

VILLAGE OF WARWICK

GENERAL INSTRUCTIONS FOR PROPOSALS

Contractors will be bound to the conditions and requirements set forth in these general instructions, and such instructions shall form an integral part of each contract awarded by the Village of Warwick.

PROPOSALS

1. The deadline to submit proposals will be given in the Request for Proposals.
2. All proposals must be submitted in accordance with the instructions provided by the Village of Warwick.
3. All proposals received after the time stated in the Request for Proposals will not be considered and will be returned unopened to the contractor. The contractor assumes the risk of any delay in the mail or in the handling of the mail by the employees of the Village. Whether sent by mail or by means of personal delivery, the contractor assumes responsibility for having his proposal deposited on time at the place specified.
4. All information required by the Request for Proposals, the General and Special Instructions, and the Proposal Form must be given to constitute a proposal.
5. The submission of a proposal will be construed to mean that the contractor is fully informed as to the extent and character of the supplies, materials, or equipment's required and a representation that the contractor can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
6. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in the proposal for this purpose.
7. Prices and information required must be legible. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
8. No charge will be allowed for federal, state, or municipal sales and excise taxes since the Village is exempt from such taxes. The price proposal shall be net and shall not include the amount of any tax.
9. The contractor's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
10. Each envelope containing a Proposal must bear on the outside, the name and address of the Contractor, and the name of the project for which the Proposal is submitted. If forward by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as specified above.

11. No interpretations of the meaning of the drawings, specifications or others proposal documents will be made to any contractor orally. Every request for such interpretation should be in writing addressed to the Village of Warwick and to be given consideration must be received at least five (5) working days prior to the date fixed for the opening of proposals. 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 sent to all prospective contractors (at the respective addresses furnished for such purposes) not later than three working days prior to the date fixed for the opening of proposals. Failure of any contractor to receive any such addendum or interpretation shall not relieve such contractor from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.
12. If the supplies, materials, or equipment are to be delivered over an extended period of time or if the specifications so state, then the successful contractor may be required to execute an agreement in relation to the performance of his/her contract. If the specifications so state, the successful contractor may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the Village of Warwick.
13. All contractors are required to execute a non-collusion certificate pursuant to Section 103 of the General Municipal Law of the State of New York.
14. The contractor agrees to abide by the requirements under Executive Order No. 11246, as amended, including specifically, the provisions of the equal opportunity clause.

INSURANCE

15. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the Village of Warwick as an unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation. If the contractor is self-insured, evidence of its status as a self-insured entity shall be provided to municipality. If requested, the contractor must describe its financial condition and the self-insured funding mechanism.
16. The policy naming the municipality as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" insurer, authorized to write business in New York State.
 - b. Contain a 30-day notice of cancellation.
 - c. State that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers.

- d. The municipality shall be listed as an additional insured by using endorsement CG 2010 10 85 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
 - e. The certificate of insurance must describe the specific services provided by the contractor (e.g., roofing, carpentry, plumbing, etc.) that are covered by the commercial general liability policy and the umbrella policy.
 - f. At the Municipality's request, the contractor shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.
17. The contractor/permittee agrees to indemnify the municipality for any applicable deductibles.
18. Required Insurance:
- a. **Commercial General Liability Insurance**
 - i. \$1,000,000 per occurrence/ \$2,000,000 Products/completed operations aggregate and
 - ii. \$2,000,000 general aggregate. The general aggregate is to apply on a per project basis
 - iii. Policy to include full contractual liability coverage.
 - b. **Automobile Liability**
 - i. \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Excess/Umbrella Insurance**
 - i. \$1,000,000; \$3,000,000; \$5,000,000 each Occurrence and Aggregate depending on the type and size of the project.
 - d. **Workers' Compensation and N.Y.S. Disability**
 - i. Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - e. **Environmental Contractors Liability Insurance & Pollution Liability**
 - i. With coverage for the services rendered for the municipality, including, but not limited to removal, replacement enclosure, encapsulation and/or disposal of hazardous materials, along with any related pollution events, including coverage for third-party liability claims for bodily injury, property damage and clean-up costs. \$2,000,000 per occurrence/\$2,000,000, including products and completed operations. If a retroactive date is used, it must pre-date the inception of the

contract. If the contractor is using motor vehicles to be used for transporting hazardous materials, the Contractor shall provide pollution liability broadened coverage (ISO endorsement CA 9948 or equivalent) as well as proof of MCS 90.

