating up to 9 million gallons per days to meet Recycle (T-22) standard. In order to minimize the recycled cost, the Hale Avenue Resource Recovery Facility must find the best performing product for the least amount of funds. The Wastewater Treatment Plant (HARRF) operates its continuous upflow sand filters by feeding polymer(s) at a rate and active concentration to achieve turbidity NTU of less than 2.

Bidders shall comply with the following:

- a. In order to participate in this bid, all bidders must select a polymer, PAX or flocculant/coagulant combination for testing purposes at bidder's expense. Only bidders who directly manufacture their product and submit proof of their chemical will be permitted to test. **Products tested, bid upon and ultimately provided must be two separate products, flocculant and coagulant, they cannot be homogenous premixed combinations.**
- b. If the bidder's product requires modification to the existing polymer system, the cost of designing and installing such modifications shall be detailed and included in the bid price.

2. Product Requirements:

All polymer supplied shall be delivered in 5,000 gallon tanker trucks. If requested by City personnel, polymer may be delivered in tote bins. Tote bins shall be removed the next delivery day. All deliveries shall be delivered within ten (10) working days after the order is placed. Any spills or other damage caused during delivery shall be the responsibility of the bidder.

3. Approved Product:

Products other than the one listed below must be subjected to testing as approved by the Wastewater Treatment Plant (HARRF) with all results to the satisfaction of the City within the prior year.

Approved Products:

| <u>Company Name</u> | <u>Product</u> | <u>Pounds</u> |
|---------------------|---------------------|---------------|
| Polydyne | WE-850 (coagulant) | 100,000 |
| Polydyne | WE-880 (flocculant) | 20,000 |
| ChemTreat | P8906L (coagulant) | 100,000 |
| ChemTreat | P832E (flocculant) | 20,000 |

4. Performance Testing: All bidders must call 760-839-6290 to schedule an allotted time for testing procedures. All chemicals must be delivered to Hale Avenue Resource Recovery Facility Plant in 55 gallon drums or 250 gallon tote bins. Requirements for testing includes (1) one day to run the field test.

Data point with lowest dose meeting minimum criteria will be bidder's dose. Bidder's dose will be used in price computation for cost per million gallons. The criteria for each bidder to have a successful test are as follows:

- 1) NTU of less than 2

5. Certificate of Analysis:
Bidders must provide a Certificate of Analysis which includes the following:
Product code, lot number, date produced, US viscosity, bulk viscosity, total solids, Ph of neat polymer, Ph of 9.5% solution, and (%) percentage of active polymer. A sample of neat polymer will be tested by Hale Avenue Resource Recovery Facility to confirm accuracy of statement of (%) percent active polymer.
6. Emergency Telephone Number:
Bidder must provide a 24-hour emergency telephone number.
7. Material Safety Data Sheets:
Bidder shall provide an original Material Safety Data Sheet with each shipment.
8. On-Site Analysis:
The carrier must supply, upon request by the City, sufficient quantity of an on-site representative sample of the delivered product before unloading. The City reserves the right, after testing, to refuse the unloading of any delivery.
9. Chemical Spills:
The driver is responsible for containment and clean-up of spilled material. Clean-up must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and manufacturers recommended clean-up procedures. Neutralizing agents, special equipment or chemicals required for clean-up must be furnished by bidder as well as any associated disposal costs.
10. Emergency Requirement:
Bidder must provide to the City's personnel a copy of the Bidders Emergency Response Spills Procedures Manual which will include procedures for the delivery driver in the correct response to chemical spills. The Bidder must establish and maintain a contact with a local spill clean-up company. Cleanup must be conducted in conformance with City's safety procedures, EPA, regional and local regulations, ordinances, and product manufacturers recommended clean-up procedures. Bidder must assume all responsibility for any damage to public health, property and the environment as a result of spills of their product. The delivery driver, not City personnel, shall be responsible for notifying the bidder of any chemical spill and notifying the correct agencies to respond to the spill. The driver will be required to carry a spill containment kit on the delivery truck. This kit shall include materials to neutralize and contain a minor spill. Clean-up and disposal shall be performed by a qualified Hazardous Material clean-up company at the bidders expense. Therefore, the procedure manual shall include contact names and telephone numbers of appropriate personnel to be notified at all hours including holidays and weekends. Bidder shall also provide training in this manual to their delivery drivers and City's personnel.
11. Invoices:
Bidder shall mail invoices to the Wastewater Treatment Plant, 201 N Broadway, Escondido, CA 92025-2798. Invoices shall **INCLUDE sales tax**. Any questions regarding your invoices, please call please call 760-839-6290.
12. Chemical Delivery Policy:
Deliveries must conform to the City of Escondido's Chemical Delivery Policy.

