



City of Wentzville

Request For Quotation SEWER SOLVENT

Purchasing Office
5 W. Pearce Blvd
Wentzville, MO 63385
Office: (636) 639-2026
Fax: (636) 639-2029
www.wentzvillemo.org

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**CITY OF WENTZVILLE
PARKS & RECREATION DEPARTMENT
WENTZVILLE, MO 63385**

**BID NOTICE
REQUEST FOR QUOTATION**

**RFQ: B12WZ009
TITLE: SEWER SOLVENT**

RETURN BID TIME AND DATE: 2:00 P.M. FEBRUARY 10, 2012

MAILING INSTRUCTIONS: Print or type **RFQ Number, Return Due Date, and Title** on the lower left hand corner of the envelope or package. Delivered sealed bids must be in the Purchasing Office by return bid date and time.

**RETURN BID TO: BID SOLICITATION # B12WZ009
PURCHASING OFFICE
5 W. PEARCE BLVD
WENTZVILLE, MO 63385**

FAX: 636-639-2029

This document constitutes a request for sealed bids from qualified companies, individuals, and/or organizations to furnish the product and services as described herein. The bidder hereby declares understanding, agreement and certification of compliance to provide the product and services, at the prices quoted, in accordance with all requirements and specifications contained herein and the City of Wentzville Terms and Conditions. The bidder further agrees that the language of this RFQ shall govern in the event of a conflict with his/her bid. The bidder further agrees upon receipt of an authorized purchase order from the City of Wentzville is issued by an authorized official of the City of Wentzville, a binding contract shall exist between the bidder and the City of Wentzville.

BIDDER SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
COMPANY NAME	(Individual Or Partnership Or Corporation) STATE OF:
MAILING ADDRESS	PHONE NO.
CITY, STATE, ZIP	FAX NO.
FEDERAL EMPLOYER ID NO.	Missouri Charter Number (if licensed in MO)
EMAIL ADDRESS	City of Wentzville Business License No.

SEWER SOLVENT

A. INTRODUCTION AND GENERAL INFORMATION

1. The City of Wentzville is seeking to sealed bids for the purchase sewer solvent.
2. Bidders who desire a copy of the bid tabulation shall provide an email address. Bid tabulation copies will not be distributed via telephone, fax, or mail.

3. Schedule Of Events:

This Request for Quotation (RFQ) will be governed by the following schedule:

Release of RFQ	January 27, 2012
Deadline for Written Questions	February 3, 2012
Responses to Questions	February 6, 2012
Bids are Due	February 10, 2012

4. Questions And Updates:

Bidders are encouraged to submit written questions through the Purchasing Office, Alice Winkelman, at alice.winkelman@wentzvillemo.org . All questions submitted from potential Bidders will be responded to in writing. In order to ensure all potential respondents receive the same information, the City will post its response for any supplemental information requested on the City's website www.wentzvillemo.org/bidding-opportunities.aspx. **Bidders are responsible for checking the City's website for the issuance of any amendments.** The Bidding Opportunities website shall be the official site for RFQ correspondence and the information as related to this RFQ. Any documentation posted elsewhere will not be applicable should a Bidder use the information as related to a contract protest. Please visit this site periodically to check for any additional information.

5. Open Competition:

Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand of product that meets or exceed the specifications. Determination of equivalency shall rest solely with the City. Bids which do not comply with the requirements and the specifications, are subject to rejection without clarification.

6. The City of Wentzville for this RFQ will accept bid submissions by fax or email.
7. For bids with a value of \$25,000 or greater: All Bidders are to include within their bid submission a City of Wentzville Business, if available, as a subcontractor and the potential dollar value of the goods and/or services to be purchased as related to this solicitation. When there is not a City of Wentzville business source available to show the same within the bid submission.

8. After award, Bidders whose bid is not selected for award may request to review all bids submitted and other documentation related to the award of this contract. This review may include, if requested, a meeting with staff to gain an understanding as to why their bid was not selected as the best overall bid that met the best interests of the City.

