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CITY OF PALESTINE
REQUEST FOR PROPOSALS (RFP)

CHEMICALS (WATER TREATMENT PLANT) RFP 2020-014
Sealed Proposal Bids Due Date: Monday, September 28, 2020 at 3:00 p.m.

I. PURPOSE

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

Sealed Proposals are due to the City Secretary's Office by **Monday, September 28, 2020, at 3:00 p.m.** Sealed proposals will be opened during the Palestine City Council meeting on **Monday, September 28, 2020 at 5:30 p.m.** In order to be considered, the sealed proposal must address each required qualification Chemical Specification.

II. SERVICES REQUIRED

This is a request for proposal for chemicals to be used for water treatment as mentioned on the included Chemical List – Specifications. 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. We have also built in this bid the ability to increase or decrease prices based on market conditions and verifications as listed.

Market Conditions

The City is aware of the extreme market fluctuations occurring for these services, etc., 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 services and products listed. Prices can be negotiated after bids are opened. Then, based on increases and decreases that occur to the listed products over the term of the agreement, the City will allow increases 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

Your qualification shall be governed by the following schedule:

Friday, September 25, 2020 at 5:00 p.m., Central Standard Time

Deadline for inquiries, questions or requests for information with the Utilities Department.

All questions must be submitted in writing to pwadmin@palestine-tx.org.

Monday, September 28, 2020 at 3:00 p.m., Central Standard Time

Sealed, written 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 28, 2020 at 5:30 p.m., Central Standard Time

Opening of sealed 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 Utilities Department at 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 materials to City of Palestine Projects?
2. List all individuals and contact information for who would be providing services for this RFP.
3. List your history (if any) regarding providing Water treatment chemicals the City of Palestine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided water treatment chemicals for. List any contact information for current/former references for the past five (5) years for governmental clients.

VII. EVALUATION PROCESS

The City of Palestine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals will remain in effect for 90 days. 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.

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

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.

CHEMICAL LIST – SPECIFICATIONS

When preparing the proposal, please include pricing per chemical (when applicable). Specify if volume discounts would apply if purchased in bulk quantities. Please include breakdown of delivery fees by distance and/or volume (if any are applicable). Proposals must include the number of days required to deliver the chemicals after receipt of an order. Delivery times will be considered in the evaluation process.

NAMES	QUANTITY	SPECIFICATIONS
Alum	64 Loads for two 7,000 gallon tanks	Total by Weight: 8.2 – 8.4% Free by Weight: .01 - .2 Total Soluble by Weight .3% max Insolubles by Weight - .02% max Specific Gravity 1.331-1.335 (recommended 1.333)