

City Of Oneida

Invitation for Bids

LIQUID POLYMER

CONTRACT YEAR 2025

OPTION YEAR 2026

FOR

City of Oneida, New York
Wastewater Treatment Plant
Oneida, New York

BID OPENING: Wednesday, January 15, 2025 @ 11:05 am

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INVITATION TO BID

Pursuant to a Common Council resolution dated **November 6, 2024** the City of Oneida, New York requests bids for the purchase of Liquid Cationic Polymer to be delivered as required to the City of Oneida Wastewater Treatment Plant [WWTP], Harden Street, Oneida, New York during the period from **February 1, 2025 through December 31, 2025**.

The City of Oneida reserves the right to the offer a contract extension under the same terms and conditions for a one (1) year period from the date of expiration provided such extension is mutually agreeable to both the City and the Supplier.

The proposed polymer product must conform to the specifications prepared by the City Engineer.

The product must undergo a jar test to be conducted at the City of Oneida Wastewater Treatment Plant, if the product has not conducted a jar test at the facility within the last 4 years. Proof of such jar test shall be submitted with the Bid. Products will be subjectively evaluated on the parameters of floc formation rapidity, settling rate rapidity, and supernatant clarity. The Chief Operator or his designated representative shall make a determination if the product's performance is acceptable. This determination may not be challenged or appealed.

Bids shall be mailed or delivered in a sealed envelope that be shall be labeled "Bid for Liquid Polymer", and must be received by the City of Oneida Purchasing Agent, 109 N. Main Street, Oneida, New York 13421-1627 not later than **Wednesday, January 15, 2025 at 11:05 am** at which time they will be opened and read aloud.

The bid document can be obtained from the Office of the Oneida City Engineer, 109 North Main Street, Oneida, New York, 13421-1627 at no cost. The bid documents may also be found on the City of Oneida's web site at www.oneidacityny.gov.

Each bid must be accompanied by cash, certified check, or bid bond in an amount not less than five percent (5%) of the bid amount and subject to the conditions provided in the Information for Bidders.

The City of Oneida is exempt from the payment of sales and compensating use taxes of the State of New York and of cities and counties thereof on all materials, equipment and supplies sold to the owner pursuant to this contract. These taxes are not to be included in the bid.

The City of Oneida reserves the right to revise or amend the specifications prior to the date set for opening of bids. Such revisions and amendments, if any, will be announced by addenda to this advertisement.

This Invitation to Bid is also considered a part of the specifications and shall be complied with in all respects. The Common Council of the City of Oneida reserves the right to reject any or all bids not in the best interest of the City.

Jessica Kaiser
Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the Purchasing Agent, Oneida City Hall, 109 N. Main Street City of Oneida, New York 13421-1627, in accordance with the published Invitation for Bids.
2. The sealed bids, subject to the conditions contained herein, will then be publicly opened and read aloud. **THIS BID PACKAGE MUST BE RETURNED INTACT WITH THE BID AND REQUIRED SUPPORTING DOCUMENTS ENCLOSED\ATTACHED.**
3. If a bidder\supplier chooses to submit bids for more than one pre-bid jar tested product, each bid must be submitted by a fully completed separate bid document & each bid document must fully stand on its own in terms of completeness [i.e. separate bid bond, separate bid sheet and separate required attachments].
4. Quantities included in the bid are based on projected usage and allows for a unit price to be established. The City shall be allowed to purchase more or less of the bid quantity over the Contract period at the unit price established in this Bid.
5. The supplier agrees to make no claim for damages for delay occasioned by an act of omission by the City of Oneida, New York.
6. All delivery charges must be included in the bid price.
7. Any material delivered by the supplier which is not in accordance with the specifications or is otherwise unsatisfactory, in the opinion of the City Engineer, or his designated representative, may be retained and if necessary, used, until it is replaced with satisfactory material.
8. Except for causes not in the control of the vendor, no request for postponement of the delivery, or completion, shall be considered; any initiative in such respect being reserved for the City of Oneida.
9. Each bid must be accompanied by cash, certified check or bid bond in an amount not less than five percent (5%) of the bid amount. This cash, certified check or bid bond will be forfeited to the City of Oneida if after an award is made, that supplier fails to execute a contract within 10 calendar days after Notice of Award. Further, in lieu of a performance bond requirement, after a contract has been executed, this cash, certified check or bid bond will be retained by the City of Oneida to ensure faithful performance of the contract and will be promptly returned upon expiration of the contract.
10. The City is not subject to New York State sales tax. The City will provide an exemption certificate when required.
11. All deliveries and installations must be completed by the date specified, if a date is specified in the specifications.
12. The City reserves the right to make such investigations as deemed necessary to determine the capability of any bidder to comply with the terms set forth herein, and all bidders shall

