

**CITY OF SANTA FE
PURCHASING**

“REQUEST FOR BID”

**PURCHASE OF POLYELECTROLYTE
(COMPOST)**

BID # '16/34/B

BID DUE:

May 9, 2016

2:00 P.M.

PURCHASING OFFICE

CITY OF SANTA FE

2651 SIRINGO ROAD - BUILDING “H”

SANTA FE, NEW MEXICO 87505

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**ADVERTISEMENT FOR BIDS
BID NO. '16/34/B**

Bids will be received by the City of Santa Fe and will be delivered to City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, May 9, 2016. Any bid received after this deadline will not be considered.** This bid is for the purpose of procuring:

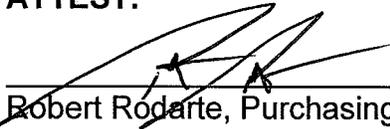
**PURCHASE OF POLYELECTROLYTE
(COMPOST)**

The bidder's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the bid throughout, and they will be deemed to be included in the bid document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful bidder will be required to conform to the Equal Opportunity Employment regulations.

Bids may be held for sixty (60) days subject to action by the city. The city reserves the right to reject any or all bids in part or in whole. Bid packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H" Santa Fe, New Mexico 87505, (505) 955-5711.

ATTEST:



Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican on: 04/18/16

To be published on: 04/22/16

Received by the Albuquerque Journal on: 04/18/16

To be published on: 04/22/16

BID SCHEDULE

BID # '16/34/B

- | | | |
|----|---|---|
| 1. | ADVERTISEMENT | April 22, 2016 |
| 2. | ISSUANCE OF BID'S | April 22, 2016 |
| 3. | RECEIPT OF BID: | May 9, 2016 at 2:00 P.M. local prevailing time. Purchasing Office
2651 Siringo Road Bldg., "H"
Santa Fe, New Mexico 87505
(505) 955-5711 |
| 4. | RECOMMENDATION OF AWARD TO FINANCE COMMITTEE: | May 31, 2016 |
| 5. | RECOMMENDATION OF AWARD TO CITY COUNCIL: | June 8, 2016 |

DATES OF CONSIDERATION BY FINANCE COMMITTEE AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

INFORMATION TO BIDDERS

1. **RECEIPT AND OPENING OF BIDS**

The City of Santa Fe (herein called "City"), invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the City Purchasing Office until **2:00 P.M. local prevailing time, May 9, 2016**. At this time the City Purchasing Director will publicly open and read bid(s) aloud.

Two bids shall be submitted in a sealed envelope, addressed to the Purchasing Office, City of Santa Fe, 2651 Siringo Road, Bldg. "H" Santa Fe, New Mexico 87505. No late bids will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m. The outside of the envelope should clearly indicate the following information:

Bid number: '16/34/B
Title of the bid: Purchase of Polyelectrolyte (Compost)
Name and address of the bidder:

The Owner may consider informal any bids not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 60 days after the actual date of the opening thereof.

2. **PREPARATION OF BID**

All blank spaces for bid prices must be filled in, ink or type written. If the bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form. No alternate bids will be considered unless pre-approved (5) five days prior to the bid opening date by Robert Rodarte, Purchasing Officer.

3. **BID SECURITY**

None required.

4. **LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

Liquidated damages are not applicable to this bid.

5. **ADDENDA AND INTERPRETATIONS**

No oral interpretations of the meaning of the specifications or other pre-bid documents will be binding. Oral communications are permitted in order to make an assessment of need for an addendum. **ANY QUESTIONS CONCERNING THE BID SHOULD BE ADDRESSED PRIOR TO BID OPENING DATE.**

Every request for such interpretations should be in writing addressed to Robert Rodarte, Purchasing Officer, 2651 Siringo Road, Bldg. H, Santa Fe, New Mexico

87505 and to be given consideration must be received at least (5) five days prior to the date fixed for the opening of bids.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be delivered to all prospective bidders not later than three days prior to the date fixed for the opening of the bids. Failure of any bidder to receive any such addendum or interpretations shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

6. **POWER OF ATTORNEY**

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

7. **LAWS AND REGULATIONS**

The bidders attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the bid throughout, and they will be deemed to be included in the bid document the same as though herein written out in full. In particular bidder is notified that criminal laws shall apply prohibiting bribes, gratuity and kick-backs.

