

**City of Oneida**

**Invitation for Bids**

**ALUMINUM SULFATE**

**CONTRACT YEAR 2024**

**OPTION YEAR 2025**

FOR

City of Oneida, New York  
Water Treatment Plant  
10176 Glenmore Road  
Taberg, New York 13471

BID OPENING: **Wednesday, December 13th, 2023 @ 11:30 AM**

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>ADVERTISEMENT - INVITATION TO BID</b>	<b>A – 1</b>
<b>INSTRUCTIONS TO BIDDERS</b>	<b>B - 1,2</b>
<b>PROPOSAL</b> <i>(Bidder MUST complete and sign)</i>	<b>P – 1</b>
<b>PUBLIC CONTRACTS</b> <i>(Bidder MUST complete and sign)</i>	<b>PC-1,2</b>
<b>GENERAL SPECIFICATIONS</b>	<b>GS-1</b>
<b>CONTRACT SIGNATURE PAGE</b>	<b>CSP</b>

## INVITATION TO BID

Pursuant to a Common Council resolution dated **October 17th, 2023**, the City of Oneida, New York requests bids for the purchase of: 170 net (dry) tons of Liquid Aluminum Sulfate to be delivered as required to the City of Oneida Water Treatment Plant, 10176 Glenmore Road, Taberg, New York. during the period from **January 1, 2024 through December 31, 2024**.

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 material upon which the bidders submit proposals must conform to the specifications contained within the Bid Documents.

Bids shall be mailed or delivered in a sealed envelope that shall be labeled "Bid on Liquid Aluminum Sulfate", and must be received by the City of Oneida Purchasing Agent, 109 N. Main Street, Oneida, New York 13421-1627 not later than **Wednesday, December 13<sup>th</sup>, 2023 at 11:30 AM** at which time they will be opened and read aloud.

The bid document can be obtained from the Oneida Water Department, 109 North Main Street, Oneida, New York, 13421-1627 at no cost. The bid document may also be found on the City of Oneida's web site at [www.oneidacityny.gov](http://www.oneidacityny.gov).

A certified check or bid bond of 5% (five percent) of the amount of the bid, made out to the City of Oneida, New York must accompany each bid as a sign of good faith on the part of the bidder in the performance of his contract. The check of the successful bidder will be retained by the City until completion of the contract.

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.

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Date

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Mrs. Lee Ann Wells  
City Comptroller

## **INSTRUCTIONS TO BIDDERS**

1. Sealed bids will be received by the Purchasing Agent, Oneida City Hall, 109 North Main Street, City of Oneida, New York, in accordance with the published advertisement.
2. The sealed bids, subject to the conditions contained herein, will then be publicly opened and read aloud. Bidding sheets are to be returned in the specifications book and all bidding must be on the forms furnished.
3. Damages for delay - This clause will be inserted in the contract with the vendor: "The vendor agrees to make no claim for damages for delay occasioned by an act or omission of the City of Oneida, New York."
4. All delivery charges must be included in the bid price.
5. No combination bid on any units will be accepted and each unit must be bid on separately.
6. Any material delivered by the Vendor which is not in accordance with the specifications or is otherwise unsatisfactory, in the opinion of the department, may be retained and if necessary used, until it is replaced with satisfactory material.
7. 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.
8. When specified a certified check must accompany the bid made payable to the City of Oneida Chamberlain. Failure to submit a certified check when specified will result in automatic disqualification of bid.
9. The City is not subject to tax; the City will sign an exemption certificate when required.
10. All deliveries and installations must be completed by the date specified if a date is specified in the specifications.
11. The City reserves the right to make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the Bidder shall furnish to the City such information and date for this purpose as may be requested, including, but not limited to, the name and address of the manufacturer of the articles quoted on. The City reserves the right to reject any bid if the evidence submitted by/or the investigation of such Bidder is properly not qualified to carry out the obligations of the bid or to complete deliveries contemplated therein.

