



GreenvilleWater

REQUEST FOR QUOTATION



Issue Date:
November 17, 2017

Water Treatment Chemicals
(RFP 0800-17-3)

DEADLINE: 11:00 AM EDT, December 8, 2017

SEALED PROPOSALS TO BE RETURNED TO:

**Greenville Water
100 Oscar Street
Greenville, South Carolina 29601**

Table of Contents

Introduction and Background	3
Timeline and Definitions	4
Administration	5
Detailed Response Requirements	6-7
Product Specifications	8-10
Guidelines for Response Preparation	11
Evaluation of Responses	12
Selection	13
Appendix	13

INTRODUCTION AND BACKGROUND

Greenville Water, voted “Best of the Best” by the American Water Works Association in 2011 for having the best tasting water in North America, has been providing exceptional water service for close to 100 years to the residents of the Upstate region of South Carolina, making it the largest water utility in the state.

Greenville Water has two filtration plants: Adkins, located in Pickens County and Stovall, located in Greenville County. Greenville Water draws water from three sources: Table Rock Reservoir, Poinsett Reservoir, and Lake Keowee. Adkins draws water from Lake Keowee, while Stovall draws water from the Table Rock and Poinsett Reservoirs.

INTENT

The purpose of this RFQ is to:

- > Solicit responses from interested respondents to provide chemicals to be used in the treatment of water at Greenville Water’s two filtration plants:

Adkins
173 Gap Hill Road
Six Mile, SC 29682

Stovall
50 Pleasant Retreat Road
Travelers Rest, SC 29690

- > Enter into a contractual agreement based on the results from this solicitation for one (1) year starting on or about January 15, 2018. There will be a renewal option, at the sole discretion of Buyer, to extend the contract for another one (1) year term. Terms and conditions for the extended year will be negotiated by the Buyer and the winning respondent.
- > Summarize the scope and specifications for the Buyer’s water treatment chemical requirements. The “in-scope” products for this Water Treatment Chemicals solicitation are described in the table below:

In-Scope
Liquid Aluminum Sulfate, (Alum)
Ammonium Hydroxide (Aqua Ammonia)
Liquid Sodium Hydroxide, 50% (Caustic Soda)
Liquid Chlorine
Liquid Hydrofluorosilicic Acid (Fluoride)
Ortho/Phosphate Blend, 50%/50%
Liquid Sodium Thiosulfate, 30%
Anionic Polyacrylamide (Polymer)

TIMELINE

SCHEDULE OF EVENTS

The table below contains the intended Schedule of Events for this solicitation.

Event	Time EDT	Date
1. Issue RFQ	12:00 p.m.	17-Nov-2017
2. Written confirmation of Respondent's intent to bid a. Complete and return Appendix A (Intent to Bid form) Via email if you intend to submit a response. b. Be sure to specify the item(s) you plan to bid on.	5:00 p.m.	21-Nov-2017
3. Questions from Respondents are due	2:30 p.m.	28-Nov-2017
4. Respond to Respondents' questions	2:30 p.m.	1-Dec-2017
5. Responses are due	11:00 a.m.	8-Dec-2017
6. Notice of Intent to Award	11:00 a.m.	20-Dec-2016
7. Anticipated Contract Start Date		15 -Jan-2018

The Respondent is encouraged to closely examine schedules, instructions, scope, and specifications. Failure to do so will be at the risk of the Respondent.

INFORMATION AND INSTRUCTIONS

- > Questions pertaining to this solicitation shall be in writing and sent via e-mail to the appropriate contact(s) listed in the section titled **Administration** on or before the due date indicated in the SCHEDULE OF EVENTS. Be sure to carbon copy [cc] the Contractual Contact on all e-mails.
- > When submitting questions, include a contact name, e-mail address, telephone number and specifically reference the section of the RFQ in question.
- > Note: Questions and answers will be shared with all Respondents.

