



## INVITATION FOR SEALED BID

**TAC #101A**

**Description: Powdered Activated Carbon**

**Department: PUBLIC WORKS**

**NIGP Commodity Code(s): 885-08-00-00-000-0**

**Total pages including this page is 19**

**FAXING OF BIDS IS NOT ACCEPTABLE**

**Important Instruction – Read Carefully:**

**If you have obtained these bid specifications from either of:**

**City of Tulsa's Fax-on-Demand (918-596-1171) or**

**City of Tulsa's Web-site : [www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org)**

**you must notify the buyer Darlene Donica of your intent to bid by e-mail [ddonica@cityoftulsa.org](mailto:ddonica@cityoftulsa.org) in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the web-site.**

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**Pay special attention to those pages with a reference to the following notes:**

**Note #1: Signature of authorized agent required**

**Note #2: Signature of an authorized agent and notarized required**

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**Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.**

**INVITATION FOR SEALED BIDS  
TO  
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower  
left outside corner of bid envelopes and all related containers.

**DATE OF OPENING: MARCH 20, 2003**

**BID NUMBER: TAC 101A**

**BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.**

**BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."**

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: MARCH 6, 2003

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NONE

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

**DARLENE DONICA 918-596-7558**

\*\*\*\*\*

**THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER**

\*\*\*\*\*

Delivery will be made in not more than \_\_\_\_\_ days after receipt of order.

Payment terms \_\_\_\_\_% \_\_\_\_\_ days.

City of Tulsa may increase quantity of order at the unit price bid for \_\_\_\_\_ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a  BID BOND ;  CASHIER'S CHECK;  Certified Check in the amount of \$ \_\_\_\_\_, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

**MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID**

FIRM NAME \_\_\_\_\_ by \_\_\_\_\_  
Signature

STREET \_\_\_\_\_ TITLE \_\_\_\_\_

CITY STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

### NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

**INTEREST AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
  } ss  
COUNTY OF \_\_\_\_\_ }

\_\_\_\_\_, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

My Commission Expires:

My Commission # \_\_\_\_\_

\_\_\_\_\_

**The Interest Affidavit must be completed, signed by an authorized agent, and notarized.**

# BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly sworn on oath says  
**Authorized Agent**

1. (s)he is the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
MY COMMISSION EXPIRES

My Commission # \_\_\_\_\_

**The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.**

**CONTRACTOR/BIDDER INFORMATION SHEET**

**To be completed by all Bidders  
For Contracts with the City of Tulsa  
(Please print or type)**

Project No. or Description \_\_\_\_\_

\_\_\_\_\_

Full Name of Bidder \_\_\_\_\_

Legal Identity  
(Corporation, Partnership,  
Individual, etc.) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

Taxpayer Identification Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Webpage Address \_\_\_\_\_

# Price Sheet Summary

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Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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**You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.**

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## TAC 101A

### Bid Items:

The suppliers shall provide prices for all items requested. The bid price will be based on estimated quantities as shown in the **Quantities** section of this specification. Prices shall include delivery and any other charges or provisions anticipated by the supplier and not shown in these specifications.

Product #1:

\$ \_\_\_\_\_ / cubic foot (ft<sup>3</sup>)

\$ \_\_\_\_\_ / ton

\$ \_\_\_\_\_ ¼ hour beyond the 4 hour delivery time

Product #2

\$ \_\_\_\_\_ / cubic foot (ft<sup>3</sup>)

\$ \_\_\_\_\_ / ton

\$ \_\_\_\_\_ ¼ hour beyond the 4 hour delivery time

**Any other charges or provisions anticipated by the supplier and not shown in these specifications must be called out and included in the bid when submitted.**

**NOTE: BIDDERS MUST SUBMIT ONE (1) COMPLETE ORIGINAL BID AND TWO (2) COMPLETE COPIES, EACH WITH ATTACHMENTS AS NECESSARY TO SHOW COMPLIANCE WITH BID SPECIFICATIONS.**

For questions please contact: Kerry Rowland @ 596-9597

**TAC 101A  
POWDERED ACTIVATED CARBON  
PUBLIC WORKS DEPARTMENT**

**INTENT:**

To obtain a supply of Powdered Activated Carbon (PAC) for use in the City of Tulsa's Water Treatment Plants.

**Reference Specification:**

All provisions of the **American Water Works Association Standard for Powdered Activated Carbon (AWWA B600-96 or latest edition)** shall apply to this specification.

The Powdered Activated Carbon must be certified as suitable for contact with drinking water or treatment of drinking water by an accredited certification organization in accordance with **ANSI/NSF Standard 60, Drinking Water Treatment Chemicals-Health Effects**. The evaluation must be performed in accordance to the ANSI/NSF Standard 60. Certification must be performed by an organization accredited by the American National Standards Institute. **Verification of ANSI/NSF certification must be submitted with the bid proposal.**

**Contract Time:**

The terms of the contract shall be for a period of one year beginning from the date of written authorization to proceed. The contract shall be renewable, with the consent of both parties, for two successive one-year periods.