Escondido/VID Water Treatment Plant (WTP) Chemical Security Delivery Policy Effective July 1, 2009

In our continuing efforts to maintain Water Treatment Plant (WTP) security, the City of Escondido will require the following of **ALL** chemical vendors.

| |
|--|
| Deliveries not following these procedures may be rejected at the Water Treatment Plant. |
|--|

1. Prior to the delivery, but not more than 48 hours in advance, the WTP will be notified via fax, of the name and driver's license number of the driver before the truck leaves the terminal. The vendor will also provide an estimated time of arrival for the delivery. This allows the WTP staff to match up the driver with their photo I.D. when they arrive.
2. **PRIOR** to leaving the chemical loading facility, **but after** the truck has been loaded and a product sample taken, all tanker fill/drain access ports shall be sealed with security tags, the serial numbers recorded and faxed to the WTP. Chemicals shipped in barrels shall either be sealed individually or in a sealed truck with serial-numbered tags. Tags removed by an authorized agency (D.O.T., CHP) shall be replaced with a tag from that agency. Broken tags shall be kept with the delivery truck to be shown to the WTP personnel prior to discarding. All tankers must be able to blow down the transfer hose at any time during the delivery process.
3. The tanker number will also be faxed to the WTP in order to match the numbers, assuring it is the same tanker that left the terminal.
4. **All deliveries will only be accepted between 7:00 am and 2:00 pm, Monday through Friday**, unless authorized in advance by the WTP Superintendent, Operations Supervisor, or their designee.
5. The manifests will contain all of the same information along with the tag serial numbers, and tanker numbers. Product sample must be properly sealed and labeled as well as accompanied by a certificate of analysis.
6. The operators will notify the WTP Superintendent, Operations Supervisor or their designee, of any discrepancies before proceeding with the off-loading process. Discrepancies will result in the delay of chemicals being off-loaded until the discrepancies are resolved to the satisfaction of the designated party at the WTP. **Ultimately, any unresolved discrepancies may result in the load being refused.**
7. The Police Department will be notified in the event of any suspicious discrepancies or activities.
8. **The Water Treatment Plant FAX number is 760-745-8767. The plant operator can be reached at 760-839-4882 and the operations supervisor cell number is 760-497-7469.**

CITY OF ESCONDIDO WATER TREATMENT PLANT DELIVERY PROCEDURES

ARRIVAL SECURITY REVIEW STEPS:

1. Upon arrival at the Escondido WTP, the delivery driver will contact the operations building by using the phone located at the gate.
2. The delivery driver and truck will wait at the chemical delivery staging area for an Escondido operator to arrive.
3. The Escondido operator will arrive at the staging area and verify the following in accordance with the Escondido/VID Water Treatment Plant Chemical Security Delivery Policy:
 - **Delivery driver must set traffic cone at rear of vehicle and put on safety vest;**
 - The delivery matches the data previously faxed to the facility (e.g. arrival date/estimated arrival time, chemical name, driver name, driver's license number, manifest/bill of lading, tanker number, security tag serial numbers, etc.);
 - Delivery driver has a copy of the Material Safety Data Sheet (MSDS) and demonstrates an understanding of the safety hazards involved;
 - The delivery driver has brought appropriate personal protective equipment (PPE) to conduct the delivery in a safe manner (i.e. as specified in the MSDS);
 - **Where applicable, the delivery truck must be able to blow down the transfer hose at any time during the delivery; and**
 - The delivery driver has brought a product sample and certificate of analysis.
4. If the delivery does not pass the security review process, then the delivery will be rejected (i.e. not allowed on-site) until the noted discrepancies are resolved.
5. If the delivery passes the security review process, then the Escondido operator will take receipt of the required delivery confirmation items (e.g. security information, bill of lading, product sample, and certificate of analysis) and escort the vendor to the appropriate bulk tank storage location.
6. The delivery driver will safely situate the tanker truck next to the fill line and the delivery proceeds as follows:

PRE-DELIVERY STEPS:

1. The delivery driver will set the brakes and chock the tires of the transport unit while the observing Escondido operator places safety cones around the area.
2. The delivery driver wears appropriate PPE per the MSDS (e.g. rubber boots, eye protection, face shield, apron or chemical jacket/pants, and chemical gloves) when in the immediate delivery area during off-loading of chemical. If required, a cartridge type respirator for the delivery driver is at-the-ready during connect/disconnect. The City of Escondido will **NOT** provide any PPE to the delivery driver.
3. The observing Escondido operator will ensure that a small spill kit is available near the delivery area.