DEFINITIONS

The below definitions apply throughout the solicitation:

- A. Buyer means the entity that issued the solicitation.
- B. Purchasing Manager means the Buyer's contracting personnel.
- C. Respondent means the entity [individual or organization] that submits materials to the Buyer in accordance to the RFQ.
- D. Response means the material submitted by the respondent to the buyer in answering the solicitation.
- E. Timeline means the list of critical dates and actions.

ADMINISTRATION

TECHNICAL CONTACTS

Any questions concerning technical specification requirements may be directed to:

Name Jon Sherer
Title Assistant Director of Water Resources
Phone 864.241.7833
Email jsherer@greenvillewater.com

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or quotation format must be directed to:

Name Valerie Arnold
Title Purchasing Manager
Phone 864.241.5008
Email varnold@greenvillewater.com

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DETAILED RESPONSE REQUIREMENTS

The below requirements are mandatory. Respondents must accept and commit to all of the requirements described to be considered for award.

CONTRACT TERMS

The contract will have an initial term of one (1) year with the option to renew for one (1) more year. The additional term may be subject to pricing adjustments and other modifications to which both parties will negotiate during the third quarter of the contract. Contract period shall begin on or about January 15, 2018 and continue thru December 31, 2018.

PRICING

There are eight (8) items. Respondents do not have to bid on each item to be considered. Respondents may bid on just one (1) item or as many as they deem appropriate.

Bids shall be in the form of a fixed unit price for both the chemical and transportation cost. The Respondent shall indicate the transportation cost per UOM for delivery for each of the two (2) locations. The total price of the Product Cost per UOM and the Transportation Cost per UOM shall be used to calculate the bid price, as illustrated below:

Calculation: (Product Cost per UOM) + (Transportation Cost per UOM) = Extended Price

Chemical	Estimated Annual Usage	Unit of Measure	Product Cost per UOM	Transportation Cost per UOM	Extended Price
Sodium Thiosulfate	100,000	Pound	\$2.00 per lb.	\$0.35 per lb.	\$2.35 per lb.

Note: The Respondent, when responding, shall leave the Product Cost per UOM and the Transportation Cost per UOM fields blank for the chemical(s) and locations(s) that the Respondent is not bidding on.

The Buyer is providing the item's Estimated Annual Usage (see above illustration) for reference purposes only. The listed quantities in the solicitation are based on data collected from a representative sample of qualified users of the chemicals. **These volumes are given only as a guideline for preparing an offer and should not be construed as representing actual or guaranteed purchases under any new contract.**

Pricing will be fixed for twelve (12) months from the effective date of the contract.

PAYMENT TERMS

The Buyer has two (2) acceptable payment terms for this contract. Respondents must specify in their response which payment term they have selected.

1. 2% 10 Net 40
2. Net 40

FREIGHT TERMS

F.O.B. Destination, Freight Prepaid, Allowed



IDEMNIFICATION AND INSURANCE

Respondent agrees to carry liability and workmen's compensation insurance, satisfactory to the Buyer, and hold harmless and indemnify the Buyer against all liability, loss and damage arising out of any injuries to persons and property caused by Respondent, their sub-contractors, employees or agents.

A Certificate of Insurance shall be provided demonstrating the following coverage:

- a) Comprehensive General Liability with minimum limit of \$1,000,000 combined single limit for bodily injury and property damage, per occurrence. Minimum \$2,000,000 aggregate.
- b) Comprehensive Automobile Liability with minimum limit of \$1,000,000 combined single limit.
- c) Workers Compensation with minimum of statutory requirements.
- d) Employers' Liability with minimum of \$500,000 each employee, \$500,000 each accident and \$500,000 policy limit.
- e) In the event , any insurance policy expires before the end of the term of the contract, the Respondent must provide within ten (10) business days of expiration, evidence of new or renewal policies.

Note: A copy of Respondent's Certificate of Insurance must be submitted with offer.

SAFETY DATA SHEET

One (1) SDS (Safety Data Sheet) must be included with the delivery of the first shipment. If there are changes to the chemical's content during the term of the contract, then a subsequent SDS is required. All toxic substances must be labeled for identification, including gross, tare and net weights, in accordance with OSHA Standards.

