



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2009-069

Issued : August 27, 2009

Subject : Non-Hazardous Non-Flammable Glycerin for WPC

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm September 15, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with bid subject and number on the face thereof. **THREE COPIES**. Proposals may be mailed or submitted in person. **FAXED PROPOSALS ARE NOT ACCEPTED.**

C. CONDITIONS:

Bidders must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your bid. Any exceptions to Town Specifications should be listed in your bid response.

Bid Surety:

A Bid Surety is not required for this bid.

The following information should also be covered in your bid:

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

F.O.B. Destination: Prices quoted shall be **NET-DELIVERED DESTINATION**. Bids quoting other than F.O.B. Destination may be rejected.

Insurance Requirements:

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$2,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

For additional information or questions, contact Peter Stallings at 203-385-4065.

SPECIFICATIONS: See next page.

SPECIFICATIONS

The Town of Stratford is accepting bids for quarterly supply of Non-Hazardous Non-Flammable Glycerin for the Town of Stratford Public Water Pollution Control Facility, 105 Beacon Point Road, Stratford, CT.

The approximate quantity will be a minimum order of 25,000 gallons and an approximate maximum of 85,000 gallons per year. Orders will be placed on an as-needed basis, and are typically a tanker load of approximately 4,500 gallons.

The successful supplier will ensure that there is a continuous supply of Non-Hazardous Non-Flammable Glycerin available to meet annual needs. Suppliers will ensure that the Water Pollution Control Facility will receive deliveries in a timely manner, in order to protect against a shutdown of operations due to lack of product.

All suppliers making deliveries to the Water Pollution Control Facility will ensure that their vehicles and drivers comply with all DOT and OSHA regulations concerning the transporting and offloading of the Non-Hazardous Non-Flammable Glycerin.

Supplier shall include with their proposal how they will substantiate any increase and estimated percent of increase (if any) for deliveries beyond the initial 90 days.

Proposals shall be bid per gallon of product; any fuel surcharges should be noted separately.

Non-Hazardous Non-Flammable Glycerin: Technical Specification

Physical State	Liquid
Specific Gravity @ 20°C	1.9-1.22
Density (lbs/gal)	9.92-10.17
pH	5.75-6.75
Viscosity (centipoises)	~ 45 @ 20°C
Solubility in water	100%
VOC concentration	0% (EPA 8206B)
Freezing Point	Below 0°F
Flash Point	No Flash (ASTM D93)
COD Value	1,000,000 mg/L
Methanol content	0 - 0.6% w/w
Fatty Acid Content	0.05 – 0.6% w/w
Insoluble/Nuisance Solids	None

The composition of the product and quality control must remain the same as the bid specification. The supplier shall notify the Town of Stratford of any changes, or any planned changes; changes may, or may not, affect the continuation of the bid contract. It is the ultimate responsibility of the supplier to provide proof in advance of any changes to the supplied product, and that those changes will not affect the performance of the supplied product or cause any adverse or catastrophic issues within the operation of the wastewater process operation.

PERMITS

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Stratford. The Town will waive its application and permit fees for Town of Stratford projects.

**TOWN OF STRATFORD
BID SHEET**

BID # 2009-069 DESCRIPTION: Non-Hazardous Non-Flammable Glycerin for WPC

Cost per gallon delivered \$ _____
September 2009 - November 2009

Cost per gallon delivered \$ _____
December 2009 - February 2010

Cost per gallon delivered \$ _____
March 2010 - May 2010

Fuel surcharge (if any) September 2009 - November 2009 \$ _____/per gallon

Fuel surcharge (if any) December 2009 - February 2010 \$ _____/per gallon

Fuel surcharge (if any) March 2010 - May 2010 \$ _____/per gallon

Bidder's Name : _____

Address : _____

Phone : _____ Date : _____

Authorized Signature : _____

Printed Name : _____

Title : _____