furnish to the City such information and data for this purpose as may be requested, including, but not limited to, the name and address of the manufacturer of the material being proffered. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of, any bidder reveals that said bidder is not qualified to carry out the obligations of the bid or to complete deliveries contemplated therein.

13. The City reserves the right to consider informal bids not prepared and submitted in accordance with the provisions of these specifications, or to waive informalities in any bid received. The City also reserves the right to reject any and all bids as the best interest of the City may require.
14. A successful bidder upon his failure or refusal to execute a Performance Bond, if required, within five days after he has been notified of the acceptance of his/her bid, shall forfeit to the City as liquidated damages for such failure or refusal, any security deposited with his/her bid.
15. No bidder may withdraw his/her bid until forty-five days after the bids are opened but may withdraw it at any time prior to the scheduled closing time for the reception of bids.
16. Bids submitted will ONLY be considered:
 - If that product has been jar tested with a grab sample of biosolids pulled from the wastewater treatment plant [WWTP] solids waste stream containing no polymer, and
 - The jar test was conducted at the City's WWTP laboratory, and
 - The product was found to perform as intended\required when jar tested with a random sample of bio-solids drawn from the treatment plant's solids waste stream, and as so stated on a Jar Test Certificate attested to by the Chief Wastewater Treatment Operator or his designated representative.
17. Details for scheduling an appointment for a jar test are stated in the General Specifications.
18. Details for conducting a jar test are in the Technical Conditions.
19. In submitting this bid, the bidder declares that he or she is, or they are, the only person or persons interested in said bid, that it is made without any connection with any person or persons making another bid for the same materials; that the bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the City or any person in the employ of the City is directly or indirectly interested in said bid or in any portion of the profits thereof.
20. The supplier or bidder to whom a contract is awarded may not assign, transfer, convey, sublet, or otherwise disposing of the same; or his right, title or interest therein, or his/her

power to execute such contract to any other person or corporation, except as provided in Section 109, General Municipal Law.

21. No bid for materials, supplies, equipment or services may be accepted from, or a contract awarded to, any person or company that is in arrears in the payment of real estate taxes to the City of Oneida, or is in arrears in the payment of any debt owed to the City of Oneida, or has defaulted as surety or otherwise any contractual obligation to the City of Oneida, or that may be otherwise disqualified under any act or resolution of the City of Oneida Common Council consistent with the City's Charter or Code.
22. Bid must be accompanied with a Certificate of Compliance which demonstrates that if awarded a contract that the polymer supplied will meet the Technical Specifications contained in this bid document.
23. Questions regarding any aspect of this bid document shall be submitted by e-mail only to: Jeffrey A. Rowe, PE, City Engineer at jrowe@oneidacityny.gov.

BIDDER'S CHECK LIST
BID FOR LIQUID POLYMER

<input type="checkbox"/>	THE ENTIRE BID PACKAGE IS RETURNED
<input type="checkbox"/>	Bid Proposal Form Complete
<input type="checkbox"/>	Non-Collusive Bidding Certification Complete
<input type="checkbox"/>	Bid Security - 5% [cash, certified check, bid bond] of the <u>Total</u> bid amount, attached
<input type="checkbox"/>	Affidavit of Compliance, attached
<input type="checkbox"/>	<u>Jar Test Completion Certificate</u> , signed by the Chief Wastewater Treatment Operator or designated representative
<input type="checkbox"/>	Material Safety Data Sheet [MSDS], attached

BID PROPOSAL – Polymer A	
TOTAL BID QUANTITY	16 Each, 275 Gallon Chemical Totes, containing 2290 pounds per tote @ Specific Gravity of 1.0 ±0.05, Delivery Included
ENTER CHEMICAL NAME OF ITEM BEING BID	
ENTER COMMERCIAL NAME OF ITEM BEING BID	
JAR TEST CERTIFICATE ATTACHED @ PAGE 15	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO THE COMMERCIAL NAME ABOVE & THE COMMERCIAL NAME ON THE JAR TEST CERTIFICATE MATCH EXACTLY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
UNIT PRICE PER TOTE [2290 #s, Delivery Included]	\$_____ . _____ Per Tote [Dollars] [Cents]
ITEM BID PRICE – Polymer A [unit price/tote x 16 totes]	\$_____ . _____ [Dollars] [Cents] _____ [Words]