SERVICE (VALUE-ADD)

Lead time: ≤ to five (5) business days.

Delivery: ≥ 95% on-time

The above key performance metrics will be measured monthly by the Respondent and discussed (reviewed) on a quarterly basis with the Purchasing Manager as they will play a factor in the extension of the contract for an additional term.

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PRODUCT SPECIFICATIONS

This section defines the minimum specifications for the items in this solicitation.

SPECIFICATION DEFINITIONS

The following items define basic product specifications for this solicitation:

- A. **Unit of Measure:** The standard unit used to measure the supplied chemical.
- B. **AWWA Standard:** The chemical supplied must comply with the most recent ANSI/AWWA Standards.
- C. **Product/Technical Specification:** Specification including physical composition of the supplied chemical; additional specifications will be included with the Buyer's order as needed.
- D. **Container Size:** The size of the container in which the chemical is commonly requested by the Buyer; (Respondent must be able to convert units of measure to comply with the Buyer's requirement for a particular container type and size, e.g., pound to gallon conversion.)
- E. **Container Specification:** Specification including container; additional specifications will be included with the Buyer's order as needed.
- F. **Delivery Specification:** Specification including delivery; additional specifications will be included with the Buyer's order as needed.
- G. **Truck Specification:** Specification including truck delivering supplied chemical; additional specification will be included with the Buyer's order as needed.

By submission of a bid, Respondent is guaranteeing that all goods meet the requirements of the solicitation.

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PRODUCT: Liquid Aluminum Sulfate ITEM 1

Annual Estimated Usage	938
Unit of Measure	Dry Ton
AWWA Standard	B403-09
Product/Technical Specification	Dry basis (basis 17% Al ₂ O ₃) Ferrous state only Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.
Container Size	Bulk (Truck-load) Note: For bulk deliveries, trucks shall be equipped to meter deliveries: complete gross, tare and amount tickets, which shall be provided with invoice for verification.
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present. Certification of Analysis must state the test strength of the aqua ammonia as delivered. Bill of Lading number must be referenced on invoice. Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax: <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.
Truck Specification	Transport truck shall be equipped to safely unload chemical product through the Buyer's quick-disconnect coupling into steel storage tanks. Truck must be equipped, at a minimum, with <ol style="list-style-type: none"> (1) wheel chocks and containers to catch chemical spills or drips, (2) quick disconnect cam straps, (3) and a suitable air pump so that the chemical can be unloaded within two (2) hours. Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS. Drivers are required to wear the PPE during the off-load procedure.

PRODUCT: Ammonium Hydroxide **ITEM 2**

Annual Estimated Usage	70
Unit of Measure	Ton
AWWA Standard	B306-07
Product/Technical Specification	<p>Reagent Grade -26° Baume' product (29.4% minimum NH₃)</p> <p>Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.</p>
Container Size	<p>Bulk (Specified truckload: 4,000 – 6,000 gallons)</p> <p>Note: For bulk deliveries, trucks shall be equipped to meter deliveries: complete gross, tare and amount tickets, which shall be provided with invoice for verification.</p>
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	<p>An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present.</p> <p>Certification of Analysis must state the test strength of the aqua ammonia as delivered.</p> <p>Bill of Lading number must be referenced on invoice.</p> <p>Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax:</p> <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state <p>At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.</p>
Truck Specification	<p>Transport truck shall be equipped to safely unload chemical product through the Buyer's quick-disconnect coupling into steel storage tanks.</p> <p>Truck must be equipped, at a minimum, with</p> <ol style="list-style-type: none"> (1) wheel chocks and containers to catch chemical spills or drips, (2) quick disconnect cam straps, (3) and a suitable air pump so that the chemical can be unloaded within two (2) hours. <p>Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS.</p> <p>Drivers are required to wear the PPE during the off-load procedure.</p>

