

December 6, 2019

Prospective Bidders

RE: Louisville Wastewater Treatment Plant –Treatment Chemicals Request for Quotes

The City of Louisville (City) is seeking quotes from qualified contractors for wastewater treatment process chemicals to be purchased for the 2020 calendar year. Bids must include all charges for war-risk insurance, tolls, wharfage, demurrage, and warehousing. All barrel and bulk containers must be returnable to the vendor; any charges for these services must be defined in the quotes. Chemical supply services and deliveries shall begin in January 2020.

The City's Wastewater Treatment Facility is located at 1555 Empire Road. Deliveries must be Free On Board. Deliveries will be accepted Monday through Friday from 7:00 am until 3:00 pm. No weekend or after hour deliveries will be accepted. Damaged, broken, or ruptured container deliveries will be refused at the City's discretion. Deliveries will be refused if the City determines that undue labor is required or unsafe conditions exist caused by vendor's delivery. The City will not pay charges for the returns of damaged shipments. Delivery vehicles must be capable of efficient and safe unloading at each facility. Where applicable, all trucks will need to have tailgate lifts for unloading purposes as forklifts are not available onsite. The City will not pay charges for the returns of damaged shipments.

The plant uses a 2004 Alfa-Laval model ALDEC 506-G2-60 Centrifuge. The 2019 estimated usage quantities are listed below. Quotes should be prepared and submitted via post mail. Quotes will be accepted until **1:00 PM Mountain Time on January 7, 2020**. Late quotes will not be accepted. No quotes may be withdrawn within a period of sixty (60) days after the quote deadline. Quotes shall be submitted in a sealed envelope and labeled "**City of Louisville – WWTP Treatment Chemicals RFQ**", and be delivered to:

Terrell Phillips
Superintendent
City of Louisville Water Treatment Plant
749 Main St.
Louisville, Colorado 80027

Questions can be directed to:
Terrell Phillips
303-335-4783
Tphillips@louisvilleco.gov

2019 Chemicals Usage		
Chemical	Quantity	Units
Zetag 8868	56,000	lbs
Aluminum Sulfate	11,000	lbs
Sodium Hypochlorite	1,000	gal
Sodium Bicarbonate	12,250	lbs

Quote Submission Schedule		
Event	Date	Time
First Advertisement	December 6, 2019	N/A
Second Advertisement	December 17, 2019	N/A
Inquiry Deadline	December 20, 2019	2:00 pm
Final Response to Inquiries	December 27, 2019	3:00 pm
RFQ's Due	January 7, 2020	1:00 pm

Standard Terms and Conditions

When preparing a proposal for submission in response to this RFQ, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for quotes is not an offer to contract. The provisions in this RFQ and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all quotes, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFQ at any time, and to re-solicit quotes.
- Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year for this bid ends on December 31, 2020.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted quotes or other entities as they deem necessary or appropriate to assist in the evaluation of any quote or to secure maximum clarification and completeness of any quotes.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFQ process.

All responses to this RFQ become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law