



REQUEST FOR BIDS

Supply and Delivery of Swimming Pool Chemicals FY 1718

Objective: Pleasant Hill Recreation & Park District (District) is seeking competitive **sealed bids** for the supply and delivery of Bulk Muriatic Acid 15% and Sodium Bicarbonate per the attached listing, for the period July 1, 2017 through June 30, 2018.

Bidders shall provide bid prices on the bid form including all costs associated with providing and delivering the chemical to the District's facilities, including materials, labor, equipment, transportation, insurance, overhead, profit, and all applicable taxes **except** sales tax in effect at the time of delivery.

Key Dates:

Sealed Bids Due: Noon (12:00 PM) on Wednesday, May 24, 2017.
Sealed bids must be **received** by the District by the date and time listed above.

Bid Opening Date: Noon (12:00 PM) on Wednesday, May 24, 2017.
At the bid opening all bids received will be publicly opened and read. Bidders, or their representative, and other interested persons may be present at the opening and reading of the bids. Following the bid opening, a bid tabulation will be circulated to all of the responsive Bidders, even if their representative was not present at the bid opening.

Contact: Korey Riley, Aquatics Supervisor
Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
kriley@pleasanthillrec.com

Swimming Pool Chemical Estimated Usage & Delivery Information

The District has two aquatics facilities

- Pleasant Hill Aquatic Park: 147 Gregory Lane, Pleasant Hill
- Pleasant Hill Education Center Pool: 1 Santa Barbara Road, Pleasant Hill

The quantities listed in the table below, including average order size and delivery intervals, are estimates of the anticipated usage for a 12-month period and are given for informational purposes only. Nothing in these estimated annual quantities must be construed as obligating the District to purchase specific quantities, as these quantities may vary depending on actual operating conditions and demands during the contract term. The District reserves the right to purchase any volume of the chemical listed, at the contract price, regardless of stated estimates of quantities. No price adjustments will be allowed as a result of an increase or a decrease in the quantity purchased.

Material	Size/Unit	Estimated Annual Quantity	Comments
Sodium Bicarbonate	50# bags	10,000 pounds (200 bags)	On call delivery, estimated at 4 deliveries per year to public services center
Bulk Muriatic Acid 15%	Pleasant Hill Education Center Pool (1) 150 gallon storage tank, average order 75 gallons every 2 weeks Pleasant Hill Aquatic Park (1) 200 gallon storage tank, average order 145 gallons every 2.5 months	2,400 gallons Approximately 70% of the usage is at the Pleasant Hill Education Center	On call delivery to sites

The frequency of deliveries and typical delivery size are estimates of anticipated usage for a 12-month period and are given for informational purposes only.

Dry Products shall be delivered to Park Maintenance Operations at the Public Services Center, 310 Civic Drive, Pleasant Hill, CA 94523.

Bulk chemicals shall be delivered to each pool site on an on-call basis.

Please review all enclosed materials as all requirements must be strictly adhered to unless prior written permission is obtained from the District.

Swimming Pool Chemical Contract Details

1. Deliveries will be accepted any day of the week between the hours of 5:00am and 5:00pm. Deliveries should not be made between 7:30am and 8:30am, between 11:30am and 1:00pm or between 2:00pm and 3:30pm. Deliveries are preferred prior to 7:30am. Any delivery limitations, including but not limited to, deliveries being limited to certain days of the week or requirements for advance notice of delivery of more than 48 hours, must be listed as a Standard Deviation on the Bid Form.
2. It may not be possible for a representative from the District to be present when chemical deliveries are made. The successful Bidder will be issued a key and an alarm code, if necessary, so that deliveries can be made if a representative of the District is not present. The successful Bidder shall ensure keys and alarm codes are made available to the Bidder's delivery staff so they can access the facility if District staff are not present. The delivery locations include a park and a school campus, which are areas open to the public. The successful Bidder will be responsible for controlling the area while performing the delivery by properly identifying and barricading all passageways for the protection of the District's staff, students, and the public. All OSHA and other applicable safety rules and regulations must be followed when handling and delivering all pool supplies and chemicals
3. The successful Bidder(s) will be required to provide the Pleasant Hill Recreation & Park District with proof of workers compensation insurance covering their employees making deliveries to District sites and proof of liability insurance in the amount of \$2 million per occurrence. All policies must be endorsed to name Pleasant Hill Recreation & Park District, its officials, officers, employees, agents and volunteers as additionally insured.
4. The successful Bidder shall be required to perform the services specified to the complete satisfaction of the District. If at any time during the life of this contract such services, in the opinion of the District, should become unsatisfactory, and after notice of unsatisfactory services has been given, without correction, the contract may be terminated within thirty (30) days of such written notice from the District to the Contractor. In such event, the District reserves the right to award the contract, without rebidding, to the next lowest responsible bidder.
5. Equipment must be leak free and the successful Bidder is responsible for delivery with no spillage. Should a chemical spill or leak result due to negligence, faulty equipment or inferior packaging on the part of the Bidder or their agents, the Bidder and their agents must be responsible for cleaning the spill or leakage and for bearing any cost incurred due to spill or leakage clean-up. It must be the Bidders responsibility to effect immediate containment, clean-up, disposal, and restoration activities in accordance with the District's requirements and any and all applicable laws and regulations. All material associated with such clean-up operations must be hauled away and lawfully disposed of at no charge to the District. The property of the District where the delivery is being made must not be used for such disposal. If the spill is NOT cleaned up, the District will hire a certified hazardous material handling company to clean up the spill, and the costs incurred, including any fines or penalties which may be imposed by regulating authorities, will be charged to the Bidder. All chemicals must be delivered in accordance with Department of Transportation regulations.
6. It is the responsibility of the successful Bidder and their agents to wear all personal protective equipment when making deliveries and servicing the tanks. The successful Bidder must properly identify and barricade all passageways for the protection of the District's staff, students, and the

public. All OSHA and other applicable safety rules and regulations must be followed when handling and delivering all pool supplies and chemicals. The District reserves the right to refuse any shipment, at their sole discretion, which cannot be unloaded using safe and proper techniques. Any such refusal must result in the return of the chemical at the Bidder's sole expense. Any deliveries not meeting chemical quality, regulatory, safety, or delivery requirements will be returned to the successful Bidder at no cost to the District, and must be re-delivered by the Bidder within 48 hours of the unacceptable delivery.