8. **METHOD OF AWARD**

The award of the purchase agreement will be made to multiple vendors who meet or exceeds all specifications and provides the lowest total bid amount. However, delivery date, availability of stock, and complete analysis and comparison of specification details along with past experience of the City of Santa Fe with similar or related units, will be weighed in making a final decision of award.

If a bid item has been discontinued substitutions may be made only with the approval of the Purchasing Officer, Robert Rodarte.

No important deviation from the terms of this specification is acceptable. It is understood and agreed that the City of Santa Fe reserves the right to reject any and all bids, as authorized by law, and to award to other than the lowest bidder at its discretion, provided that it is in the best interest of the City of Santa Fe, if the CITY PURCHASING MANUAL and pertinent State Statutes are thereby served.

9. **PUBLIC INFORMATION**

All portions of the bid submittals will become public information. Proprietary information may be marked confidential, however, the City Purchasing Officer will make the final determination as to whether the portion of the bid is legitimately confidential information. Sections to be confidential should be clearly marked as such and readily separable from rest of the bid. In no case will a request for the entire bid to be confidential be considered.

10. **BRAND NAMES**

All brand names specified in this bid are to imply “or equal.” Bidder should include enough information with the bid submitted so this determination can be made. The determination of the Purchasing Officer will make the final determination as to whether the portion of the bid is legitimately confidential information. Sections to be confidential should be clearly marked as such and readily separable from rest of the bid. In no case will a request for the entire bid to be confidential be considered.

11. **TAX EXEMPT**

The City of Santa Fe is tax exempt for state gross receipts taxes for the procurement of tangible personal property, but not for labor or services. A tax exempt certificate will be issued upon written request to the Purchasing Office.

12. **COMPLIANCE WITH CITY’S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

13. **RESIDENT and LOCAL PREFERENCE**

INTENT and POLICY

The city recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, manufacturers and contractors from outside the State of New Mexico. The underlying policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att’y Gen. No. 69-42). The city also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

APPLICATION-IN STATE AND OUT OF STATE BIDDERS

With acknowledgement of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) –1-21 (F) and 13-4-2 (C) NMSA 1978).

To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.

For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico Taxation and Revenue.

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the State Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.

NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 5% of the lowest bid, are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A) (1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the City Purchasing Officer may seek additional information of proof to verify that the business is a valid New Mexico Business. If it is determined by the City Purchasing Officer that the information is not factual and the low responsive bid is actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

APPLICATION FOR LOCAL PREFERENCE

Principal Office and location must be stated: To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident and .90 for local. The local preference for proposals shall be 1.10.

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "resident veteran business". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

The local preference or resident business preference is not cumulative with the resident veteran business preference.

Bids for Goods and Services. When bids for the purchase of goods or services pursuant to Section 22 are received, the lowest responsive bid received from those bidders in the first category listed below shall be multiplied by the Preference Factor. If the resulting price of that bid receiving the preference is lower than or equal to the lowest bid of all bids received, the contract shall be awarded to that bidder receiving the preference. If no bids are received from bidders in the first category, or if the bid receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of bidders listed to determine if the bid qualifies for award. The priority of categories of bidders is:

- (1) Local business.
- (2) Resident business.

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposals are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Qualifications for Resident Preference. No resident business or manufacturer, as defined, shall be given any preference in the awarding of contracts for furnishing goods or services to the city, unless it shall have qualified with the State Purchasing Agent as a resident business or manufacturer and obtained a certification number as provided in Section 13-1-22 NMSA 1978. The certification number must be submitted with its bid for an offeror to qualify for this preference. The Central Purchasing Office shall determine if a resident preference is applicable to a particular offer on a case by case basis.

Qualifications for Local Preference. The Central Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

Limitation. No offeror shall receive more than a 5% for resident and 10% for local preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

Exception. The City Council at their discretion can approve waiving the Local Preference requirements for specific projects or on a case by case basis if it is the City's best interest to do so.

New Mexico Resident Preference Number (if applicable) _____

SPECIAL CONDITIONS

1. **GENERAL**
When the City's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

2. **ASSIGNMENT**
Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

3. **VARIATION IN SCOPE OF WORK**
No increase in the scope of work of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

4. **DISCOUNTS**
Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

5. **TAXES**
The price shall include all taxes applicable. The city is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

6. **INVOICING**
 - (A) The vendor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

 - (B) Invoice must be submitted to ACCOUNTS PAYABLE and NOT THE CITY PURCHASING AGENT.