PRODUCT: Liquid Sodium Hydroxide, 50% ITEM 3

Annual Estimated Usage	834
Unit of Measure	Dry Ton
AWWA Standard	B501-13
Product/Technical Specification	50% NaOH Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.
Container Size	Bulk (Truckload) Note: For bulk deliveries, trucks shall be equipped to meter deliveries: complete gross, tare and amount tickets, which shall be provided with invoice for verification.
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present. Certification of Analysis must state the test strength of the caustic soda as delivered. Bill of Lading number must be referenced on invoice. Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax: <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.
Truck Specification	Transport truck shall be equipped to safely unload chemical product through the Buyer's quick-disconnect coupling into steel storage tanks. Truck must be equipped, at a minimum, with <ol style="list-style-type: none"> (1) wheel chocks and containers to catch chemical spills or drips, (2) quick disconnect cam straps, (3) and a suitable air pump so that the chemical can be unloaded within two (2) hours. Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS. Drivers are required to wear the PPE during the off-load procedure.

PRODUCT: **Liquid Chlorine** **ITEM 4**

Annual Estimated Usage	344
Unit of Measure	Ton
AWWA Standard	B301-10
Product/Technical Specification	Cl ₂ Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.
Container Size	Bulk (Specified truckload: 2000 pound container)
Container Specification	Not applicable.
Delivery Specification	<p>An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present.</p> <p>Bill of Lading number must be referenced on invoice.</p> <p>Delivery ticket shall show quantity delivered with a list of cylinder numbers.</p> <p>Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax:</p> <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state <p>At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.</p>
Truck Specification	<ul style="list-style-type: none"> • Transport truck shall be equipped with boom for offloading that is capable of handling ton containers safely from truck to the Buyer's dock or to the ground as required. • Rolling cylinders are not allowed. • Trucks must be equipped, at a minimum, with wheel chocks. • Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS. • Drivers are required to wear the PPE during the off-load procedure.

PRODUCT: **Liquid Hydrofluorosilicic Acid** **ITEM 5**

Annual Estimated Usage	434
Unit of Measure	Ton
AWWA Standard	B703-11
Product/Technical Specification	Fluoride content as F. to minimum of 23% (and maximum of 30%) Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.
Container Size	Bulk (Specified: 4000 gallon tank) Note: For bulk deliveries, trucks shall be equipped to meter deliveries: complete gross, tare and amount tickets, which shall be provided with invoice for verification.
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present. Certification of Analysis must state the test strength of the fluoride as delivered. Bill of Lading number must be referenced on invoice. Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax: <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.
Truck Specification	Transport truck shall be equipped to safely unload chemical product through the Buyer's quick-disconnect coupling into steel storage tanks. Truck must be equipped, at a minimum, with <ol style="list-style-type: none"> (1) wheel chocks and containers to catch chemical spills or drips, (2) quick disconnect cam straps, (3) and a suitable air pump so that the chemical can be unloaded within two (2) hours. Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS. Drivers are required to wear the PPE during the off-load procedure.

PRODUCT: **Ortho/Phosphate Blend 50%/50%**

ITEM 6

Annual Estimated Usage	156
Unit of Measure	Ton
AWWA Standard	[Intentionally left blank]
Product/Technical Specification	<p>Ortho/Poly Phosphate Blend of 50%/50% with not less than 65% product</p> <p>Product shall be certified at all repackaging facilities as meeting the specifications of the American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Chemicals – Health Effects. The certifying party shall be accredited by the American National Standards Institute.</p>
<p>NSF/ANSI 60 Certificate must be included with bid.</p> <p>Manufacturer's spec sheet must be included with bid.</p>	
Container Size	Bulk (Specified: 40,000 pound load delivered in 50-pound bags on non-returnable wooden pallets)
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	<p>An NSF 60 certification seal or stamp must be placed on shipment documents; shipment cannot be unloaded if seal or stamp is not present.</p> <p>Weight Ticket from certified scales showing gross, tare and net weights are to be provided along with Certificate of Analysis of test strength as delivered. A copy of the Weight Ticket should accompany the invoice for verification.</p> <p>Bill of Lading number must be referenced on invoice.</p> <p>Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax:</p> <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state <p>At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.</p>
Truck Specification	<p>Transport truck shall be equipped to safely unload chemical product through the Buyer's loading dock.</p> <p>Truck must be equipped, at a minimum, with wheel chocks and containers to catch chemical spills.</p> <p>Any containers found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS.</p> <p>Drivers are required to wear the PPE during the off-load procedure.</p>