- f. **Owners Contractors Protective Insurance** (Required for large construction projects.)
 - i. \$1,000,000 per occurrence/\$2,000,000 aggregate; the Municipality as the named insured.
 - g. **Bid, Performance and Labor & Material Bonds**
 - i. If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.
19. Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract. The contractor/permittee is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.
20. The municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the municipality but also the NYMIR, as the municipality's insurer

LABOR STANDARDS

21. The wages to be paid by the contractor shall be not less than the prevailing rate of wages as defined by the New York State Department of Labor. No employee shall be deemed to be an apprentice unless he is individually registered in an apprenticeship program which is duly registered with the commissioner of labor.
22. The contractor shall maintain documentation which demonstrates compliance with hour and wage requirements. Such documentation shall be submitted to the Village for review.
23. In the hiring of employees for the performance of work under this contract or subcontract hereunder, neither the contractor or any subcontractor, shall by reason of race or color discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates, nor shall the contractor, any subcontractor, or any person acting on behalf of the contractor or subcontractor discriminate in any manner against or intimidate any employee hired for the performance of work under this contract on account of age, race, creed, color, national origin or sex, in accordance with Executive Law 296, Sections 20 through 23.

AWARDS

24. Award will be made to the lowest responsible contractor, as will best promote the public interest, taking into consideration the reliability of the contractor, the quality of the materials,

equipment, or supplies to be furnished, their conformity with the specifications, the purpose of which is required, and the terms of delivery.

25. The Village of Warwick reserves the right to reject any or all proposals. The Village may consider informal any Proposal not prepared and submitted in accordance with the provisions hereof. Also reserved is the right to reject, for cause, any proposal in whole or part; to waive any informalities, technicalities, qualifications, irregularities, and omissions if in its judgment the best interests of the Village will be served.
26. Any Proposal may be withdrawn prior to the above scheduled time for the opening of the Proposals or authorized postponements thereof. No Contractor may withdraw a Proposal within 45 days after the actual date of the opening thereof.

CONTRACTS

27. A contract shall bind the successful contractor on his part to furnish and deliver at the prices and in accordance with the conditions of this proposal. Contract shall bind the Village on its part to order from the successful contractor and to pay at the contract prices, unless otherwise specified.
28. The placing in the mail of a notice of award to the successful contractor, to the address given in his proposal, will be considered sufficient notice of acceptance of this proposal.
29. A contract may be cancelled for non-performance.
30. No items are to be shipped or delivered until receipt of an official purchase order from the Village of Warwick.
31. It is mutually understood and agreed that the successful contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract of his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous written consent of the Village of Warwick.

INSTALLATION OF EQUIPMENT

32. All equipment will be purchased at the discretion of the Village of Warwick.
33. The successful contractor shall clean up and remove all debris and rubbish resulting from his/her work from time to time as required or directed. Upon completion of the work the premise shall be left in neat, unobstructed condition, and the building room cleaned, and everything in perfect repair order. Materials are the property of the successful contractor unless otherwise specified.
34. Equipment, supplies, and materials shall be stored at the site only on the approval of the Village and at the successful contractor's risk. In general, on-site storage should be avoided to prevent possible damage or loss of materials.
35. Work shall be progressed so as to cause the least inconvenience to the Village and with proper consideration for the rights of other successful contractors or workmen. The successful contractor shall keep in touch with the entire operation and install his work promptly.