12. The City reserves the right to consider informal a bid 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.
13. A successful bidder upon his failure or refusal to execute a Performance Bond, if required, within five days after he has been notified or the acceptance of his bid, shall forfeit to the City as liquidated damages for such failure or refusal, any security deposited with his bid.
14. No Bidder may withdraw his bid within 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.
15. Alternate proposed items shall fulfill the requirements of the basic specifications in function, type, materials, construction, color, and finish. If the bid differs from the specifications, brochures or cuts should be submitted with the bid.
16. In submitting this bid, the Bidder declares that he 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.
17. The Vendor or Bidder to whom a contract shall be let, granted, or awarded is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the same, or his right, title or interest therein, or his power to execute such contract to any other person or corporation, except as provided in section 109, General Municipal Law.
18. No bid for materials, supplies equipment or services may be accepted from or a contract awarded to any person who is in arrears in taxes upon debt or contract to or with the City or who has defaulted as surety or otherwise upon a contract or obligation to the City, or who may be otherwise disqualified under any act of the legislature not inconsistent with the Charter of Code.

**Proposal**  
**CITY OF ONEIDA, NEW YORK**

To the Common Council:

The undersigned declares that \_\_\_\_\_are/is the only person (s) interested in this bid, that it is made without any connection with any person making another bid for the same contract, that the bid is in all respects fair, and without collusion or fraud, and that no member of the Common Council or other Officer of the City of Oneida or any person in the employ of said City, is directly or indirectly interested in this bid or in the supplies or works to which it relates or in any portion of the profits thereof.

\_\_\_\_\_ agrees to supply Aluminum Sulfate according to specifications prepared by the Water Superintendent for the following amount:

<b>Liquid Aluminum Sulfate</b>	
Estimated Quantity: 170 Net (dry) Tons Delivery Point: Oneida Water Plant, 10176 Glenmore Road, Taberg NY 13471	
Unit Price Per Ton: \$_____.	
Total Bid Price (170 Net (dry) Tons)	
\$_____.	_____
Figures	(Written in Words)
Amount of certified check or bid bond enclosed \$_____.	

Signature of person of firm  
Submitting bid:

Phone #(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Fax #(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

P.O. Address \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

**NOTE: Enclose Affidavit of Compliance with AWWA B403-16 standard.**

**NON-COLLUSIVE BIDDING CERTIFICATION**  
**(See General Municipal Law Section 109-D)**

The following section is an excerpt from General Municipal Law.

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 of 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 (a) (1), (2) and (3) 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 (a) (1) (2) and (3) above have not been complied with the bid shall not be considered for 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.

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 of subparagraph one (a).

1) Any bid hereafter made to any political subdivision of the state or any public department, agency of 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 one 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.

This is to certify that we have not been disqualified to contract with any municipality and we are able 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.

(S) \_\_\_\_\_  
Legal Name of Person, Firm, or Corporation

Title \_\_\_\_\_

Date \_\_\_\_\_

(Corporate seal, if any)

If no seal write  
"No Seal" across this place and sign.

**(This form must be completed prior to the submission of the Bid)**



## **General Specification**

Aluminum Sulfate shall be shipped to the City of Oneida Water Treatment plant, 10176 Glenmore Road, Taberg, New York when called for during 2023.

The Liquid Aluminum Sulfate shall be delivered in liquid form in tank truck shipments not to exceed 4,500 gallons.

The Liquid Aluminum Sulfate shall comply with all applicable requirements of the current American Water Works standard B403-16 for Aluminum Sulfate. Product must also be certified under ANSI/NSF standard 60 - Water Treatment Chemicals. The manufacturer and all intermediate vendors, if any, taking custody of the product must have ANSI/NSF Standard 60 certification for the product from the National Sanitation Foundation (NSF). The vendor will furnish and Affidavit of Compliance with this standard with the bid.

The Liquid Aluminum Sulfate supplied shall be manufactured using unrefined bauxite ore and sulfuric acid and contain a minimum 8.3%  $Al_2O_3$ . Hydrate-based material will not be accepted. The pH of the liquid product shall be 2.1-2.5.

The successful bidder shall arrange to deliver in quantities as ordered.

The successful bidder shall be responsible for making connections with existing fill ports at the plants.

The prices bid per net (dry) ton of Liquid Aluminum Sulfate shall include all shipping costs to the Water Treatment Plants, including any surcharges, if applicable.

The quantities mentioned in the advertisement and in the bid are approximate. The City of Oneida retains the privilege to increase or decrease the amount without any adjustments to the bid price.

Federal and State taxes are not to be included in the bid price, as the city is exempt from all such taxes.

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

**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 \_\_\_\_\_, 202\_\_\_\_, 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 \_\_\_\_\_, 202\_\_\_\_, 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  
CSP