7. **METHOD OF PAYMENT**
Every effort will be made to process payments within 30 days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

8. **DEFAULT**
The city reserves the right to cancel all or any part of this order without cost to the city if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the vendor's default. The vendor shall not be liable for any excess cost if failure

to perform the order arises out of causes beyond the control and with the fault or negligence of the Vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

9. **NON-DISCRIMINATION**

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

10. **NON-COLLUSION**

In signing this bid or proposal, the vendor certifies he has not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

**SPECIFICATIONS
'16/34/B**

**TECHNICAL SPECIFICATIONS FOR POLYELECTROLYTE (COMPOST)
(Sludge Thickening Aids)**

1. GENERAL

1.1 The purpose of these specifications are to define contractual terms,

Evaluation procedures, and minimum performance criteria for purchase of Polyelectrolyte sludge thickening aids (polymer) to be used in the dewatering building at the compost facility at the City of Santa Fe Wastewater Management Division.

1.2 The estimated quantity of sludge to be processed during the forty eight- month contract term is estimated at 3,537 dry tons, weight basis (estimated at 883.75 dry tons per year). These quantities are not guaranteed, however, as they are based on historical operations and the best information available.

2. TERM OF CONTRACT AND RENEWAL CONDITONS

2.1 The initial term of the polymer contract is twelve months and can be extended for an additional period of three (3) years, not to exceed four years. The City of Santa Fe reserves the right during the twelve-month periods to purchase small quantities of other thickening aids for evaluation purposes.

2.2 The contract will be bid at a fixed unit price and shall be effective for twelve months and can be extended for an additional three (3) twelve-month periods from the date the contract is awarded.

2.2a The unit price will include all handling, shipping, and delivery costs for that twelve-month period. If the contract is renewed for an additional twelve months, the Supplier will be allowed extra- shipping costs incurred during the second, third or fourth twelve- month period. The extra costs allowed must be documented by the Supplier and approved by the City. No extra cost will be passed on for recovery of shipping cost increases during the first twelve-month period. During the renewal period, if any, shipping cost increased, the additional cost will be paid on a per load basis.

2.3 Continued use of the polymer selected per this bid is contingent upon continued performance in compliance with the minimum specifications outlined herein and in accordance with the bid award and initial performance test results. If for any reason performance of this product degrades, the City reserves the right to cancel this

contract. However, the polymer Supplier will receive notification not less than two weeks prior to contract cancellation, and will have the opportunity to troubleshoot and make suggestions regarding obtaining satisfactory performance.

- 2.4 The City will make reasonable efforts to comply with the Supplier's suggestions but reserves the right to make the ultimate determination about product effectiveness and contract cancellation, if required. Contract cancellation will be effected two weeks from the date of written notice unless the City withdraws the cancellation notice.

3. PROCESS DESCRIPTION

- 3.1 The polymer batching system consists of a liquid polymer feed system, Veloblend, manufactured by Velodyne Velocity Dynamics. Liquid polymer is pumped from a 2300 lb tote. The stock polymer solution is transferred to the poly unit using a controlled metering pump and can be controlled at the control panel in percent increase next to belt press. The stock solution is diluted with potable water and combined with sludge from the storage tanks prior to being pumped onto top of belt press. One Veloblend unit to each of the belt presses. The City of Santa Fe can operate 2 - 2 meter belt presses with a mesh count of 64 x 24 and fiber thickness of 360 CFM.

4. POLYELECTROLYTE

- 4.1 The polyelectrolyte (polymer) provided shall be a commercially available liquid polymer specifically designed and recommended for conditioning digested sludge prior to going on belt press. The polymer supplied shall contain a minimum of 45% active product and shall be completely compatible with the existing storage and feed equipment. Products requiring additional or modified, storage and feed equipment will not be used.
- 4.2 Minimum product storage life shall be 3 months.
- 4.3 The polymer shall be supplied directly by manufacturer engaged in the production and supply of this type of product. The manufacturer has to be ISO 9002 compliant and accompanied with the bid package. The bidder is required to demonstrate to the City that the product he/she is proposing has a successful application record at other similar facilities in the United States. The bidder is required to provide, with his/her bid, the name of contact persons for two or more references who can report on the successful use of this product, under identical conditions. Failure to do so shall be grounds for disqualification of the bid.