**Price Adjustment Option:**

The price paid for a commodity under this contract shall not change during the term of this contract. However, if the supplier anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in a renewal of this contract if the following criteria are met:

1. The supplier includes a formula, to calculate a change in price at the time of renewal, **in the bid for the initial contract**. The formula shall be reasonable, objective, and capable of measurement.
2. The supplier notifies the City, in writing, no later than 30 days prior to the expiration of the initial contract period, or any renewal period, of its intent to exercise the right to increase or decrease the prices under the contract. The notice shall include a calculation of the price increase or decrease requested by the vendor.

### **Affidavit of Compliance:**

An affidavit of compliance shall accompany the bid proposal and the executed contract indicating compliance to ANSI/NSF 60 Standard for Drinking Water Additives and the requirements of the AWWA Standard B600-96.

### **Hazard Communication Standard:**

The Oklahoma Hazard Communication Standard is made a part of this specification. The vendor shall provide Material Safety Data Sheets (MSDS) on products delivered under this contract. The MSDS shall be equivalent to a U.S. OSHA Form 20 MSDS. An MSDS shall be provided with every shipment of PAC and the bid proposal.

### **Bid Submittal & Evaluation Process:**

The supplier is required to submit a one-liter sample of PAC in a tightly capped container. These samples must be representative of the materials supplied during the execution of the contract. The bid sample must be delivered to Dan Hammond at 707 S. Houston, #414, Tulsa, OK 74127, **before bid opening date. Do not send sample with your bid package.** The supplier must label the sample with the supplier's name and the bid number. An MSDS sheet and any applicable product information shall be provided with each sample. If the supplier has problems with submitting samples please contact Kerry Rowland at (918) 596-9847.

In addition to the sample, the supplier shall submit with the formal bid proposal a laboratory analysis of the submitted product. The sample analysis shall contain the following:

1. Moisture Content
2. Apparent Density
3. Particle Size Distribution
4. Iodine Number
5. Tannin Value

The supplier shall submit with the formal bid proposal the names of their personnel authorized to certify the certificate of analysis required with each delivery.

### **PAC Performance Evaluation Method:**

1. Each bidder is allowed to submit a sample and bid proposal for two different PAC products. This can be two lignite or bituminous products or one lignite and one bituminous product.
2. Bench-scale testing will be performed by the City of Tulsa on each of the PACs submitted by bidders in order to evaluate their effectiveness in removing the taste and odor causing chemical geosmin.

3. Since the Mohawk Water Treatment Plant has used the majority of the PAC purchased in the past, the bench-scale testing will be performed on Mohawk raw water.
4. The suppliers can request a sample of Mohawk raw water to perform their own bench-scale testing. The supplier needs to supply pre-paid postage, a shipping container, and a sample container. Please contact Dan Hammond at (918) 596-9523 for more information.
5. Alum and cationic polymer concentrations will be held constant during the test at the current plant dosages.
6. The City of Tulsa's Quality Assurance Laboratory (QAL) regularly tests the raw water from Mohawk Water Treatment Plant. If the geosmin level in the raw water from the Mohawk Water Treatment Plant is less than 200 ng/l at the time of testing, synthetic geosmin will be added to the sample in order to achieve a target level of 200 ng/l.
7. The raw water sample (3 liters total) will then be split into 3 aliquots. The first aliquots will be analyzed by the Quality Assurance Laboratory to establish the initial level of geosmin. The other two aliquots will be used for the bench-scale test of PAC at the dosage rates 15 and 30 ppm.
8. The samples of the raw water will be bench-scale tested to simulate full-scale plant pre-coagulation, flash mixing, tapered flocculation, and settling.
9. At the beginning of the test the PAC dose will be added to each sample quickly and allowed three minutes of mixing at 100 rpm in order to simulate the pre-coagulation contact time between the raw water pump station where the PAC is added and the flash mix basin. After three minutes, bench-scale mixing speed will be increased to 300 rpm for 1 minute to simulate flash mix. Alum and cationic polymer will then be added together 20 seconds into the mixing period. Following the flash mix, mixing speed is decreased to simulate tapered flocculation. The test continues for 60 minutes. At the end of the bench-scale test, the samples will settle for 10 minutes. Samples are then measured for turbidity. The geosmin level of the settled water will also be tested by the QAL.
10. The geosmin data for the initial raw water and settled water will be used to calculate an overall removal efficiency for the test. Removal efficiencies are calculated for PAC doses of 15 ppm and 30 ppm. Performance factors (PF) are calculated to compare the overall cost of each of the PACs tested. For each dose, the PAC with the highest removal efficiency is assigned a PF of 1.0. For the remaining PACs, the removal efficiency of the best performing carbon is divided by the removal efficiency of the individual PAC to obtain each PF. Performance factors will be calculated for doses of 15 ppm and 30 ppm and averaged to obtain the Average PF for each PAC.
11. The adjusted cost for each of the PACs bid is obtained by multiplying the Bid Cost by the average PF for each carbon. The PAC with the lowest adjusted cost will be recommended as the successful bidder.