4. The Escondido duty operator will give an “all hands” radio notification that the WTP is about to receive a (fill in chemical) delivery.
5. The observing Escondido operator will show the delivery driver the locations of the fill connection and the closest eyewash station / safety showers.
6. The observing Escondido operator will provide delivery driver with a plant radio for communication in the event of an emergency.
7. The delivery driver will take a restroom break, if needed, before proceeding with the delivery.

All equipment used to transfer the chemical from the tanker truck to the bulk storage tank must be provided by the delivery vendor and located on the tanker truck.

DELIVERY STEPS:

During delivery, do not perform any liquid transfers to the day tank. (FSA only)

1. The observing Escondido operator will ensure that the plant valves are unlocked and delivery truck is properly aligned for delivery.
2. The observing Escondido operator will take start read on bulk tank level indicator, verify there is ample room in the bulk tank to accept the load, and ensure readings are recorded on the chemical delivery checklist.
3. The observing Escondido operator will instruct the delivery driver to call over the radio when he is completely finished with delivery.
4. The observing Escondido operator will instruct the delivery driver to notify the duty operator via radio and stop the transfer process in the event of an emergency.
5. The observing Escondido operator will observe the delivery driver hook up, verify transfer has started, and ensure there are no leaks from a safe distance.

In the event of a minor leak, and at the duty operator’s discretion, the delivery driver is to stop transfer process immediately, disconnect from the system and evaluate the problem. On the second try, if there is still a minor leak, then the transfer process is discontinued and the delivery driver/delivery truck must leave the facility.

In the event that the delivery driver comes in contact with any chemical, contact 9-1-1 immediately.

6. After verifying that there are no leaks, the observing Escondido operator will leave the area and continue with regular duties. The delivery driver will remain in constant contact via radio with the plant operator, as the delivery driver monitors the truck during the delivery. The plant operator will then be able to monitor driver activities via video camera. Note, under no circumstances shall the delivery driver leave the delivery truck unattended during the transfer process.
7. Prior to disconnecting the transfer hose, the delivery driver will notify the observing Escondido operator by radio and will wait for the observing Escondido operator to arrive before proceeding.
8. The delivery driver will disconnect and purge the transfer hose.
9. The delivery driver will then place the transfer hose and safety equipment in the proper storage places on the transport unit.

10. The observing Escondido operator will retrieve the radio from the delivery driver, verify the plant valve was relocked by the delivery driver, take a finish reading on bulk tank level indicator, and ensure readings are recorded on the chemical delivery checklist.
11. The delivery driver will then have the proper customer official sign the delivery ticket for the product delivered.
12. The delivery driver will purge the trailer at the “blow-down” area designated by the WTP.

POST DELIVERY STEPS:

1. Once the delivery truck has left, the observing Escondido operator will visually inspect the bulk tank area to ensure that no safety issues exist.

Wastewater Treatment Plant (HARRF)

Chemical Security Delivery Policy

Effective July 1, 2009

In our continuing efforts to maintain security at the Hale Avenue Resource Recovery Facility (HARRF), the City of Escondido will require the following of ALL chemical vendors.

| |
|--|
| Deliveries not following these procedures may be rejected at the HARRF. |
|--|

1. Prior to the delivery (8 to 24 hours in advance), the HARRF will be notified via phone (760-535-2151) and FAX (750-740-0948), of the name and driver's license number of the driver before the truck leaves the terminal. The vendor will also provide an estimated time of arrival for the delivery. This allows the HARRF staff to match up the driver with their photo I.D. when they arrive.
2. **PRIOR** to delivery, a product sample will be properly sealed in an appropriate container for transport and properly labeled. All tankers must be able to blow down the transfer hose at any time during the delivery process.
3. **All deliveries will only be accepted between 7:00 am and 2:00 pm, Monday through Friday**, unless authorized in advance by the HARRF Superintendent, Operations Supervisor, or their designee.
4. The manifests will be provided to the HARRF. Product sample must be properly sealed and labeled as well as accompanied by a certificate of analysis.
5. The operators will notify the Deputy Utilities Manager/Wastewater, Operations Supervisor or their designee, of any discrepancies before proceeding with the off-loading process. Discrepancies will result in the delay of chemicals being off-loaded until the discrepancies are resolved to the satisfaction of the designated party at the HARRF. **Ultimately, any unresolved discrepancies may result in the load being refused.**
6. The Police Department will be notified in the event of any suspicious discrepancies or activities.
7. **The HARRF phone number is 760-535-2151 or secondary number 760-839-6288. The HARRF Operator can be reached at this number. The Operations Supervisor cell # is 760-535-2141.**

