

SPECIFICATIONS

WASTEWATER TREATMENT PLANT POLYMER

**UTILITIES DIVISION
DEPARTMENT OF PUBLIC WORKS**

CITY OF READING, PENNSYLVANIA



NOTICE OF INVITATION

I.1 NOTICE of INVITATION

The City of Reading (the City) is inviting each qualified bidder (BIDDER) of cationic dry polyacrylamide polymer (DPAM), to be used for conditioning domestic wastewater sludge for gravity belt thickening and belt filter press dewatering, to make its Sealed Bid Proposal for the Goods and Services, specified in Sections B.1 through 3 and T.1 through 22 of this document. Each BIDDER and single recommended DPAM to be bid will have been pre-approved or determined previously in accordance with the BIDDER Qualifications, Sections B.1 through B.3, and the Product Specifications, Sections T.2 and T.3.

I.2 FORM of BIDDER QUALIFICATIONS

BIDDERS shall complete the **Bidder Qualifications Documents** in Sections B.1 through B.3 and T.2 through T.3 of this bid specification as well as all other requested Bidder Qualification information in ink or type.

I.3 BIDDER QUALIFICATION CLOSING DATE

Bidder Qualifications must be uploaded to the Pennbid website. Qualifications, amendments to Qualifications, or requests for withdrawal of Qualifications received after the closing time will not be considered. Bidder Qualifications shall remain in effect through the Bid Opening and until an award of a contract is completed. All of the documents must be uploaded to the Penn Bid website (www.pennbid.procurement.com) and **will be opened on December 10, 2021 3:00 PM FOR WASTEWATER TREATMENT PLANT Polymer."**

I.4 BIDDER QUALIFICATION OPENING

Bidder Qualifications will remain sealed and secure until publicly opened and read at **3:00 PM, December 10, 2021 at City of Reading.**

1. **Jar Testing November 15, 2021 through December 3, 2021:**
 - a) **One (8) hour day per vendor.**
 - b) **Scheduled appointment only (8:00am to 2:00 pm Monday through Friday).**
 - c) **Bidder shall complete laboratory evaluations, including laboratory trial data, discussion of results, conclusions and SINGLE product recommendations as part of the Bidder Qualification Package.**
 - d) **Bidder must submit special handling instructions, polymer make down and feed recommendations.**
 - e) **Bidder shall submit all information required in the Technical Sections T.2 Product Specifications and Quality Control of this bid specification.**

2. Form of Bidder Qualifications:

- a) **Due by December 10, 2021, at 3:00 pm**
- b) **Upload to the Pennbid website at www.pennbid.procureware.com.**

3. Bid Closing Date:

- a) **Bids will remain sealed and secure until publicly opened and read at 3:00 PM, December 28, 2021 at City of Reading.**

Questions and Addendum:

To ensure fair consideration for all proposers, the City prohibits communication to or with any department director, division manager or employee during the submission process with the exception of those questions relative to interpretation of specifications or the proposal process. No interpretations of the meaning of the Bid documents will be made to any bidder orally.

Every request for such interpretation shall be submitted via the "Questions" tab within PennBid to be given consideration must be sent in prior to 10:00 a.m. on December 15, 2021.

Any and all such interpretation will be in the form of an Addendum to the Contract Documents and will be issued via PennBid to all prospective proposers no later than December 20, 2021.

Additionally, the city prohibits communications initiated by a proposer to any City Official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between proposer and the City will be initiated by the appropriate City Official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

I.5 FORM of PROPOSAL

BIDDERS shall complete the **Proposal Form**, included with this Bid package, as well as all other requested information. The completed set of documents shall be returned in its entirety via the Pennbid website along with the appropriate **Bid Bond** or **Certified Check**. The sealed envelope shall be clearly marked on the outside **“Sealed Bid: December 28, 2021; WASTEWATER TREATMENT PLANT Polymer.”** Bids shall be submitted electronically via the Pennbid website www.pennbid.procurement.com.

I.6 BID CLOSING DATE

Bids will be received until **3:00 PM, December 28, 2021**, at which time bidding will be closed. Bids, amendments to bids, or requests for withdrawal of bids received after the closing time will not be considered. Bids shall remain in effect for a period of ninety (90) days from the closing date.

I.7 BID OPENING

Bids will remain sealed and secure until publicly opened and read at **3:00 PM, December 28, 2021 at City of Reading**.