- 4.4 All bidders are required to make a pre-bid site visit and conduct testing with plant digested sludge to assure themselves that they can meet or exceed all requirements for delivery and application. Failure to make a pre-bid site visit and conduct testing may be grounds for disqualification of bid. Any exceptions to 4.4 have to be approved by plant superintendent or assistant superintendent in writing and be included in bid.
- 4.5 The manufacturer must offer technical support when required by the City of Santa Fe on their product.

5. BID EVALUATION PROCEDURE

- 5.1 It shall be the polymer Supplier's responsibility to supply a polymer that will meet the minimum performance criteria stated. Award of contract for the twelve months polymer supply may be on the basis of the lowest price bid per dry ton of sludge. Performance stated on bid shall be demonstrated at the Santa Fe Wastewater Treatment Plant prior to award of the contract and shall be in compliance with the minimum criteria specified herein.
- 5.2 Upon notification by the City, the bidder shall deliver a three-day supply of polymer within seven days of notification. The polymer shall be of the same content and type as identified on the bid data sheet. The City will evaluate the polymer performance per the criteria stated above. The polymer manufacturer shall provide the full time services of an experienced representative, to monitor the product evaluation. The evaluation, however, will be performed over the three-day period stated above, under the supervision and operation of the City's personnel. All bidders will be required to use the polymer for a period of three days and will have to schedule this period with the superintendent or assistant superintendent. All bidders will be responsible to maintain and repair any damage done to the equipment and insure compatibility with existing polymer residual that might pose a problem.
- 5.3 The Compost Dewatering Facility shall be operated under representative normal conditions and the effectiveness of the bid polymer shall be evaluated over a period of three days. The digested sludge, fed to the belt presses will vary in solids concentration depending on actual operating conditions between 2.5% and 3.1% solids, 1.6% to 2.25% volatile. Sludge temperatures from the storage tanks range from 1°C to 28.5°C, depending on time of year and operating conditions. Sludge feed rate to the belt presses vary between 73 and 125 gpm/unit. Typical feed rate will be 125 gpm/unit. Test results will be based on composite daily samples. No samples will be taken during the first hour after start

up. The solids concentration of the thickened sludge must average 15% +/- 1% total solids with a minimum solids capture rate of 95% for the test period. One (1) gallon of polymer must treat the minimum of 1300 gallons of digested sludge. Product sludge concentration achieved through higher polymer dosages shall not be considered for award of bid. At the prescribed dosage, the polymer being tested must not be harmful to microscopic organisms.

- 5.4 If during the testing period, the bidder meets all minimum performance criteria then the City shall pay for a three-day supply of polymer at the bulk price quoted. However, if the polymer does not meet the performance criteria, the bid shall be considered non-responsive, automatically rejected, and no payment shall be made to the bidder. A new purchase order will be issued to the second bidder and the evaluation procedure will be repeated.
- 5.5 The described sequence shall be repeated until a bidder is found who satisfactorily meets the criteria specified herein.
- 5.6 The City reserves the right to make minor adjustments to the bid evaluation procedure, when to do so is not prejudicial against any bidder and is likely to result in enhanced economy of operation. For example, if a product is bid which must be applied at a rate greater than 1gallon of polymer to treat the minimum of 1300 gallons of digested sludge, but which costs much less per pound than other polymers which must be applied at a rate of 1 gallon of polymer, such a bid would be considered, paragraph 5.3 notwithstanding.

6. DELIVERY CONDITIONS

- 6.1 Upon verification of performance, the contract shall be awarded to the selected bidder meeting all criteria. Polymer deliveries will be made in 2300 pound totes, F.O.B. destination. The City shall assist the polymer supplier in transferring the polymer from the delivery vehicle to the Compost Dewatering Building polymer storage area, located at the City of Santa Fe Wastewater Management Division, 73 Paseo Real, Santa Fe, New Mexico 87507.
- 6.2 Delivery shall be made between the hours of 7:30 A.M. to 2:30 P.M. Monday through Friday excluding holidays. The City will refuse payment of any standby or delivery charges. The net polymer delivery weight will be used for payment purposes. Certified totes net and gross weights shall be supplied to the City with each delivery. Failure to do so shall be grounds for rejection of delivery and cancellation of the contract. The number of 2300 pound totes times the certified net weight per tote shall be used to determine

the net weight of the product delivered. The supplier shall provide a detailed description of the method of determining certified net tote weight with his/her bid.

- 6.3 The City reserves the right to verify certified delivery weights and compliance with technical specifications. If delivered weights or other product characteristics do not comply with certified weights and contract specifications, the City reserves the right to adjust payments accordingly and cancel the contract.