BID PROPOSAL – Polymer B	
TOTAL BID QUANTITY	4 Each, 275 Gallon Chemical Totes, containing 2300 pounds per tote @ Specific Gravity of 1.0 ±0.05, Delivery Included
ENTER CHEMICAL NAME OF ITEM BEING BID	
ENTER COMMERCIAL NAME OF ITEM BEING BID	
JAR TEST CERTIFICATE ATTACHED @ PAGE 15	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO THE COMMERCIAL NAME ABOVE & THE COMMERCIAL NAME ON THE JAR TEST CERTIFICATE MATCH EXACTLY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
UNIT PRICE PER TOTE [2290 #s, Delivery Included]	\$_____ . _____ Per Tote [Dollars] [Cents]
ITEM BID PRICE – Polymer B [unit price/tote x 4 totes]	\$_____ . _____ [Dollars] [Cents] _____ [Words]

NON-COLLUSIVE BIDDING CERTIFICATION
(General Municipal Law Section 103-D)

The following section is an excerpt from General Municipal Law 103-D.

- A. By submission of this bid, each Bidder, and each person signing on behalf of the Bidder, certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty or perjury that to the best of their knowledge and belief:
1. The prices in this bid, have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A Bid shall not be considered for award nor shall any award be made where paragraphs A1, A2, and A3 above have not been complied with; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where paragraphs A1, A2, and A3 above have not been complied with, the bid shall not be considered for an award nor shall an award be made unless the Purchasing unit of the political subdivision, public department, agency or official determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that a Bidder [a] has published price lists, rates, or tariffs covering items being procured, [b] has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or [c] has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning or subparagraph A1.
- D. Any Bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate Bidder for work or service performed, to be performed or goods sold or to be sold, where the competitive bidding is required by statute, rule regulation, or local law, and where such bid contains the certification referred to in subdivision A of this section, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing of the certification as non-collusion as the act and deed of the corporation.
- E. This is to certify that we have not been disqualified to contract with any municipality and we are in a position to accept any contract subject to the provisions of Section 103-D of General Municipal Law. The foregoing statement is affirmed as true under penalty of perjury.

(Corporate Seal, if any):

If no seal write-

"No Seal" across this

place and sign

_____ [name of company]

By: _____
[signature]

_____ [printed name]

DATE: _____

_____ [Title]

(This Form Must Be Completed Prior To The Submission Of The Bid)

GENERAL SPECIFICATIONS

1.0 Term of the Contract

- 1.1 Liquid Cationic Polymer shall be shipped to the City of Oneida Wastewater Treatment Plant, 387 Harden Street, Oneida, New York 13421 when called beginning **January 1, 2025 through December 31, 2025**.
- 1.2 At the option of the City of Oneida, a one [1] year extension of this contract under the terms and conditions may be offered thru **December 31, 2026**.

2.0 Orders & Deliveries

- 2.1 The successful bidder shall arrange to deliver in quantities as ordered. Orders shall be for placed in units of 275 gallon totes each containing 2,290 # of liquid cationic polymer. A minimum order is one [1] tote. Delivery to the wastewater treatment plant shall be made within 72 hours after telephonic placement of the order. Deliveries will be accepted between the hours of 7:00 AM and 2:00 PM, Monday through Saturday, holidays included.
- 2.2 All totes must be shipped directly from the manufacturer to insure product consistency and freshness. The unit price bid per tote shall include all shipping costs to the:

City of Oneida Wastewater Treatment Plant
387 Harden Street
Oneida, New York 13421.