BIDDER QUALIFICATIONS, REFERENCES and CERTIFICATION

B.1 BIDDER QUALIFICATIONS

The existing supplier with the presently used cationic dry polyacrylamide polymer (DPAM) is hereby a pre-approved, qualified bidder (BIDDER) providing they meet the minimum performance specifications.

Each qualified bidder (BIDDER) shall satisfy all of the following requirements:

- a) BIDDER shall be the manufacturer of the specific product being offered or the manufacturer's sole authorized representative for this Bid. Manufacture is defined as conducting the actual polymerization of monomers into the specific polymer being offered. The City of Reading (the City) will consider only one (1) BIDDER for each manufacturer of DPAM. Parent Corporation and affiliates and subsidiary companies are considered one entity. Other brokers, distributors, resellers, or agents who purchase polymer for blending, mixing, repackaging, or resale are not considered manufacturers.
- b) Bench testing will be required prior to bidding in order to evaluate product performance unless the product is pre-approved. Each BIDDER will be allowed one (1), 8-hour day to perform the product evaluations. Bench testing will be conducted from November 15, 2021 through December 3, 2021. Only one polymer vendor will be permitted to perform bench testing at any given time. All scheduling for bench testing shall be at the convenience of the City of Reading, not the BIDDER. Bench testing shall be scheduled through William Reilly, Operations Supervisor, at (610) 655-1349, or his designee for the City of Reading, so as not to interfere with biosolids operations.
- c) BIDDER, unless pre-approved, shall have completed laboratory evaluations of prospective products and submitted the laboratory trial data, including discussion of results, conclusions and a single product recommendation in writing to the City of Reading as part of the Bidder Qualification packet. At that time, BIDDER shall also have submitted any special handling instructions and polymer make-down, feed and use suggestions for the recommended DPAM in order to achieve optimum dewatering performance.
- d) BIDDER shall provide in the Bidder Qualification packet a minimum of three references of current municipal customers for cationic dry polymers for sludge thickening on gravity belt thickeners and dewatering on belt filter presses as shown in Section B.2, BIDDER References.
- e) BIDDER shall be familiar with the sludge dewatering equipment and operation at the City of Reading's Fritz Island Wastewater Treatment Plant (WWTP). Bidder shall familiarize herself or himself with the polymer storage capability at Fritz Island, as well as the existing polymer handling, make-down, and feeding system. BIDDER should also note that the City of Reading currently uses the same polymer on gravity belt thickeners and the belt filter presses. This thickening application may be optimized with an alternate polymer at some future date as sludge conditions may warrant.
- f) BIDDER shall make her or his own determination of any and all conditions which may affect in any way the performance of her or his Goods and Services during the entire term of the intended contract. BIDDER shall be aware of and assess plant operations, which may have an effect on sludge characteristics during the term of the intended contract, and BIDDER

shall take these conditions into account for her or his bid offering with respect to the Product Specifications and General Bid Specifications.

- g) Bidder shall submit a letter with the Bidder Qualification packet that includes all the information required in the Technical Sections T.2 Product Specifications and T.3 Quality Control of this bid specification. Said letter shall be signed by an authorized representative of the BIDDER and authorized representative shall certify that the information is accurate and correct to the best of the BIDDER's knowledge.

B.2 BIDDER REFERENCES (minimum of three)

BIDDER references shall be included in the Bidder Qualification packet.

Following is a listing of current municipal customers for cationic dry polyacrylamide polymers for sludge thickening on gravity belt thickeners **and** dewatering on belt filter presses, each processing a minimum of 1,000 dry tons per year of solids.

- 1. Municipality/Agency Name:
Contact Name and Title:
Contact Phone Number:
Sludge Volume (DT/yr):

- 2. Municipality/Agency Name:
Contact Name and Title:
Contact Phone Number:
Sludge Volume (DT/yr):

- 3. Municipality/Agency Name:
Contact Name and Title:
Contact Phone Number:
Sludge Volume (DT/yr):

B.3 BIDDER CERTIFICATION

BIDDER Certification shall be included in the Bidder Qualification packet.

I, _____, certify that _____
_____ currently supplies cationic dry polymer to the municipalities
identified above, and that I have read and understand the BIDDER Qualifications listed on the
previous page. I further certify that _____
_____ meets all of the BIDDER Qualifications and will meet all of the Product Specifications,
Quality Control Specifications and General Bid Specifications throughout the term of the
intended contract.