7. SUBMITTAL OF DATA

- 7.1 Using the forms attached, the following data shall be submitted with each bid in order for the bid to receive any consideration for the award of the contract.

- (1) At least two references of individuals responsible for successful identical applications shall be supplied with this bid proposal. The references shall include the name and telephone number of a person or persons. Lack of references or the submittal of unsatisfactory reference statements will result in disqualification of the bid. References shall be notified in advance by the polymer bidder that they will be contacted by the City of Santa Fe.
- (2) The active content of the polymer shall be stated. Products with active components less than 45% may be disqualified at the discretion of the City of Santa Fe.

8. PAYMENT

- 8.1 Payment for polymer deliveries will normally be made within three weeks of receipt of the invoice. To expedite payment, a copy of the invoice should be mailed to :

Wastewater Management Division
Treatment Facility
Loni Martinez, (505) 955-4620
73 Paseo Real
Santa Fe, NM 87507

This person should also be contacted regarding any questions concerning payment.

- 8.2 Payment for a polymer delivery will be calculated based on the weight of the polymer delivered as follows:

Payment = Bid Unit Price x Weight delivered
*Lb.

*(Net weight per tote x number of totes delivered)

9. CONTACT

Suppliers having any question regarding these specifications or to set up an appointment for bench testing should contact:

Luis G. Orozco, Wastewater Management Division Treatment Plant Superintendent,
(505) 955-4615 or Sherman W. Bilbo, Wastewater Management Division, Assistant Superintendent, (505) 955-4681.

EXCEPTIONS

REFERENCES

Municipality/User _____
Contact Person _____
Phone Number _____

Municipality/User _____
Contact Person _____
Phone Number _____

BID SHEET

(TO BE FILLED OUT BY POLYMER MANUFACTURER REPRESENTATIVE)

Polymer Manufacturer Name & Address

Polymer Type

Polymer Trade Name

ISO Certificate Attachment

Minimum Active Solids, %*

Maximum Inert Solids, %

Molecular Weight Range

Molecular Structure

Bulk Density Range

Viscosity Range, 0.25% Sol. @ 25°C

Price per pound polymer

TOTAL BID PRICE FOR POLYMER

78,200 LBS. PER YEAR

Minimum Storage Life

Liquid polymer _____ 0.5% solution _____ 0.25%
solution

_____ 0.1% solution Certified net and gross delivered weights _____

Certification Agency _____ Method of Certification _____

City of Santa Fe

CERTIFICATE OF SITE INSPECTION

This certificate pertains to Request for Bid Number, and must be completed by all vendors making an offer in response to this Request.

STATEMENT BY VENDOR

I hereby certify that I have conducted an on-site inspection related to the requirements contained within this Request and the inspection was conducted at the location of the Santa Fe Wastewater Treatment Plant, 73 Paseo Real, Santa Fe, New Mexico 87507.

VENDOR:

VERIFICATION BY CITY EMPLOYEE:

Typed/Printed Name

Signature

Date of Site Inspection

Type/Printed Name

Signature

Date of Verification

ARRANGEMENTS FOR SITE INSPECTION:

To make arrangements for site inspection, vendors are to call:
Luis Orozco (505) 955-4615 or Sherman Bilbo (505) 955-4681.

WAIVER

In lieu of an on-site inspection, I hereby waive my right to conduct an on-site inspection, however, I fully understand and realize that failure to conduct an on-site inspection shall not constitute relief from any responsibility for estimating properly the difficulty or cost related to successfully performing the required work. I further understand that I will be responsible for any excess costs resulting from failure to estimate accurately and failure to conduct an on-site inspection may result in the rejection of my offer.

Print of Typed Name _____
Signature _____
Date

Title _____
Name of Company

FAILURE TO RETURN THIS FORM, COMPLETED AND SIGNED, WITH YOUR BID MAY

CAUSE YOUR BID TO BE CONSIDERED NON-RESPONSIVE.

**CITY OF SANTA FE
BID FORM
BID # '16/34/B**

EXCEPTIONS TO SPECIFICATIONS

Bidder is required to return **two (2) complete copies** of these specifications, completely furnishing all information requested. All requested information, data, literature, drawings, etc. must be included with the bid submitted.

Bidder must check one of the following:

- a. All specifications, terms and conditions are met.
- b. Exceptions have been taken and noted on attached sheet (s).