36. Contractors shall acquaint themselves with conditions found at the site and shall assume all responsibility for placing and installing the equipment in locations required.

GUARANTEES BY THE SUCCESSFUL CONTRACTOR

37. The successful contractor guarantees:

- a. His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit,
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he/she or his/her workmen are responsible, to the building or equipment, to his/her own work, or to the work of other successful contractors or workmen,
 - c. To carry adequate insurance to protect the Village from loss in case of accident, fire, theft, etc.,
 - d. The equipment or materials delivered is standard, new, latest model, or regular stock product or as required by the specifications, also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practice,
 - e. Any merchandise provided the contract, which is or becomes defective during the guarantee period, shall be replaced by the successful contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful contractor shall make any replacement immediately upon receiving notice from the Village.
38. The successful contractor shall not be held responsible for any delays by wars, acts of public enemies, strikes, floods, fires, act of God, or for any other acts not within the control of the successful contractor and which by the exercise of reasonable diligence he/she is unable to prevent.

PAYMENTS

39. Payment will be made only after correct presentation of Vouchers and/or invoices as may be required.
40. Payments of any claim shall not preclude the Village from making claim for adjustment of any item found to not have been in accordance with the specifications.

SEXUAL HARASSMENT POLICY

41. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of Section 201-G of the New York State Labor Law.

**STATEMENT OF NON-COLLUSION BY BIDDER
PURSUANT TO SECTION 103-D
GENERAL MUNICIPAL LAW**

PROJECT TITLE: _____

I, _____ of the (Town, Village, City) of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____, an officer of the firm of _____ the bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise in connection with the above named work; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that Village of Warwick as Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

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 bidder, with any competitor;

Unless otherwise require by law, the prices which have been quoted in this 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;

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;

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees or bonafide established commercial or selling agencies maintained by _____.

(Name of Contractor)

Signature: _____ Date: _____

Print Name: _____

Sworn to me this _____ day of _____, 20____

Notary Public

HOLD HARMLESS AGREEMENT
(This form must be signed and notarized – submit with proposal)

It is hereby agreed and understood that the Contractor agrees to hold harmless and indemnify the Village of Warwick, or any officer, agent, servant, or employee of the Village of Warwick from and against any and all liability, loss, damage, claim or action, to the extent permissible by law, arising out of operations performed or services provided by the Contractor under the contract or which may arise out of:

1. Any injury to person or property sustained by the Contractor, its agents, servants, or employees of by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused;
2. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the Contractor, its agents, servants, or employees or any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive the Contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Village of Warwick or any officer, agent, servant, or employee of the Village of Warwick on any claim or demand, and shall satisfy any judgment that may be rendered against the Village of Warwick or any officer, agent, servant, or employee of the Village of Warwick.

This Indemnification, Defense, and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim, or demand, of whatever name or nature, notwithstanding that Contractor may deem the same to be frivolous or without merit. It is intended that this Agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties, and individuals named above from any liability, cost, or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Contractor.

Signature: _____ Date: _____

Print Name: _____

Sworn to me this _____ day of _____, 20____

Notary Public

**VILLAGE OF WARWICK
CHEMICAL DELIVERY BID SPECIFICATIONS**

VILLAGE OF WARWICK WATER TREATMENT FACILITIES

CITRIC ACID 50%

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **"Citric Acid 50%"**. Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the water treatment facility, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if plant performance criteria are not achieved while using the product.
- 2) The Citric Acid shall be "Slack Citric Acid, 50%", or approved equal product, and have the following specifications:

a) Assay = 49 - 51 as C ₆ H ₈ O ₇	h) Specific Gravity = 1.23 – 1.25
b) Heavy Metals ppm = < 5	i) pH = < 2
c) Lead (Pb) ppm = < .5	j) Appearance = Clear to slight yellow
d) Iron (Fe) ppm = < 3	k) Boiling Point = 100 – 106 (C)
e) Sulfate (SO ₄) ppm = < 100	l) Freezing Point = - 5 (C)
f) Chloride (Cl) ppm = < 5	
g) Viscosity cps = 11-12	
- 3) Price is all inclusive quoted on a per gallon basis, including freight; fuel charges or otherwise shall be added into the per gallon price, **deliveries must be completed within 5 days from placement of order**. Orders placed will be a minimum of 2 drums; product is to be delivered in 55-gallon closed HDPE drums, via a power tailgate truck, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are responsible for placing the chemicals in the proper storage areas at each facility. Shipments will be received at the Village of Warwick Water Treatment Facility located at 30 Memorial Park Drive, Warwick, N.Y. 10990 between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges, if any shall be specified. **Fuel or other charges shall be included in the per gallon price, no separate additional charges or fees will be allowed.**
- 4) Anticipated consumption is approximately 220 gallons per year.
- 5) Supplier shall provide M.S.D.S. product sheets and product must be certified as N.S.F with supporting documentation also provided. Supplier is to provide a product analysis, if not on file. Additionally, preapprovals must be made by the Orange County Department of Health.
- 6) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WASTEWATER TREATMENT PLANT

SODIUM HYDROXIDE

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **“Sodium Hydroxide” (Caustic) beads**. Please refer to the following specifications for bid qualification:

- 1) Plant personnel reserve the right to disqualify bidders if plant performance criteria are not achieved while using the product.
- 2) Sodium Hydroxide shall be delivered within 5 business days from order placement, by a power tailgate delivery truck in 50 lb. bags on pallets, be dry, and free from defect or leakage. Delivery personnel are responsible for the placing of all deliveries in the proper storage areas at each facility.
- 3) The Caustic shall be “PELS Caustic Soda Beads” or approved equal product, and have an NaOH strength by weight of 98% (+/-) 2%
- 4) Supplier is to provide a product analysis, if not on file.
- 5) Price is all inclusive quoted on a dry per - pound basis, including freight; **deliveries must be completed within 5 days from placement of order**. Orders will range from 2,000 -5,000 lbs., and must be delivered in a safe manner, adhering to all safety standards applicable with this chemical to 104 River Street Warwick, New York 10990, between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges, if any shall be specified. Anticipated Sodium Hydroxide consumption is 5,000 lbs. per year. **Fuel or other charges shall be included in the per pound price, no separate additional charges or fees will be allowed.**
- 6) Supplier shall provide M.S.D.S. product sheets.
- 7) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Wastewater Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WATER TREATMENT FACILITIES BLENDED PHOSPHATE SOLUTION (ORTHO-PHOSPHATE)

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of “**Blended Phosphate Solution**” (**Ortho-Phosphate**). Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the water treatment facility unless bidder has a successful historical performance at all village facilities. Plant personnel reserve the right to disqualify bidders if plant performance criteria is not achieved while using the product.
- 2) The Ortho-Phosphate shall be “Carusol - 8500”, or approved equal product, and have the following specifications:

<ol style="list-style-type: none"> a) Appearance = Colorless solution, odorless b) Blend = 50% ortho / 50% poly c) pH = 4.1 +/- .5 d) Specific Gravity = 1.38 +/- .03 	<ol style="list-style-type: none"> e) Solubility in Water = Miscible with water in all proportions f) Percent Volatile by Volume = 55% (as water) g) Freezing Point = 32 (F)
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- 3) Price is all inclusive quoted on a per gallon basis, including freight; fuel charges or otherwise shall be added into the per gallon price, **deliveries must be completed within 5 days from placement of order**. Orders placed will be a minimum of 2 drums; product is to be delivered in 55-gallon closed HDPE drums, via a power tailgate truck, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are responsible for placement of chemical in the proper storage area at each facility. Shipments will be received at various sites throughout the Village of Warwick Water System, Warwick, N.Y. 10990 between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges if any shall be specified. **Fuel or other charges shall be included in the per gallon price, no separate additional charges or fees will be allowed.**
- 4) Anticipated consumption is approximately 1,000 gallons per year.
- 5) Supplier shall provide M.S.D.S. product sheets and product must be certified as N.S.F. with supporting documentation also provided. Supplier is to provide a product analysis, if not on file. Additionally, preapprovals must be made by the Orange County Department of Health.
- 6) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK RESERVOIR WATER TREATMENT PLANT POLYALUMINUM CHLORIDE" (PACI)

