



## CITY OF PALESTINE

### REQUEST FOR PROPOSALS (RFP)

CHEMICALS (WASTEWATER TREATMENT PLANT) RFP 2021-011

**Sealed Proposal Bids Due Date: Monday, September 13, 2021 at 3:00 p.m.**

#### I. PURPOSE

The City of Palestine (City) is soliciting Request for Proposals (RFP) for Wastewater Treatment Plant Chemicals.

Sealed Proposals are due to the City Secretary's Office by **Monday, September 13, 2021, at 3:00 p.m.** Sealed proposals will be opened during the Palestine City Council meeting on **Monday, September 13, 2021, at 5:30 p.m.** In order to be considered, the sealed proposal must address each required qualification in the Chemical Specifications.

#### II. SERVICES REQUIRED

This is a request for proposal of chemicals to be used for wastewater treatment as mentioned in APPENDIX A. It is the City's preference to award the contract to one vendor, but the City reserves the right to choose secondary vendors also. An RFP allows for price negotiations after the bid opening, so City of Palestine has chosen this bid format as a way of protecting vendors against future price increases.

\*\*APPENDIX A included with this RFP Packet.

#### Market Conditions

The City is aware of the extreme market fluctuations occurring for these products, so we are striving to arrive at a bid format that satisfies state bid law and also protects vendors against future price increases. To protect the vendor and the City, we will ask your company to establish a baseline price for the commodities listed. Prices can be negotiated after bids are opened and based on increases and/or decreases in the same amount as the market changes.

However, the winning vendor(s) will be asked to provide documentation proving a change in price has occurred. If prices decrease over the term of this agreement, the winning vendor(s) will be expected to pass along these decreases in pricing. The City will assume that by submitting a bid under this format that your company agrees to this market protection. If you have a different method of price protection, please include your information in your response.

#### **IV: GENERAL INFORMATION**

The City of Palestine is a home rule City located in Anderson County and has a population of approximately 17,730 per the 2019 U.S. Census estimate. The City operates under a Council-Manager form of government with a Mayor, six (6) Council Members, and a City Manager. The Council Members are elected from single member districts, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute and implement policies as established by the City Council.

#### **V. SUBMISSION OF RESPONSE**

**Delivery:** Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed Proposals for Wastewater Treatment Plant Chemicals; **RFP 2021-011** are due in the City Secretary's Office by **3:00 p.m. on Monday, September 13, 2021.**

Proposal packets are required to include three (3) copies.

Vendor and/or contractor will provide with Bid Proposal a Certificate of Liability Insurance. Also, please include any breakdown of vendor requirements to comply with City of Palestine specifications and/or applicable stipulations regarding Wastewater Treatment Plant Chemicals.

Please include on the sealed bid envelope:

**“SEALED RFP 2021-011; WASTEWATER TREATMENT PLANT CHEMICALS – TO BE OPENED: MONDAY, SEPTEMBER 13, 2021, AT 5:30 P.M.”**

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposals for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposals. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

#### **Mailing Address and Hand Delivery Address:**

City of Palestine  
City Secretary  
ATTN – SEALED RFP 2021-011 – TO BE OPENED: 09/13/2021 AT 5:30 P.M.  
504 North Queen Street  
Palestine, TX 75801

Your qualification shall be governed by the following schedule:

**Friday, September 10, 2021, at 5:00 p.m., Central Standard Time**

Deadline for inquiries, questions, or requests for information with the Wastewater Treatment Plant. All questions must be submitted in writing by E-mail: [pwadmin@palestine-tx.org](mailto:pwadmin@palestine-tx.org).

**Monday, September 13, 2021, at 3:00 p.m., Central Standard Time**

Sealed bid proposals are due at Palestine City Secretary's Office. Proposals received after the published deadline shall remain unopened and will be returned to the vendor.

**Monday, September 13, 2021, at 5:30 p.m., Central Standard Time**

Opening of sealed bid proposals during the Palestine City Council meeting. To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFP.

**Communications:** All communications regarding the submission of your qualification proposal are to be in writing directly through the Wastewater Treatment Plant at E-mail address: [pwadmin@palestine-tx.org](mailto:pwadmin@palestine-tx.org).