All variations and/or exceptions to the specifications must be documented, referencing applicable paragraph (s) and explained in detail. Attach as many pages as necessary. If no exceptions are taken, it will be assumed that the bid meets all specifications and terms and conditions as stated in this complete bid package. Failure to list exceptions may disqualify bid. Delivery on non-conforming goods is at the expense of the bidder and/or other penalties.

All other specifications not detailed herein shall be as listed in the manufacturer's printed literature for the current standard model. Manufacturer's printed literature and specifications sheets shall be submitted with the bid.

Exceptions will not necessarily eliminate the bid. City staff shall determine acceptance or non-acceptance of exceptions. Unless otherwise noted and approved, it is assumed that delivery of the unit shall be as stated.

Signed submission of this bid represents that the bidder has accepted all terms, conditions and requirements of the bid unless a written exception is made and, if awarded, the bid will represent the agreement between the parties. Additionally, by signing this bid, the bidder warrants that there was no collusion of any kind in submission of this bid.

WARRANTIES

Warranty required for material and workmanship for minimum of one year. Warranties shall begin when the City accepts satisfactory delivery of equipment from the bidder. The warranty contract shall be solely with the bidder and the bidder shall be responsible for ensuring all warranty work is satisfactorily completed on any component of the unit. All details of warranties shall be included with the bid.

State name, address and phone number of nearest authorized maintenance representative:

DELIVERY

Bids shall include all costs of delivery to the City of Santa Fe, the specific location to be as designated by City staff. Unit shall be completely operational and ready for use.

Date of delivery after notice to proceed:

_____ calendar days.

Bidder SHALL INCLUDE descriptive material such as plans, drawings, photographs, diagrams, illustrations, written descriptions and manufacturer's literature with specifications with the bid. Additional information of details may be required after the bid opening. Bids may be disqualified if such information is not adequate to make a reasonably informed decision as to qualify, design, capabilities, etc.

TOTAL BID AMOUNT: _____

The City reserves the right to alter quantities based on availability of budget. If this will alter the bid amount, the bidder must note the percent increase for lesser quantities.

BIDDER'S:

Firm

Address

Authorized Signature

Print Name

Position

Phone Number

Fax Number

DATE

N.M. RESIDENT PREFERENCE NUMBER (if applicable): _____
TWO COMPLETE COPIES OF THE BID SUBMITTAL IS REQUIRED

INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

1. **All information must be provided.** A 10% local preference may be available for this procurement. To qualify for this preference, an offeror **must** complete and submit **the local preference certification form with its offer**. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. **The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.**
2. **Local Preference precedence over State Preference:** The Local Preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.
3. **Principal Office and location must be stated:** To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. **DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.**
4. **Subcontractors do not qualify:** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.
5. **Definition:** The following definition applies to this preference.

A local business is an entity with its Principal office and place of business located in Santa Fe County.

A Principal office is defined as: The main or home office of the business as identified in tax returns, business licenses and other official business documents. A Principal office is the primary location where the business conducts its daily operations, for the general public, if applicable. A temporary location or movable property, or one that is established to oversee a City of Santa Fe project does not qualify as a Principal office.

Additional Documentation: If requested a business will be required to provide, within 3 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law must be able to show that it is a business entity in good standing if so requested.

LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: _____

Business Name: _____

Principal Office: _____
Street Address City State Zip Code

City of Santa Fe Business License # _____ (Attach Copy to this Form)

Date Principal Office was established: _____ (Established date must be six months before date of Publication of this RFP or RFB).

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City of Santa Fe, will provide within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: _____

Printed Name: _____

Title: _____ Date: _____

Subscribed and sworn before me by _____ this _____, day of _____

My commission expires _____

Notary Public

SEAL

YOU MUST RETURN THIS FORM WITH YOU OFFER

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

Please check one box only:

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS _____ DAY OF _____, 2012.

NOTARY PUBLIC

My Commission Expires:



City of Santa Fe Living Wage Ordinance

PURSUANT TO THE CITY OF SANTA FE
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987
EFFECTIVE MARCH 1, 2016 ALL WORKERS WITHIN THE
CITY OF SANTA FE
SHALL BE PAID A LIVING WAGE OF

\$10.91
PER HOUR

Santa Fe's Living Wage

-  The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
-  The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
-  All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

Who is Required to Pay the Living Wage?

-  The City to all full-time permanent workers employed by the City;
-  Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
-  Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
-  Businesses required to have a business license or registration from the City; and
-  Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
-  For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.