- 2.3 A product material Safety Data Sheet [MSDS] and\or detailed safe handling instructions; including information pertaining to spill clean-up shall accompany EVERY delivery

3.0 Delivery Receiving Point Pre-Bid Inspection

The successful bidder thru its shipper is responsible for offloading polymer onto City=s loading dock. If requested City will make available a hand truck and manpower to assist in the offloading process. A pre-bid site visit to inspect the City's loading dock can be made Monday thru Friday between 8:00AM & 2:00PM upon request made 24 hours in advance by e-mail to:

Jesse Doty
Chief Operator
jdoty@oneidacityny.gov

Jeffrey A. Rowe, P.E.
with a "cc" to City Engineer
jrowe@oneidacityny.gov

4.0 Pre-Bid Qualification Jar Test Requirement

4.1 All proposed bid products must undergo a pre-bid jar test conducted at the City of Oneida WWTP Laboratory to determine IF the product's performance characteristics [floc formation, settling rate, and supernatant clarity] when added to a grab sample of biosolids pulled from the solid waste stream are acceptable in the sole opinion of the Chief Operator. IF A JAR TEST HAS BEEN COMPLETED FOR THIS FACILITY WITHIN THE LAST 5 YEARS, PROOF OF JAR TEST MAY BE SUBMITTED IN LEIU OF NEW JAR TEST.

4.2 A jar test can be scheduled by contacting:

Jesse Doty
Chief Wastewater Treatment Operator
jdoty@oneidacityny.gov
315-363-4860

Test must be scheduled a minimum of two calendar days in advance. Tests will be conducted Monday thru Friday at a time that fits into the normal laboratory testing program.

4.3 Upon completion of a jar test a Jar Test Completion Certificate will be provided to the supplier\bidder and signed by the Chief Wastewater Treatment Operator which will state that:

- Supplier\Bidder's polymer IS acceptable to be submitted for this bid.

OR

- Supplier\Bidder's polymer IS NOT acceptable to be submitted for this bid.

The Jar Test Completion Certificate must be affixed to the attachment Page 15 in this bid document.

A sample Jar Test Completion Certificate follows this section at Page 10

5.0 See the Bidder's Checklist on Page 5 for a listing of all documentation which must accompany a bid.

6.0 The quantities stated in the Bid Sheet are approximate. The City of Oneida shall have the right to increase or decrease the amount without adjustment to, or renegotiation of, the bid price. All product specification claims must be supported by analytical reports or other certified means. Except in the case of case of bidder\supplier non-performance, the City of Oneida shall not be permitted to procure polymer from another supplier.

7.0 The City of Oneida is exempt from all Federal and State taxes. Federal and State taxes shall not to be included in the bid price.

JAR TEST COMPLETION CERTIFICATE

This will certify that _____ presented the following
[name of supplier\bidder]

cationic polymer: _____ to
[commercial name of polymer]

the City of Oneida Wastewater Treatment Plant [WWTP] Laboratory that underwent a jar test with a grab sample of biosolids taken today from the WWTP's solid waste stream.

Based on my observations _____:
[commercial name of polymer]

[] IS acceptable to be submitted for this bid.

[] IS NOT acceptable to be submitted for this bid.

Jesse Doty
Chief Wastewater Treatment Operator

Date

TECHNICAL SPECIFICATIONS – Polymer A

POLYMER TYPE

Liquid cationic

CHEMICAL NAME

Copolymerization of Acrylamide and a cationic acrylic acid derivative

COMMERCIAL NAME

Clarifloc C-6267 produced by Polydyne

Must match exactly the commercial name stated on Jar Test Completion Certificate.

INTENDED APPLICATION

Waste water treatment plant

- dewatering primary and secondary treatment generated biosolids via dissolved air floatation thickener,
- dewatering anaerobically digested biosolids via belt filter press.

CHEMICAL COMPOSITION

CAS #	Component	Percent
69418-26-4	Ethanaminium, N,N,N-trimethyl-2-[(1-oxo-2-propenyl)oxy]-, chloride, polymer with 2 -propenamide	25-50
64742-47-8	Petroleum distillates, hydrotreated light	20-30
68213-23-0	Alcohols, C12-18, ethoxylated	1-3
68551-12-2	Alcohols, C12-16 , ethoxylated	1-3

EFFECTIVE pH RANGE

1-13

CATIONIC CHARGE

Very High

SOLUBILITY [H₂O]

Completely miscible

SPECIFIC GRAVITY

1 ± 0.05

JAR TEST REQUIRED

A bidder may propose to supply only that product that has been jar tested and its performance was found acceptable in the sole opinion of the Chief Operator or his designated representative.

The jar test shall be conducted at the City's WWTP laboratory by the supplier\bidder in the presence of the laboratory director.