PRODUCT: **Liquid Sodium Thiosulfate, 30% ITEM 7**

Annual Estimated Usage	115,272 (10,800 gallons)
Unit of Measure	Pound
AWWA Standard	C655-09
Product/Technical Specification	Na ₂ S ₂ O ₃ , 30% Liquid
Container Size	Bulk (Specified: 600 gallon mini-bulk tanks)
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	<p>Bill of Lading number must be referenced on invoice.</p> <p>Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax:</p> <ol style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state <p>At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.</p>
Truck Specification	<p>Transport truck shall be equipped to safely unload chemical product in 600 gallon mini bulk tanks.</p> <p>Truck must be equipped, at a minimum, with wheel chocks and containers to catch chemical spills or drips.</p> <p>Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS.</p> <p>Drivers must are required to wear the PPE (chemical goggles, gloves, boots, apron of suitable protective material impervious to this chemical) during the off-load procedure.</p> <p>Offloading will be discontinued if leaks and/or drips are noted.</p>

PRODUCT: **Anionic Polyacrylamide (Polymer)** **ITEM 8**

Annual Estimated Usage	5760
Unit of Measure	Pound
AWWA Standard	B453-13
Product/Technical Specification	Atlenco Polymer CJ934 or another approved polymer
Container Size	Bulk (55-gallon polyethylene drums)
Container Specification	Truck loads must be secured with an unalterable tamper-proof seal or lock. If there is evidence of tampering or the seal is broken, the shipment cannot be accepted (unloaded).
Delivery Specification	<p>Delivery tickets shall show quantity delivered accompanied by a Certificate of Analysis of test strength as delivered.</p> <p>Bill of Lading number must be referenced on invoice.</p> <p>Upon departure from trucking terminal, Supplier must provide to the destination plant personnel with the following via e-mail or fax:</p> <ul style="list-style-type: none"> (1) The name of the delivery driver (2) License number (3) Issuing state <p>At the point of destination, driver must check-in and present picture ID before proceeding to the offloading area and is required to stay with truck at all times. Driver is required to check-out too.</p>
Truck Specification	<p>Transport truck shall be equipped to safely unload chemicals packaged in 55-gallon drums.</p> <p>Truck must be equipped, at a minimum, with wheel chocks and containers to catch chemical spills or drips.</p> <p>Any containers or tank trucks found to be leaking chemical shall be considered an emergency situation requiring immediate attention of the Supplier and/or trucking company. Therefore drivers must be equipped with the appropriate PPE (personal protective equipment) as described in the most up-to-date accompanying SDS.</p> <p>Drivers must be required to wear the PPE (chemical goggles, gloves, boots, apron of suitable protective material impervious to this chemical) during the off-load procedure.</p> <p>Offloading will be discontinued if leaks and/or drips are noted.</p>

GUIDELINES FOR RESPONSE PREPARATION

Guidelines have been established for the purpose of clarification to assure full understanding of the requirements of the solicitation and to ensure a fair and equitable evaluation process for all Respondents.