CITY OF ESCONDIDO

WASTEWATER TREATMENT PLANT (HARRF)

DELIVERY PROCEDURES

ARRIVAL SECURITY REVIEW STEPS:

1. Upon arrival at the HARRF, the delivery driver will check in at the administration building (or contact the HARRF operator by phone if after normal business hours).
2. The delivery driver and truck will wait at the administration building for a HARRF operator to arrive.
3. The HARRF operator will arrive at the administration building and verify the following in accordance with the HARRF Chemical Security Delivery Policy:
 - Delivery driver has a copy of the Material Safety Data Sheet (MSDS) and demonstrates an understanding of the safety hazards involved;
 - Delivery driver has brought appropriate personal protective equipment (PPE) to conduct the delivery in a safe manner (i.e. as specified in the MSDS);
 - Delivery truck is able to blow down the transfer hose at any time during the delivery; and
 - Driver has brought a product sample and certificate of analysis.
4. If the delivery does not pass the security review process, then the delivery will be rejected (i.e. not allowed on-site) until the noted discrepancies are resolved.
5. If the delivery passes the security review process, then the HARRF operator will take receipt of the required delivery confirmation items (e.g. bill of lading/manifest, product sample, and certificate of analysis) and escort the vendor to the chemical storage location.
6. The delivery driver will safely situate the tanker truck next to the fill line and the delivery proceeds as follows:

PRE-DELIVERY STEPS:

1. The delivery driver will set the brakes and chock the tires of the transport unit while the observing HARRF operator places barricades around the area.
2. The delivery driver wears appropriate PPE per the MSDS (e.g. rubber boots, eye protection, face shield, apron or chemical jacket/pants, and chemical gloves) when in the immediate delivery area during off-loading of chemical. The HARRF will not provide any PPE to the delivery driver.
3. The observing HARRF operator will ensure that a small spill kit is available near the delivery area(s).
4. The observing HARRF operator will show the delivery driver the locations of the fill connection, emergency alarm switches (if any), closest eyewash station / safety showers, and closest restroom.
5. The delivery driver will take a restroom break, if needed, before proceeding with the delivery.

All equipment used to transfer the chemical from the tanker truck to the bulk storage tank is provided by the delivery vendor and located on the tanker truck.

DELIVERY STEPS:

1. The observing HARRF operator will ensure that the plant valves are uncapped and delivery truck is properly aligned for delivery.
2. The observing HARRF operator will verify that the plant's storage tank has sufficient free space available to accept the delivery.
3. The observing HARRF operator will instruct the delivery driver to call by cell phone when he is completely finished with delivery.
4. The observing HARRF operator will instruct the delivery driver to notify the duty operator via cell phone and stop the transfer process in the event of an emergency.
5. The observing HARRF operator will observe the delivery driver hook up, verify transfer has started, and ensure there are no leaks from a safe distance.

In the event of a minor leak and at the duty operator's discretion, the delivery driver is to stop transfer process immediately, disconnect from the system and evaluate the problem. On the second try, if there is still a minor leak, then the transfer process is discontinued and the delivery driver/delivery truck must leave the facility.

In the event that the Delivery Driver comes in contact with a chemical, contact 9-1-1 immediately.

6. After verifying that there are no leaks, the observing HARRF operator will leave the area and continue with regular duties. The delivery driver will remain in constant contact via cell phone with the HARRF operator, as the delivery driver monitors the truck during the delivery. Note, under no circumstances shall the delivery driver leave the delivery truck unattended during the transfer process.
7. Prior to disconnecting the transfer hose, the delivery driver will notify the observing HARRF operator by cell phone and will wait for the observing HARRF operator to arrive before proceeding.
8. The delivery driver will disconnect and purge the transfer hose back into the tank.
9. The delivery driver will then place the transfer hose and safety equipment in the proper storage places on the transport unit.
10. The observing HARRF operator will retrieve the cell phone from the delivery driver and verify the plant valve was recapped and shut by the delivery driver.
11. The delivery driver will then have the proper customer official sign the delivery ticket for the product delivered.

POST DELIVERY STEPS:

1. Once the delivery truck has left, the observing HARRF operator will visually inspect the delivery area to ensure that no safety issues exist.
2. Before leaving the facility, the delivery driver must stop and check out at the administration building (or check out with the HARRF operator if after normal business hours).