## **VI. QUALIFICATION PROPOSAL INFORMATION**

### **Statement of Qualifications**

Each Statement of Qualification (SOQ) must address, but does not need to be limited to, the following information:

Respondents shall include:

### **QUALIFICATIONS AND EXPERIENCE**

1. List the name and all addresses of location(s) of your firm. Which firm location will be used to provide chemicals to the Palestine Wastewater Treatment Plant?
2. List all individuals and contact information for who would be providing materials and services for this RFP.
3. List your history (if any) in providing chemicals to the City of Palestine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided chemical deliveries for. List any contact information for current/former references for the past five (5) years for governmental clients.

## **VII. EVALUATION PROCESS**

**Bid Proposals submitted by a vendor and/or contractor must be honored for a period of time not to exceed six (6) months.** The City of Palestine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

## **Receiving Bids**

Sealed bids will be received by the City Secretary. The date and time received shall be noted on the envelope or box and initialed.

Bids received after the published deadline shall remain unopened and will be returned to the vendor.

## **Bid Process**

Sealed bids will be opened at a City Council meeting where a majority of the Council is present. The bids shall remain on file, open for inspection in the City Purchasing Office for at least forty-eight (48) hours before the contract may be awarded. Bids that are received, which are unmarked, shall be opened for identification purposes only and resealed. The envelope or box shall be marked accordingly.

After proposals are opened and publicly read, the proposals will be tabulated for comparison on the basis of the bid prices and quantities (lowest responsible vendor) or by the best value method shown in the bid. Until final award of the Contract, the city reserves the right to reject any or all bids, to waive technicalities, and to re-advertise for new bids. The following items will be considered when an award is based on best value:

- The purchase price for chemicals for wastewater treatment (including cost of delivery);
- The reputation of the bidder and of the bidder's goods or services;
- The extent to which the goods or services meet with municipality's needs;
- The bidder's past relationship with the municipality;
- The total long-term cost to the municipality to acquire the bidder's goods;

The RFP will be awarded using the following criteria:

- Pricing for chemicals provided
- Ability to deliver chemicals in a timely manner
- The extent to which the chemicals meet the City's needs
- Quality of the chemicals
- References
- Previous relationship with the City of Palestine.

## **BID AWARD AND PRICING**

After your response to this RFP is submitted, the City will negotiate a final price, which is then approved by City Council. Prior to City Council approval, if any market changes occur, the responding vendor must notify the Purchasing Department of this immediately. Once this Council approval occurs, pricing will be subject to the Market Conditions terms listed previously for price increases and decreases. After the bid is awarded and the vendor awarded a contract wishes to approve adjusted pricing to the agreement due to changes in the market, they must do so through certified mail or via e-mail to the Purchasing Department. Documentation verifying the reason for the price increase must be sent as part of the request. Upon review of adjusted proposals, the City of Palestine may elect to dissolve the existing contract upon the expiration date or accept the price increase.

The Review Committee shall be responsible for preparing a tabulation sheet for all bids received that will be made available to the public upon request. The tabulation sheets will be forwarded to the City Council to make the final decision of an award.

### **Point of Contact**

In the event clarification or additional information is needed, contact:

City of Palestine  
Public Works Department  
1620 West Palestine Avenue  
Palestine, Texas 75801  
Telephone: 903-731-8423  
E-Mail: [pwadmin@palestine-tx.org](mailto:pwadmin@palestine-tx.org)

### **Notice**

Any notice provided by this RFP or required by law to be given to the respondents by City of Palestine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in City of Palestine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretations, corrections or changes to this Request of Qualifications will be made by addenda. The sole issuing authority of addenda shall be the City of Palestine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.

## APPENDIX A

### Wastewater Treatment Plant Chemicals

Chemicals	Quantity	Specifications
Sodium Bisulfite	68,000 LBS (approx. 8200 gallons) per year	40% Sodium Bisulfite Must have Remote monitoring for auto deliveries. Must be able to pump product into a day tank.
Cationic water-soluble polymer in emulsion	(14) Totes per year. 2300 LBS 265 gallons per tote.	7602; 20 – 30%; < 5.0%; must be delivered in totes; has to perform as well as product we currently use; product must be pre-qualified.
Chlorine	20-25 1 Ton Cl <sub>2</sub> Cylinders per year	100% Chlorine gas in 1-ton cylinders.