Primary Manufacturer:

BIDDER Name:

Authorized Representative:

Signature:

Title:

Date:

TECHNICAL SPECIFICATIONS

CONTRACT

This will be a two (2) year contract. This contract period will be for the

PERIOD:

City of Reading. **The City of Reading shall have the option, at their sole discretion, of a one (1) year extension at the bid price on the same terms as set forth in the contract.**

EXTENSION OF CONTRACT:

The City of Reading shall have the option, at the City’s discretion, of a one (1) year extension at the bid price on the same terms as set forth in the contract. The City of Reading shall have the right to continue to purchase sodium hypochlorite (NaOCl) from the successful bidder(s) for an additional three (3) months following the termination of the contract on the same terms as set forth in the contract.

QUANTITY:

The quantity of material covered by these specifications shall be the requirements for the City of Reading Wastewater Treatment Plant for calendar year and will amount to approximately:

Active Polymer Content ¹	85% minimum
Shelf Life	Six (6) months minimum

There shall be no dusting resulting from the handling, make-down, and use of the product. Product shall be readily activated for effective use in the existing polymer make-down and handling equipment at Fritz Island WWTP. Product shall have a low toxicity with respect to contact with skin and eyes and to accidental ingestion or inhalation. There shall be no objectionable odor incidental to the storage and handling of the product or with its incorporation into the sludge and the downstream sludge processing.

The product shall be compatible with the storage facilities and polymer mixing and delivery system and shall not contribute in any manner whatsoever toward the City’s biosolids being regarded as unsuitable for beneficial reuse.

¹ Active polymer content is defined as the percentage of the neat product which is actually active polymer. Surfactants, salts, inerts, and other ingredients which may contribute to total solids, but which are not active polymer, are not to be included as part of the active polymer content.

It is understood that the quantities listed are estimates and shall not be construed in any way as a commitment on the part of the City of Reading to purchase like amounts during the contract period.

QUALITY:

The City of Reading (the City) will entertain a Bid from each qualified bidder (BIDDER) for the manufacture, supply and delivery approved polymer. The city will require Jar testing done to support the current trickling filter solids and future activated sludge solids. After lab testing is completed by the Bidder the Bidder shall recommend product which meets the Product Specifications identified in PRODUCT SPECIFICATIONS, QUALITY CONTROL, and PRODUCT PERFORMANCE. Also, to be included in the Goods and Services, are the technical support and training services (TECHNICAL SERVICE and TRAINING section) related to the product's use to condition anaerobically-stabilized solids from municipal wastewater treatment prior to dewatering with gravity belt thickeners and belt filter presses.

Each BIDDER shall enclose with this document in the Bidder Qualification packet the methods of analysis used for determining Active Polymer Content, Cationic Charge Density, and Standard Viscosity shown above. BIDDER shall provide City of Reading with a copy of the appropriate Material Safety Data Sheet along with this Bid.

- ¹ Active polymer content is defined as the percentage of the neat product which is actually active polymer. Surfactants, salts, inerts, and other ingredients which may contribute to total solids, but which are not active polymer, are not to be included as part of the active polymer content.
- ² BIDDER shall specify the concentration of neat product used for determining the standard viscosity.

Each BIDDER shall provide the following information for the specific DPAM product being recommended and bid. This specification shall be consistent with the material that has been pre-approved or used for the full-scale evaluation as well as the material to be supplied throughout the term of the supply agreement.

BIDDER's Quality Control Specifications

Product Identification:	_____	
Total Solids (%):	_____ <u>Min.</u>	
Active Polymer Content ¹ (%):	_____ <u>Min.</u>	_____ <u>Max.</u>
Moisture Content (%):		_____ <u>Max.</u>
Insolubles (%):	_____ <u>Max.</u>	
Charge Density (mole %):	_____ <u>Min.</u>	_____ <u>Max.</u>
Residual acrylamide (%)	_____ <u>Max.</u>	
Bulk Density (lbs/cu ft):	_____	
Standard Viscosity (cps):	_____ <u>Min.</u>	_____ <u>Max.</u>
Solution Strength ² (%)	_____	

A certificate of compliance shall be supplied with each load.

DELIVERY:

The material shall be supplied in its dry bag form and delivered (put in place) to the specified load point at:

- Reading Wastewater Treatment Plant, located on Fritz Island, approximately two miles south of the City of Reading, AT 899 Morgantown Road, Reading, PA 19607. Material shall arrive at the specified site between the hours of 8:00 AM and 2:00 PM.

