



**REQUEST FOR PROPOSAL**

**SLUDGE DEWATERING POLYMERS**

**RFP #201920-10**

**March 9, 2020**

**1. INSTRUCTIONS AND CONDITIONS**

- A. No proposal will be considered for award unless submitted in the proposal format described in this Request for Proposal (RFP). The proposal must be fully complete and executed. Each response shall contain three (3) copies of the completed proposals which will include; two (2) bound and one (1) unbound copy with appropriate responses included.

Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recycled paper with removable bindings, bound in a single document and organized in sections.

Each proposal must be submitted in a sealed envelope addressed to Becky McCurdy, Procurement Services Manager, City of Madera, Purchasing-Central Supply, 1030 South Gateway Drive, Madera, California 93637, and delivered prior to the time and date specified in this document. Each sealed envelope containing a proposal must have, on the outside, the name of the proposer, proposer's address and the statement "DO NOT OPEN UNTIL THE TIME OF PROPOSAL OPENING" and in addition, must be plainly marked on the outside as follows:

**Proposal: SLUDGE DEWATERING POLYMERS**  
**RFP #: 201920-10**  
**Filing Deadline: Monday, April 6, 2020 - 3:00 P.M.**

- B. Attention of proposers is especially directed to the specifications which, in addition to the proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful proposer. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the proposal.
- C. The City of Madera recognizes its policy of providing equal opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against qualified applicants or employees on the basis of race, gender, color, national origin, religion, age, disability, sexual orientation or marital status.
- D. The City reserves the right to reject or accept any or all proposals or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.

- E. The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation. The City reserves the right to seek supplementary information from any proposer at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.
- F. The City reserves the right to modify this Request for Proposal (RFP) at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addenda issued by City's Purchasing-Central Supply Division is the only method which should be relied on with respect to changes to the RFP. Proposer is responsible to contact City's Purchasing-Central Supply Division prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to the City's Purchasing page at [www.madera.gov/purchasing](http://www.madera.gov/purchasing) under Bid Announcement and Results.

**Questions and suggestions concerning the RFP must be submitted in writing no later than 3:00 P.M. Monday, March 30, 2020.** Written questions or inquiries should be e-mailed, mailed or faxed to:

Becky McCurdy  
Procurement Services Manager  
City of Madera  
Purchasing-Central Supply  
1030 South Gateway Drive  
Madera, CA 93637

[rmccurdy@madera.gov](mailto:rmccurdy@madera.gov)

FAX: (559) 661-0760

**No questions or inquiries should be directed to any individual(s) at the locations detailed in this document. All communications should be submitted in writing per the process described in this document.**

- G. Proposals will be evaluated by the City. If a proposal is found to be incomplete or not in compliance with the format required, it will not be considered for evaluation. During the evaluation process, the City may find it beneficial to request additional information.
- H. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the proposer, or his/her duly authorized representative, for the withdrawal of such proposal is filed with Purchasing-Central Supply. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- I. Issuance of the RFP and receipt of proposals does not commit the City to award an

agreement. The City reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP. The City also reserves the right to apportion the award among more than one proposer.

- J. An award will be made as soon as reasonably practical after the opening of proposals. A one-year award will be made with an option to extend for one additional year. Award shall be in the form of a City of Madera Purchase Order and attachments of Request for Proposal, and response thereto shall be part thereof as if fully set forth therein.
- K. Proposer's Proprietary Information: All documents provided by the successful proposer shall become public record.
- L. It is the City's policy to encourage the purchase of supplies, services and equipment from vendors located within the boundaries of the City. Local vendors are sellers, vendors, suppliers and contractors who maintain places of business located within the limits of the City and who have a current City of Madera business license. The local vendor outreach policy shall not apply to those agreements where State or Federal law, or other laws or regulations preclude such a preference.

Contractors will, to the greatest extent feasible, attempt to incorporate local area businesses as subcontractors and suppliers. Contractors will, upon request, provide records showing the outreach efforts made to local businesses to demonstrate that they have made a reasonable effort to inform local businesses of the opportunity.

## **2. GENERAL INFORMATION**

It is the City's intent to select a Company/Vendor to provide an emulsion polymer for its sludge dewatering equipment for Fiscal Year 2020/21 (July 1, 2020 through June 30, 2021).

The sludge dewatering facility is composed of two sludge dewatering centrifuges each with a sludge feed capacity of 80 to 100 gallons per minute. The centrifuges are designed to produce a minimum sludge cake percent solid of twenty-five (25) percent. The treatment facility produces an average of 218 tons per month of biosolids at 22% to 25% solids. This amount may change gradually as plant flows and loads change.

## **3. SPECIFICATIONS**

- A. Proposers shall perform on-site jar testing to determine the effectiveness of the proposed polymer. The Jar Testing results will be included with the returned RFP.
- B. Proposers shall determine which polymers tested are most efficient and will provide the best solids capture at the most cost effective price per pound of polymer. The data will be included with the returned RFP.

- C. The only acceptable polymers are those that have successfully passed a jar test at the City of Madera WWTP. In order to participate in testing, contact Humberto M. Molina at (559) 662 - 4961.
- D. Specifications in this document are minimal and any variances should be described in detail.

**4. REFERENCES**

Vendor to supply a minimum of three (3) references with Bid submittal; i.e. list agencies you are currently supplying with dewatering polymers. Please use forms supplied with this Request for Proposal.

**5. ADDITIONAL INFORMATION**

- A. Payment by City for services rendered will be made within 30 days from receipt of a billing which details the charges.
- B. The purchase order may be canceled by the City of Madera any time service is deemed unsatisfactory. A thirty (30) day notice will be given prior to cancellation.
- C. The annual agreement between the polymer vendor and the City of Madera may be extended for one year with thirty (30) days written notice signed by representatives of both parties.

**6. FORM OF BIDS**

Price shall include all costs, labor, fees, taxes and delivery, pickup or freight charges.

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**CITY OF MADERA  
PROPOSAL AUTHORIZATION  
SLUDGE DEWATERING POLYMERS  
RFP #201920-10**

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

PERSON PREPARING PROPOSAL \_\_\_\_\_

POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CITY OF MADERA**

**PROPOSAL**

**SLUDGE DEWATERING POLYMERS**

**RFP # 201920-10**

Proposer hereby proposes to deliver to and provide emulsion polymer for the City of Madera, Department of Public Works, Wastewater Treatment Plant, 13048 Road 21 ½, Madera, California, 93637 equipment and services in accordance with the published specifications, for the following prices.

\$ \_\_\_\_\_

Costs per pound of emulsion polymer

\$ \_\_\_\_\_

Cost for delivery

\$ \_\_\_\_\_

Any other costs or fees

**BUSINESS REFERENCES**

REFERENCE NO. 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

REFERENCE NO. 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

REFERENCE NO. 3

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_