JAR TEST [continued]

- The bidder\supplier shall provide all required material and equipment for conducting the jar test.
- The product will be subjectively evaluated for the parameters of floc formation rapidity, settling rate rapidity, and supernatant clarity.
- The Chief Operator or his designated representative shall make a determination if the product's performance is acceptable. This determination may not be challenged or appealed.
- A Jar Test Completion Certificate [a sample is on Page 12], will be completed and signed by the City of Oneida Wastewater Treatment Plant Chief Wastewater Treatment Operator or his designated representative. The ORIGINAL [i.e. "wet ink" signature] completed Jar Test Certificate must be attached to this bid document.

TECHNICAL SPECIFICATIONS – Polymer B

POLYMER TYPE

Liquid cationic

CHEMICAL NAME

Polyacrylamide

COMMERCIAL NAME

Clarifloc C-6267 produced by Polydyne

Must match exactly the commercial name stated on Jar Test Completion Certificate.

INTENDED APPLICATION

Wastewater treatment plant

- improve solids settling in secondary clarifiers

CHEMICAL COMPOSITION

CAS #	Component	Percent
64742-47-8	Petroleum distillates, hydrotreated light	20-30
69011-36-5	Poly(oxy-1,2-ethanediyl), a-tridecyl-w-hydroxy-, branched	<5%

EFFECTIVE pH RANGE

1-13

CATIONIC CHARGE

Very High

SOLUBILITY [H₂O]

Water Soluble

SPECIFIC GRAVITY

1 ± 0.05

JAR TEST REQUIRED

A bidder may propose to supply only that product that has been jar tested and its performance was found acceptable in the sole opinion of the Chief Wastewater Treatment Operator or his designated representative.

The jar test shall be conducted at the City's WWTP laboratory by the supplier\bidder in the presence of the laboratory director.

JAR TEST [continued]

- The bidder\supplier shall provide all required material and equipment for conducting the jar test.
- The product will be subjectively evaluated for the parameters of floc

formation rapidity, settling rate rapidity, and supernatant clarity.

- The Chief Wastewater Treatment Operator or his designated representative shall make a determination if the product's performance is acceptable. This determination may not be challenged or appealed.
- A Jar Test Completion Certificate [a sample is on Page 12], will be completed and signed by the City of Oneida Wastewater Treatment Plant Chief Wastewater Treatment Operator or his designated representative. The ORIGINAL [i.e. "wet ink" signature] completed Jar Test Certificate must be attached to this bid document at Page 15.

ATTACH
BID
SECURITY
HERE

ATTACH
TECHNICAL SPECIFICATIONS
AFFIDAVIT OF COMPLIANCE
HERE

- NOTE 1: Sufficient documentation [i.e. brochures, catalogue cuts, laboratory analysis, other] must be attached here to show that the material being proffered meets the technical specifications prescribed in this bid document.
- NOTE 2: See also requirements for product to undergo a jar test and to attach a Jar Test Completion Certificate.

ATTACH

JAR TEST COMPLETION CERTIFICATE

HERE

ATTACH
MATERIAL SAFETY DAT SHEET
HERE

[Required for all bids]

CONTRACT SIGNATURE PAGE
[Completed after contract award]

This entire document including all attachments constitutes the contract.

IN WITNESS WHEREOF, the parties to this Contract have hereunto set their hands and seals and have executed this Contract.

[Company]

BY: _____
[Signature]

[Printed Name]

[Title]

CITY OF ONEIDA, NEW YORK

BY: _____
[Signature]

MAYOR

=====

STATE OF _____ :
COUNTY OF _____ : ss.:

On this _____ day of _____, 2025, before me personally came and appeared _____ to me known and known to me to be one of the members of the firm of _____ described in and who executed the foregoing instrument, and he acknowledges to me that he/she executed the same as and for the act and deed of said firm.

Notary Public

STATE OF NEW YORK :
COUNTY OF MADISON : ss.:

On this _____ day of _____, 2025, before me personally came Mayor of the City of Oneida, to me personally known and known to me to be the same person who executed the foregoing Contract as such official, and that said Mayor duly acknowledged to me that he executed the same pursuant to the power and authority vested in him by THE CITY OF ONEIDA COMMON COUNCIL and that said signature is so affixed pursuant to authority vested in him.

Notary Public