UNLOADING:

Supplier's personnel will be responsible to unload the product from the supplier's transportation equipment at the specified delivery points. City of Reading personnel will unload totes with City of Reading equipment at designated delivery points. Supplier will provide personal protection equipment and other safety equipment to their drivers for the purpose of the unloading of the bulk product. It is the supplier's responsibility to inform the City of Reading personnel of unsafe conditions at the delivery point or of the need for additional safety equipment at the delivery point. It is mandatory the supplier visit the sites prior to the first delivery to review the delivery points and to raise any questions or concerns at that time. It is the supplier's responsibility to ensure all hoses and their equipment is in good shape and equipped with safety features designed to prevent leaks or accidents. . The driver will inform the City of Reading's personnel of any spills which occur inside or outside the containment area and the supplier is responsible for the cost and clean up associated with said spills. Air pressure must be monitored throughout the unloading period. City of Reading personnel must be informed at the arrival of a delivery and before any unloading of product occurs. The driver must remain at the delivery point for the duration of the delivery. A MSDS or SDS

sheet for the product must accompany each delivery and the driver must secure a signature from City of Reading personnel after each delivery.

BILLING: The product is to be billed on a price pounds basis.

GENERAL DATA: All bidders must submit prices, state terms and services proposed and the point of origin from which shipments will be made. Prices are to be quoted FOB – Destination. Under no circumstances will the City pay extra charges for pallets or totes and/or delivery and/or return of empty containers above and beyond the contract price.

SAFETY TRAINING: The successful bidder shall conduct two (2) safety training sessions per year at the convenience of the City of Reading Wastewater Treatment Plant at no additional charge. Training shall include chemical and physical properties of the chemical (including toxicity, mobility, ability of chemical to sustain combustion, consequences of confining liquid gas without a thermal expansion device, the effects of fire and elevated temperature on the pressure of liquefied gases, and effect of moisture on the corrosion potential of the chemical), safe handling and use of the material, and emergency response procedures including the use of a cylinder repair kit. The training session shall be Pennsylvania Department of Environmental Protection (PA DEP) approved in accordance with PA DEP's *Training Provider Manual for the Pennsylvania Water and Wastewater System Operator Training Program*.

SALES TAX EXEMPTION: The City of Reading, Pennsylvania is tax exempt. The bidders shall not require the City of Reading to supply any data to the Commonwealth or any other agency in connection with the Pennsylvania Tax Exemption.

REJECTION/ BID DEFECTS: The City of Reading reserves the right to reject any or all bids and to waive any defects in any bids which the City, in its sole discretion, does not consider to be material defects.

AWARD OF CONTRACT: The contract may be awarded in whole or in part so as to best meet the requirements of the City of Reading.

EXCEPTIONS: **Any exceptions taken to these specifications must be clearly stated on a separate piece of 8-1/2X11 paper and submitted with your bid.**

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member officer, or employee of the bidder who is authorized to legally bind the bidder.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn,
deposes and says that:

(1) He/She is _____
(Owner, Partner, Officer, Representative or Agent)

of _____, the Bidder
that has submitted the attached Bid or Bids;

(2) He/She is fully informed respecting the preparation and contents of the
attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers; partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way
colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm
or person to submit a collusive or sham Bid in connection with the Contract for which the
attached Bid has been submitted or to refrain from bidding in connection with such
Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or
communication of conference with any other Bidder, firm or person to fix the price or
prices in the attached Bid or of any other Bidder, or to fix any overheld profit or cost
element of the Bid price or the Bid price of any other Bidder, or to secure through any
collusion, conspiracy, connivance or unlawful agreement any advantage against the City
of Reading or any person interested in the proposed Contract;

(5) The price or prices quoted in the attached Bid are fair and proper and are
not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of
the Bidder or any of its agents, representatives, owners, employees, or parties in interest,
including this affiant; and,

(6) Neither the said Bidder nor any of its officers, partners, owners, agents or
parties in interest, have any interest, present or prospective, that can be reasonably
construed to result in a conflict of interest between them and the City of Reading, which
the Bidder will be required to perform.

I state that _____ understands
(Name of Firm)

and acknowledges that the above representations are material and important, and will be relied on by the City of Reading in awarding the Contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the City of Reading of the true facts relating to the submission of bids for this Contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20____

Notary Public

My Commission Expires:

NON DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.

BIDDER

TITLE

**PROVIDER’S CERTIFICATION OF NON-INDEBTEDNESS
TO THE CITY OF READING**

Provider hereby certifies and represents that Provider and Provider’s parent company(ies) and subsidiary(ies) are not currently indebted to the City of Reading (the “City”), and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Provider acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Provider and, if such breach or failure is not resolved to the City’s satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination).

Name of Provider

By: _____
Authorized Signatory

Title: _____
President or Vice President

Attest: _____