B. CONTRACTUAL REQUIREMENTS

1. Mandatory Requirements

All bids must include the below documents for the Bidder's submitted bid to be considered in the evaluation of bids. The documentation must be completed in total. Bidders are encouraged to address the documentation immediately upon receipt of the bid. **Failure of a Bidder to submit the below completed documentation in the original bid submission will result in the Bidder's bid to not to be considered for evaluation.**

- Non-Collusive Affidavit of Prime Bidder
 - Business registration information on file with the Secretary of State, as applicable to the state where the business headquarters is located.
2. Bidders must submit one (1) original bid and one (1) copy of the bid for a total of two (2) copies. Failure of the Bidder to submit the required copies of the Bidder's response could result in the Bidder being charged for additional copies. There would be a 25 cent charge for each page of the Bidder's response.
 3. Any information provided to a Bidder outside of the procedural guidelines of this RFQ shall be considered not to be valid and will not be considered during the evaluation process.
 4. Product Specifications & MSDS – Refer to the Pricing Page included in this Request for Quotation (RFQ).
Bidder must furnish with their bid submission complete and accurate Material Safety Data Sheet (MSDS) that describes the characteristics and uses of the products the Bidder is offering.
 5. Price: All prices shall be as indicated on the Pricing Page. The City shall not pay nor be liable for any other additional costs including but not limited to **fuel surcharges**, taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.
 6. Payment Terms: Contractor shall be paid the amount quoted on the Pricing Page. The Contractor shall submit all invoices complete with necessary support documentation to City and City shall make payment in a lump sum within 30 days of receipt of an invoice after satisfactory performance of the delivery and receipt of the products as shown on the Pricing Page.

7. Delivery:
The bidder must show the estimated delivery date for the requested items. All shipments must be FOB Destination-Wentzville location.
THIS IS A ONE-TIME ORDER.
8. Inspection and Acceptance
No commodities, supplies and/or equipment received by the City pursuant to a contract shall be deemed accepted until the City has had reasonable opportunity to inspect the commodities, supplies and/or equipment.
9. Buy American:
Bidders are encouraged to purchase American-made equipment and products.
10. Buy City of Wentzville and State of Missouri Preference:
Departments are encouraged to purchase commodities and tangible property manufactured, produced, or grown within the local area and in State of Missouri and from all firms, corporations or individuals with licensed businesses in the City of Wentzville and State of Missouri. This guideline pertains to all commodities and tangible property when quality is equal or better and the delivered price is the same or less, or when competing bids, in their entirety, is comparable.
11. The Bidder is cautioned when submitting pre-printed terms and conditions regarding proprietary information, copyright, usage restrictions, license agreements, etc., to make sure such documents do not contain other terms and conditions which conflict with those of this RFQ and its contractual requirements.
12. All bid submissions will become the property of the City. If any proprietary information is contained in the bid submission, it should be clearly identified. Marking the entire bid submission as proprietary will be neither accepted nor honored. If a request is made to view a Bidder's bid submission, the City will comply according to Missouri Sunshine Law.

C. BID EVALUATION AND AWARD

1. In accordance with Wentzville/Title 1, Government Code, Chapter 142, Resolution 11-400, the City shall award the contract to the "best" bid, not necessarily the lowest bid. The contract award shall be based on the bid submission and additional information provided that, in the City's sole discretion, best meets the interests and requirements of the City. The City reserves the right, in its sole discretion, to reject any or all bids, or portions thereof, to waive technicalities or deficiencies in any or all the bids.
2. The price evaluation shall be based on the prices provided by the Bidder on the Pricing Page. Objective price evaluation points shall be determined per the chart below.

3. After determining that a bid satisfies the mandatory requirements, the evaluator(s) shall review all bids as per the evaluation criteria scoring table and award the contract to the best bid(s) meeting specified requirements:

Total Cost	Lowest Bidder – 90 points 2 nd Lowest - 85 points 3 rd Lowest - 80 points and so forth
Location of Bidder	City of Wentzville 10 points St Charles County 6 points Missouri 3 points Other 0 points
Total	100 points

4. Before providing Sewer solvent for the City, the contractor must receive a properly authorized Purchase Order.

**SEWER SOLVENT
B12WZ009
PRICING PAGE**

ALL BID PRICES SHALL BE F.O.B. DESTINATION

DESCRIPTION	QUANTITY	ITEM #	BID PRICE
50lb./Five Gallon Pail of "Red Hot Sewer Solvent". For Grease, Root and H2S (Hydrogen Sulfide) removal in Collection System. Chemical Composition per MSDS: 70% Sodium Hydroxide 17% Sodium Nitrate 10% Aluminum Granules 3% Sodium Chloride	48 pails		

Company Name: _____

Missouri Company Chartered Number, if applicable: _____

Signature: _____ Print Name: _____

Email Address: _____ Phone: _____

Address: _____

Delivery After Receipt of Order: _____ days

Bid prices valid until (show date): _____
 (Bid prices must be valid for a minimum of 30 days from Bid Due Date.)

Send MSDS sheet with bid.