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of "**Polyaluminum Chloride**" (PACI). Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the water treatment facility, including warm and cold-water trials, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if pretest results or plant performance criteria is not achieved while using the product.
- 2) The PACI shall be "STERNPAC 70", or approved equal product, and have the following specifications:
 - a) $\text{Al}_2\text{O}_3 = 10.2\% \pm .3\%$
 - b) Basicity "high" = 65 - 75%
 - c) Specific Gravity = $1.25 \pm .03\%$
- 3) Supplier is to provide a product analysis, if not on file.
- 4) Price is all inclusive quoted on a per gallon basis, including freight; **deliveries must be completed within 5 days from placement of order**. Bulk deliveries will range from 400 -1,000 gallons and be delivered to 20 Water Lane Warwick, New York 10990, between the hours of 7 A.M. and 1 P.M. Monday through Friday. Deliveries shall be made in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are required to stay at the receiving vessels during all deliveries, to ensure that overflows, leaks, chemical losses are avoided. Weekend or holiday charges, if any shall be specified. Anticipated PACI consumption is 10,000 to 15,000 gallons per year. **Fuel or other charges shall be included in the per gallon price, no separate additional charges or fees will be allowed.**
- 5) Supplier shall provide M.S.D.S. product sheets and product must be certified as N.S.F. with supporting documentation also provided. Additionally, preapprovals must be made by the Orange County Department of Health.
- 6) The chosen supplier is required to visit the plant to provide technical support as needed. The name of the service representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WASTEWATER TREATMENT FACILITIES

POTASSIUM PERMANGANATE

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **POTASSIUM PERMANGANATE**. Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full scale evaluation at the wastewater treatment facility, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if plant performance criteria are not achieved while using the product.
- 2) The POTASSIUM PERMANGANATE shall be "Carus Cairox", or approved equal product, and have the following specifications:
 - a) Assay = 97% KMnO₄
 - b) Formula = KMnO₄
 - c) Form = Granular Crystalline
 - d) Bulk Density = 100 lb./ft³
 - e) Grade = Free Flowing
- 3) Price is all inclusive quoted on a per pound basis, no freight, fuel charges or any other charges whatsoever shall be added, **deliveries must be completed within 5 days from placement of order**. Orders placed will be a minimum of 2,000 lbs. each; product is to be delivered in sealed 55 or 110 pound kegs palletized and free from defect or leakage, via a power tailgate truck. Product is to be delivered in good condition with no evidence of contamination, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are responsible to place the chemical in the proper storage area at each facility. Shipments will be received at the Village of Warwick Wastewater Treatment Facility located at 104 River St, Warwick, N.Y. 10990 between the hours of 7 A.M. and 1 P.M. Monday through Friday. **Fuel or other charges shall be included in the per pound price, no separate additional charges or fees will be allowed.** Anticipated consumption is 2,000 lbs. per year.
- 4) Supplier shall provide S.D.S. product sheets with supporting documentation also provided. Supplier is to provide a product analysis, if not on file. N.S.F. rating is not required, but may be a considered factor in the final acceptance of R.F.P.
- 5) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Wastewater Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WASTEWATER TREATMENT PLANT

SODIUM BISULFITE 38%

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of liquid **“Sodium Bisulfite 38%”**. Please refer to the following specifications for bid qualification:

- 1) Suppliers choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the wastewater treatment facility unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if pretest results or plant performance criteria are not achieved while using the product.
- 2) The product shall be Slack Sodium Bisulfite 38%, or approved equal product, and have the following specifications:

a) Assay, % NaHSO ₃ = 38 - 40.5	e) pH = 3 – 5
b) Fe (iron) p.p.m. = 6 max	f) Appearance = Clear to Slightly Yellow
c) Heavy Metals p.p.m. = 4 max	g) Freezing point = 43 F
d) Specific Gravity = 1.31 - 1.38	
- 3) Supplier is to provide a product analysis, if not on file.
- 4) Price is all inclusive quoted on a per gallon basis, including freight, no additional charges whatsoever shall be added; **deliveries must be completed within 5 days from placement of order**. “Bulk Deliveries” (pumped deliveries from supplier’s delivery tank into village owned storage tanks) only will be accepted, and loading of Village owned bulk storage vessels is to be performed by the chemical supplier. Delivery personnel must stay at the receiving vessels during the entire delivery to ensure that spills, leaks, overflows are avoided. Bulk deliveries will range from 400 -540 gallons and be delivered in a safe manner, adhering to all safety standards applicable with this chemical to 104 River St. Warwick, New York 10990, between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges, if any shall be specified. Anticipated annual product consumption is 6,500 gallons per year. **Fuel or other charges shall be included in the per pound price, no separate additional charges or fees will be allowed.**
- 5) Supplier shall provide M.S.D.S. product sheets.
- 6) The chosen supplier is required to visit the plant to provide technical support as needed. The name and contact info of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Wastewater Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WATER TREATMENT FACILITIES

SODIUM HYDROXIDE 25% (CAUSTIC SODA)

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **"Sodium Hydroxide 25%" (Caustic Soda)**. Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the water treatment facility, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if plant performance criteria are not achieved while using the product.
- 2) The Caustic Soda shall be "Slack Sodium Hydroxide, 25%", or approved equal product, and have the following specifications:
 - a) Assay = 18.6 - 20.1 as Na₂O
 - b) Assay = 24.0 – 26.0 as NaOH
 - c) Odor = Odorless
 - d) Iron (Fe) ppm = 2.5 max
 - e) Specific Gravity = 1.274
 - f) Appearance = Clear, water-white to slightly cloudy
 - g) Freezing Point = 6 (C)
- 3) Price is all inclusive quoted on a per gallon basis, including freight, no additional charges whatsoever shall be added; **Fuel or other charges shall be included in the per pound price, no separate additional charges or fees will be allowed.**
- 4) **Deliveries must be completed within 5 days from placement of order.** Orders placed will be a minimum of 2 drums; product is to be delivered in 55-gallon closed HDPE drums free from defect or leakage, via a power tailgate truck. Product is to be delivered in a good condition with no evidence of freezing, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are responsible to place the chemical in the proper storage area at each facility. Shipments will be received at the Village of Warwick Water Treatment Facility located at 30 Memorial Park Drive, Warwick, N.Y. 10990 between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges, if any shall be specified. Anticipated consumption is 220 gallons per year.
- 5) Supplier shall provide M.S.D.S. product sheets and product must be certified as N.S.F. with supporting documentation also provided. Supplier is to provide a product analysis, if not on file. Additionally, preapprovals must be made by the Orange County Department of Health.
- 6) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WATER / WASTEWATER TREATMENT FACILITIES

SODIUM HYPOCHLORITE (LIQUID CHLORINE)

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **“Sodium Hypochlorite” (Liquid Chlorine)**. Please refer to the following specifications for bid qualification:

- 1) Plant personnel reserve the right to disqualify bidders if plant performance criteria are not achieved while using the product, or quality / consistency is not maintained.
- 2) The Sodium Hypochlorite shall be “Sunny Sol”, or approved equal product, and have the following specifications:
 - a) **Solution Strength (available chlorine by weight) = 12.5% (+/- 1%)**
 - b) **Solution Strength (available chlorine by volume) = 15% (+/- 1%)**
 - c) **Be “fresh” and of a clean and clear condition upon delivery**
- 3) **Analysis may be requested for each delivery, if requested the vendor must be capable of verifying product concentrations through means of titration. Verification through the utilization of a hydrometer will not be accepted.**
- 4) Price is all inclusive quoted on a per **gallon** basis, including freight, no additional charges whatsoever shall be added; **Fuel or other charges shall be included in the per pound price, no separate additional charges or fees will be allowed.**
- 5) **Deliveries must be completed within 5 days from placement of order.** Deliveries may be arranged via scheduled delivery days. **“Bulk Deliveries” (pumped deliveries from suppliers delivery tank into village owned storage tanks) only will be accepted and loading of Village owned bulk storage vessels is to be performed by the chemical supplier via 1” sized quick connect transfer line only. Delivery personnel must remain at the receiving vessels (in sight of, and within reach of vessel loading valves) during the entire delivery process, to ensure that spills, leaks and overflows will not occur and have remote control so that delivery flow may be terminated at any moment from receiving vessel area. No exceptions will be permitted.** Deliveries will range from 50 - 500 gallons per delivery site; product is to be delivered to multiple sites within the Incorporated Village of Warwick, between the hours of 7 A.M. and 1 P.M. Monday through Friday, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Weekend or holiday charges if any shall be specified. Anticipated Sodium Hypochlorite consumption is 16,000 gallons per year.
- 6) Supplier shall provide M.S.D.S. product sheets and **product must be certified as N.S.F. with supporting documentation also provided. Additionally, preapprovals must be made by the Orange County Department of Health.**
- 7) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water/Wastewater Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WATER TREATMENT FACILITIES

SODIUM PERMANGANATE

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of **“Sodium Permanganate” (Liquid Permanganate)**. Please refer to the following specifications for bid qualification:

- 1) Companies choosing to bid shall be required to pre-qualify their product by running a full-scale evaluation at the water treatment facility, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if plant performance criteria is not achieved while using the product.
- 2) The Liquid Permanganate shall be “Carusol - 20”, or approved equal product, and have the following specifications:

a) Assay = 19.5 – 21.0% as NaMnO ₄	e) Formula = NaMnO ₄
b) pH = 5.0 – 8.0	f) Appearance = Dark Purple Solution
c) Specific Gravity = 1.15 – 1.17	g) Shelf Life = 18 months >
d) Solubility in Water = Miscible with water in all proportions	h) Freezing Point = 21 (F)
- 3) Price is all inclusive quoted on a per gallon basis, including freight; **fuel charges or other charges shall be included in the per gallon price, no separate additional charges shall be allowed, deliveries must be completed within 5 days from placement of order.** Orders placed will be a minimum of 2 drums; product is to be delivered in 55 gallon closed HDPE drums free from defect or leakage, via a power tailgate truck, and be delivered in a safe manner, adhering to all safety standards applicable with this chemical. Delivery personnel are responsible for placing chemicals in the proper storage area at each facility. Shipments will be received at the Village of Warwick Water Treatment Facility located at 20 Water Lane, Warwick, N.Y. 10990 between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges, if any shall be specified. Anticipated consumption is 700 - 1,200 gallons per year.
- 4) Supplier shall provide M.S.D.S. product sheets and product must be certified as N.S.F. with supporting documentation also provided. Supplier is to provide a product analysis, if not on file. Additionally, preapprovals must be made by the Orange County Department of Health.
- 5) The name and contact information of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Water Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

VILLAGE OF WARWICK WASTEWATER TREATMENT PLANT

CHARGE PACK 282

The Village of Warwick, located in Orange County, New York is requesting bid quotations for the supply of “**CHARGE PACK 282**”. Please refer to the following specifications for bid qualification:

LIQUID POLYMER

This product is a cationic emulsion flocculent. It must be an equivalent to CHARGE PACK 282 (Clean Waters). It must not have a reaction with the current product so it may be added to the current system for testing or as a replacement. Changes to this product must meet the pretesting requirements section of this document. Testing is at no cost to the Wastewater Treatment Facility (WWTF). This product is used in the WWTFs Solids Handling facility which has a belt filter press which needs to produce biosolids cake with 20% or higher solids content. This product is fed into a polymer mixing system (with water) prior to its injection point. The facility has a SPDES permit.