RESPONSE SUBMITTAL

- > Under the South Carolina Freedom of Information Act (Section 11-35-410), “documents submitted in response or with regard to any solicitation or other request, the person submitting the documents shall comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public.” To prevent improper disclosure, Respondents must conspicuously identify (mark and/or denote as **TRADE SECRET**, **CONFIDENTIAL** or **PROTECTED**) those portions of their bids that qualify for protection, otherwise all information not so noted and identified shall be subject to disclosure by the Buyer as public information.
- > Signed responses must be sealed and clearly marked **RFQ 0800-17-3 Water Treatment Chemicals** and may be submitted by one (1) of the following three (3) methods:

- By shipping carrier (UPS, FedEx, etc.):

Valerie Arnold
Greenville Water
100 Oscar Street
Greenville, SC 29601

- Courier/hand-delivered:

Valerie Arnold
Greenville Water
517 W. Washington Street
Greenville, SC 29601

- Mailed via United States Postal Service (Overnight Priority Mail Express®):

Valerie Arnold
Greenville Water
P O Box 687
Greenville, SC 29602

LATE SUBMITTALS AND MODIFICATIONS

- > The GW is not responsible for delays that may result from the Respondent’s choice of submission modes. Likewise, the Buyer is not responsible for, and will not open, any responses that are received on or after the date and time stated above. Any proposals received after the time set for the public opening of bids will be returned unopened.
- > Respondents are responsible for clarifying any ambiguity, conflict, discrepancy, error or omission in their responses; otherwise, it will be considered waived. In the event of any of these occurrences, please notify the Purchasing Manager immediately of such error in writing to request modification or clarification of the quotation.

EVALUATION OF RESPONSES

The Buyer reserves the right to reject any or all responses; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the responses submitted; to award the contract according to the quotation which best serves the interests of the Buyer; or to not award the contract if the Buyer determines that it is not in its best interest to do so.

EVALUATION CRITERIA

Responses will be promptly evaluated using the “best value bidding” method as described in SC Code § 11-35-1528 (2012). Best Value Bidding has been selected because it allows factors other than price to be considered in the determination of award.

To assure an understanding of the best value bid process, all Respondents shall be given the opportunity to ask questions and express their concerns during the appropriate time as listed on the Timeline.

Responses will be evaluated using only the factors stated below. Numerical weightings are provided for each evaluation factor. All evaluation factors, other than cost (which must be at least 60%), will be considered prior to determining the effect of cost on the score for each Respondent. Once the evaluation is complete, all responsive offers will be ranked from most advantageous to least advantageous.

CRITERIA	MAXIMUM POINTS
Cost (Pricing) Sixty (60) percent of the total evaluation shall be based on points assigned according to the methodology described under <i>CALCULATING THE LOW BID</i> clause below.	60
Payment Terms 20% of the total evaluation shall be based on the Respondent’s acceptance of the Buyer’s payment terms and conditions.	20
Prior record of vendor performance 20% of the total evaluation shall be based on the Respondent’s stability, experiences and record of past performance delivering such chemicals.	20
Total	100

CALCULATING THE LOW BID (ILLUSTRATION)

The following methodology will be used to award points for price:

<u>Offeror</u>	<u>Price</u>	<u>Calculation</u>	<u>Percentage of Points</u>	<u>Points</u>
Company X	\$1,000.00	Lowest Price	100%	60.0
Company Y	\$1,500.00	$\$1000/\$1500 = .67$	67%	40.2
Company Z	\$2,000.00	$\$1000/\$2000 = .50$	50%	30.0

(For illustration purposes only—numbers do not represent expected price schedule, etc.)

SELECTION

Before award, Greenville Water reserves the right to seek clarifications or request additional information deemed necessary to properly evaluate submissions from all respondents deemed eligible for contract award. Failure to provide requested information may result in rejection of response.

NOTIFICATION

- > The Purchasing Manager shall issue a Notice of Award, if any, to successful respondent(s).
- > A notification will be sent in writing to all respondents.
- > The Buyer reserves the right to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Buyer.
- > Remembering that a bid is “responsive” if it promises to do what the bidding instructions demand and that a bidder is “responsible” if it can perform the contract as promised, the award or awards will be made to the lowest responsive bid and the most responsible bidder whose bid is determined, in writing, to be the most advantageous, taking into consideration all evaluation factors set forth in the best value bid.

APPENDIX

- A: Intent to Bid Form
- B: Bid Response Form
- C: Sample Cover Letter for submission
- D: Terms and Conditions of Purchase