

**QUOTATION SHEET**

To

Dated

July 6, 2018

Please quote below the lowest NET prices, which must include all delivery charges on materials, for furnishing the materials or work described below, as directed.  
 Bids will be received at this office until 2:00 P.M., Prevailing Time  
 and will be open all that day. All bids submitted must be in accordance with and subject to, the Rules and Regulations on the Reverse side of this sheet. PLEASE  
 READ RULES AND REGULATIONS CAREFULLY BEFORE SUBMITTING BID. THIS IS AN INVITATION TO BID ONLY, and is NOT AN ORDER.

July 20, 2018

Page 1 of 1

*M. M. M. M. M.*  
 Purchasing Manager

ITEM NO.	QUANTITY AND UNIT	DESCRIPTION OF WORK OR MATERIALS	PRICE PER UNIT	Extended Amount (by Items)
	APPROX. 185,000 GALLONS	<p>This invitation to bid is for Sodium Hypochlorite 12.5% Solution for the Wastewater Treatment Plant, Department of Public Works, City of Reading, Pennsylvania, in accordance with specifications attached and made a part hereof:</p> <p>All bidders shall submit their product specifications with bid and note exactly what they are bidding.</p> <p>SODIUM HYPCHLORITE – 12.5% SOLUTION .....</p> <p>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.</p> <p>DELIVERY DATE _____</p> <p>Prices to be quoted F.O.B. Reading, PA destination.            The City of Reading, PA is tax exempt.</p> <p><b>BIDS MUST BE RETURNED IN A SEALED ENVELOPE.</b></p> <p>The Council of the City of Reading reserves the right to reject any or all bids and to accept any item or items in any one bid and to waive any defect, which the Council, in its sole discretion, does not consider to be a material defect.</p>	TOTAL \$	

To the City of Reading:

Bids are herewith submitted by the undersigned for the work or materials described on the reverse side hereof as set forth, and subject to the Rules and Regulations hereunder. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,

Address \_\_\_\_\_

Phone \_\_\_\_\_ Bidder

Fax \_\_\_\_\_ By \_\_\_\_\_ Title

### **RULES AND REGULATIONS**

1. BIDS MUST BE MADE ON THIS SHEET and submitted in a sealed envelope. The envelope must state the Bid Number. The unit price for each item must be given in the column headed "Price Per Unit." This must be for the particular unit of measurement specified in the column headed "Quantity and Unit." In addition, the prices must be extended for each item, and extensions must be totaled.

2. Where a bid is asked for a certain article or other "Equal thereto" and the bidder intends to furnish an article which the bidder considers equal to the one named, the bidder must specify in his bid the name and grade of said article. Where a date is set for delivery of materials or the performance of work, said materials must be delivered, or work performed, in accordance with the specifications or description herein contained on or before said date, or the order to the delinquent party will be cancelled and awarded to the next lowest responsible bidder.

3. All disputes concerning grades and quality of materials or work shall be determined by the Purchasing Manager, or other person duly designated by the Director of the Department of Finance. BIDS RECEIVED AT THE OFFICE AFTER THE HOUR SPECIFIED FOR THE OPENING OF BIDS WILL NOT BE CONSIDERED. Bidders are invited to be present at the opening of bids. Unless otherwise specified, awards will be made to the lowest responsible bidders, by items, for all goods and services enumerated on the reverse side of this sheet, but the City reserves the right to reject any or all bids.

4. In all cases where the employment of labor is involved, whatever the aggregate bid shall be, the successful bidder must execute an affidavit stating the provisions of the Workers Compensation Laws of Pennsylvania, as amended, have been accepted, or file with the City a certificate of exemption therefrom.

5. EVERY BID MUST BE ACCOMPANIED BY (1) Cash; (2) certified check payable to the order of City of Reading, or (3) proposal bond with City of Reading as obligee, and bidder as obligor, with one or more surety companies legally qualified to do business in Pennsylvania as surety. The cash, certified check or proposal bond shall be equal to 10% of the aggregate bid. In case the contract is awarded to a bidder, and bidder fails to enter the contract or to deliver all required bonds and affidavits, the cash or check deposited by the bidder shall become absolute property of the City; or if a bond has been deposited, it shall become payable immediately. Cash, checks or bonds deposited will be returned to unsuccessful bidders as soon as contract is awarded, or all bids rejected.

Cash, checks or bonds deposited will be returned to the successful bidder after the contract has been signed and all bonds and affidavits required have been delivered.

Unless otherwise stated, a performance bond is required. No contract will be entered into unless and until said performance bond has been delivered.

6. After a bid has been opened, it may not be withdrawn except as provided by Act of January 23, 1974, P.L. 9 No. 4 as same may be amended.

**CITY OF READING**  
**Department of Public Works/Environmental Division/Wastewater Treatment Plant**

**Specifications for Sodium Hypochlorite 12.5% Solution**

**CONTRACT** This will be a 9 to 18 month contract which will serve to carry the Wastewater Treatment plant through the process of replacing the gaseous delivery system.

**PERIOD:** This contract is anticipated period will be for the years 2018 and 2019.

**QUANTITY:** The quantity of material covered by these specifications shall be the requirements for the City of Reading Wastewater Treatment Plant Disinfection Operation and will amount to **approximately** 185,000 gallons of sodium hypochlorite at 12.5% solution strength, per year/**approximately** 15,500 gallons per month.

**The above estimate is provided for information purposes only and shall not be construed in any way as a commitment on the part of the City of Reading to purchase like amounts for the contract period**

**QUALITY:** The product shall be a 12.5% solution delivered to the Reading Wastewater Treatment Plant and shall be accompanied by a certificate of compliance.

**POINT OF DELIVERY:** The City of Reading Wastewater Treatment Plant is located on Fritz Island, approximately two miles south of the City of Reading, on Route 10- physical address being 899 Morgantown Road, Reading, PA 19607. The material shall be trucked and delivered to the following locations at WWTP: Two bulk storage tanks (8850) gallon tanks stored at WWTP.

**TIME OF DELIVERY:** The supplier shall provide the requested delivery within two (2) calendar days of notice by the City of Reading Wastewater Treatment Plant Superintendent or his duly authorized representative. The material shall arrive at the specified site between the hours of 7:00 AM and 3:30 PM. The WWTP will attempt to avoid weekend and holiday delivery. A MSDS or SDS sheet for the product shall accompany each delivery and be available upon request.

**METHOD OF** The material shall be delivered in its liquid state and in direct fill to such stored bulk storage tanks located at WWTP

**DELIVERY:** Sodium hypochlorite will be delivered in bulk liquid form and dispersed into bulk storage tanks located at WWTP facility. Notification to the City

of Reading the plant operations manager and or duly authorized representative shall be made at the time delivery driver has arrived to WWTP facility

**LOADING:** Supplier will have a direct fill line to disperse chemical into bulk storage tank

**BILLING:** The product is to be billed on Gallons delivered

**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 Council of Reading reserves the right to reject any or all bids and to waive any defects in any bids which the Council, in its sole discretion does not consider to be material defects.

**EXTENSION OF CONTRACT:** The City of Reading shall have the right to continue to purchase material 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. 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.

**NOTE:** The successful bidder shall conduct a safety training session at the Convenience of the City of Reading Wastewater Plant at no additional charge.

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

## 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.

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BIDDER

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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: \_\_\_\_\_