7. When delivered, the muriatic acid must be at least 15% by trade weight.
8. Delivery trucks must be DOT certified. Chlorine and muriatic acid must be delivered on separate trucks.
9. The successful Bidder shall be responsible for all cost and labor to retrofit chemical tank fill connections, if the supplier requires the fill connections to be changed in order to fill the tanks.
10. Any deviation from the specifications described herein, or in a written addendum, that is proposed by a Bidder must be noted in detail on the Bid Form, and a copy of the proposed specification must be attached to the bid form at the time of submission. The absence of a proposed change in the specifications will hold the Bidder strictly accountable to the specifications as described herein. If proposed deviations from the specifications are submitted, the Bidder's name should be clearly shown on each document.
11. Bids must be submitted only upon the forms provided in this Request for Bids, with all items properly filled out in non-erasable permanent ink. All bid documents must be signed, dated and sealed. The bid form may be rejected if it shows any omissions, alterations of form, the addition of information not requested, a conditional bid, or irregularities of any kind. A complete bid submittal must include all of the following components:
 - A completed and signed Bid Form, with any deviations duly noted;
 - A fully executed Standard Agreement, including references.
12. The District reserves the right to reject any and all bids and reserves the right to waive and/or reject a bid for any of the following reasons: informalities, nonconforming, non-responsive or conditional bids, bids showing any alterations of form or erasures or irregularities of any kind, additional information not requested, incomplete bids, or bids not conforming with the instructions in any way.
13. The District reserves the right to award this bid by line item or in total, which ever may be in the best interest of the District.
14. Quantities shown are projected usage for twelve (12) months. The actual quantities purchased and delivery frequencies during the life of the contract may vary.
15. The District reserves the right to add additional facilities at contract pricing during the life of the contract.
16. The successful Bidder must be otherwise qualified and eligible to receive an award to deliver chemicals under all applicable laws and regulations.

All of the following pages must be properly completed and submitted for the bid to be considered complete.

**STANDARD AGREEMENT, PAGE 1 OF 2
PLEASANT HILL RECREATION & PARK DISTRICT
SUPPLY AND DELIVERY OF SWIMMING POOL CHEMICALS**

Pleasant Hill Recreation & Park District
147 Gregory Lane
Pleasant Hill, CA 94523
Attention: Korey Riley

Dear Sirs:

I hereby agree to furnish the swimming pool chemicals as identified in the attached bid forms, as solicited by the Pleasant Hill Recreation & Park District (District):

Company: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____
Authorized Representative: _____
Signature: _____
Date: _____

SPECIFIC DEVIATIONS (if applicable, attach additional sheets if necessary):

**STANDARD AGREEMENT, PAGE 2 OF 2
BIDDER INFORMATION**

1. Legal Name of Bidder:

2. Bidder's Street Address:

3. Mailing Address:

4. Business Telephone: _____ Fax Number: _____

5. Type of Supplier: Sole Proprietor Partnership Corporation

If Corporation, indicate State where incorporated: _____

6. Business License Number issued by the City where the Supplier's principal place of business is located.
Number: _____ Issuing City: _____

7. Federal Tax Identification Number: _____

8. Emergency Contact: Name: _____

Phone Number: _____

9. Order Contact: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

10. References:

<u>Company/Agency Name</u>	<u>Contact Name</u>	<u>Phone Number</u>
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1) _____	_____	_____
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2) _____	_____	_____
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3) _____	_____	_____
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11. Chemical Manufacturer's name and address (if different from Bidder):

**Pleasant Hill Recreation & Park District
Supply and Delivery of Swimming Pool Chemicals**

Sealed bids must be enclosed in an envelope and clearly marked: “Bid for Supply and Delivery of Swimming Pool Chemicals” And delivered to: Korey Riley Pleasant Hill Recreation & Park District 147 Gregory Lane Pleasant Hill, CA 94523 No later than noon (12:00 PM) on Wednesday, May 24, 2017.	Business Name
	Business Address
	Telephone Number
	Fax Number
	Email Address
	Authorized Representative (Please Print)
	Date

Material	Size/Unit	Expected Annual Usage	Comments	Unit Price \$\$*
Sodium Bicarbonate	50# bags	10,000 pounds (200 bags)	On call delivery, estimated at 4 deliveries per year to service yard	\$_____/50# bag
Bulk Muriatic Acid 15%	Pleasant Hill Education Center (2) 150 gallon storage tank Pleasant Hill Aquatic Park (2) 200 gallon storage tank	2,400 gallons Approximately 70% of the usage is at the Pleasant Hill Education Center	On call delivery to sites	\$_____/gallon

***All costs except California State sales tax for the purchase of the listed chemicals must be included in the amount shown on this Bid Form, including any and all mill assessments, fees, excise taxes, transportation charges, etc. Any exceptions to the bid must be noted under Specific Deviations on the Standard Agreement. Bidders shall submit bids in \$/gallon.**