Pretesting requirements.

Any **New** or **Replacement** Polymer for bids at the Wastewater Plant must meet the following requirements:

1. Any new or replacement chemical must first be proven to work, by the vendor, as a replacement in kind for the current coagulant in use by:
 1. Having bench studies/jar tests done at the Wastewater Treatment Plant.
 2. Having full-scale trials done at the Plant under various treatment conditions (multi-season trials) to include cold and hot weather trials. The testing **must** be completed during the previous year to the bid requests. All chemicals and equipment costs for the testing will be at the vendor’s expense. No similar testing on other sources will be accepted in lieu of the testing listed above.
2. Suppliers choosing to bid shall be required to pre-qualify their product by running:
 1. Jar / Bench studies performed onsite at the wastewater facility.
 2. A full-scale evaluation at the wastewater treatment facility, including hot and cold weather trials, unless bidder has successful historical performance at this plant. Plant personnel reserve the right to disqualify bidders if pre-test results or plant performance criteria are not achieved while using the product.
3. The product shall be CHARGE PACK 282 (Clean Waters) or approved equal product.
4. Supplier is to provide a product analysis, if not on file.
5. Price is all inclusive quoted on a per gallon basis, including freight, **no additional charges whatsoever shall be added**; **deliveries must be completed within 5 days from placement of order.**
 Deliveries will range from 3 - 4 palletized 55 gallon drums per delivery, and be delivered with a power liftgate truck, in a safe manner, adhering to all safety standards applicable with this chemical to 104 River St. Warwick, New York 10990, between the hours of 7 A.M. and 1 P.M. Monday through Friday. Weekend or holiday charges if any shall be specified. Anticipated

annual product consumption is 700 gallons per year. **Fuel or other charges shall be included in the per gallon price, no separate additional charges or fees will be allowed.**

6. Supplier shall provide M.S.D.S. product sheets.
7. The chosen supplier is required to visit the plant to provide technical support as needed. The name and contact info of the sales representative shall be included with the bid.

Should additional information be required or to schedule a plant visit please contact the Chief Wastewater Treatment Plant Operator, Keith J. Herbert at 845- 866-0324

Village of Warwick Chemical Proposal Form*****Please Refer to Enclosed Specifications for Bid Qualification*****

Citric Acid 50%	\$ _____ per gallon
Sodium Hydroxide (Caustic) beads	\$ _____ per pound
Blended Phosphate Solution (Ortho-Phosphate)	\$ _____ per gallon
Polyaluminum Chloride (PACl)	\$ _____ per gallon
Potassium Permanganate	\$ _____ per pound
Sodium Bisulfite 38%	\$ _____ per gallon
Sodium Hydroxide 25% (Caustic Soda)	\$ _____ per gallon
Sodium Hypochlorite (Liquid Chlorine)	\$ _____ per gallon
Sodium Permanganate (Liquid Permanganate)	\$ _____ per gallon
CHARGE PACK 282 (Clean Waters)	\$ _____ per gallon

Signature	Print Name	Title
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Company	Telephone	Email
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Address	Date
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SALES REPRESENTATIVE

Print Name	Telephone
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BIDDERS MUST ECNLOSE COMPLETED STATEMENT OF NON-COLLUSION BY BIDDER & HOLD HARMLESS AGREEMENT. BIDDERS MUST BE ABLE TO PROVIDE ALL REQUIRED INSURANCE DOCUMENTS AS SPECIFIED IN THE GENERAL INSTUCTIONS FOR PROPOSALS.