**Quality:**

**Type 1 (Lignite):**

The quality of the Powdered Activated Carbon shall be in conformance with AWWA B600-96 and these additional requirements:

1. The moisture content at the time of receipt shall not exceed 5% by weight.
2. Particle Size Distribution:
  - a. 99% of the activated carbon shall pass a No. 100 sieve
  - b. 95% of the activated carbon shall pass a No. 200 sieve
  - c. 90% of the activated carbon shall pass a No.325 sieve.
3. The carbon shall have wetting characteristics such that it readily goes into suspension and does not float on the surface of the water to which it is applied.
4. The iodine number shall not be less than 500.
5. The tannin number shall not be greater than 350.

**Type 2 (Bituminous):**

The quality of the Powdered Activated Carbon shall be in conformance with AWWA B600-96 and these additional requirements:

1. The moisture content at the time of receipt shall not exceed 5% by weight.
2. Particle Size Distribution
  - a. 95% of the activated carbon shall pass a No. 100 sieve
  - b. 87% of the activated carbon shall pass a No. 200 sieve
  - c. 82% of the activated carbon shall pass a No.325 sieve.
3. The carbon shall have wetting characteristics such that it readily goes into suspension and does not float on the surface of the water to which it is applied.
4. The iodine number shall not be less than 800.
5. The tannin number shall not be greater than 350.

**Quantity:**

The estimated quantity of powdered activated carbon is listed below. The estimate is given for information purposes only. The supplier should not consider this estimate to guarantee a minimum or maximum amount. Neither an under-run, nor an over-run, regardless of extent, in the actual quantity delivered compared to the estimated quantity listed below shall entitle the supplier to an adjustment in the unit price or to any other compensation.

Mohawk Plant: 25 - 100 tons (92 tons was used in 2002)  
A.B. Jewell Plant: 10 - 50 tons (40 tons was used in 2002)

### **Delivery Guarantee:**

Suppliers are required to submit guarantee statements for the product and provide the manufacturing location. Please review the Sample of Manufacturer Commitment at the end of this specification.

### **Acceptance and Sampling:**

The City of Tulsa will test deliveries of powdered activated carbon in accordance with AWWA procedures. The operators will perform a visual inspection of delivery equipment and collect a sample of the material. The City of Tulsa's Quality Assurance Laboratory will also verify that the powdered activated carbon is in compliance with the quality requirements of these specifications as reported on the Certificate of Analysis.

### **Method of Delivery:**

1. Shipments shall be made in cargo trailers dedicated to the delivery of powdered activated carbon. Loads are to be shipped bulk, not to exceed 30,000 pounds per load.
2. All shipments must be accompanied by the following:
  - a. Shipping Invoice
  - b. Weighmaster's Certificate of Weight and Measure. **The City will make payment only on weights taken at certified scales in the city prior to unloading and directly after unloading.**
    - The weight for **A.B. Jewell** shall be taken at a local (Tulsa) certified scale near the point of destination before and after offloading. City personnel will accompany the truck to the scale for the after delivery weight stamp.
    - Bulk shipments to **Mohawk** will be weighed using the on-site plant scales before and after offloading.
  - c. Certificate of Analysis which must include the following information:
    - i. Particle Size Distribution
    - ii. Iodine Number
    - iii. Tannin Value
  - d. MSDS sheet.

### **Time of Delivery:**

Deliveries shall be within five (5) calendar days after receipt of orders at such intervals as required by the respective Plant Superintendents or Chief Operators. Delivery at **Mohawk** shall be made between the hours of 7:00 a.m. and 3:30 p.m., delivery to **A.B. Jewell** shall be made between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday unless otherwise approved in advance by the respective plant superintendent or chief operator. **Note:** Deliveries will not be accepted on City recognized holidays. A list of the holidays is available upon request.

### **Delivery Points:**

Delivery is to be made to the following locations:

Mohawk Water Treatment Plant, 3600 East Mohawk Boulevard  
A.B. Jewell Water Treatment Plant, 18707 East 21st Street

### **Unloading Facility:**

Each Water treatment plant has a 4-inch quick coupler connection for unloading powdered activated carbon. The supplier's truck must be equipped with unloading air and a minimum of 40 feet of unloading hose. Any modifications required to the existing fittings for the benefit of the successful supplier shall be at the supplier's expense. Unloading of the powdered activated carbon, and placing into storage shall be the responsibility of the supplier.

### **Unloading Duration:**

Unloading time shall be free of charge for a minimum of four (4) hours, beginning upon arrival of the cargo trailer at the designated plant, **with proper certification**, and ending upon its departure from the property. Additional charges for each quarter of an hour beyond the four-hour free time shall be as quoted on the bid submittal. Each charge will be investigated and approved prior to payment. In no case will demurrage be charged if the supplier's unloading time exceeds free time through no fault of the City. No charge shall be made for rejected shipments.

### **Bid Items:**

Bid prices shall be based on estimated quantities as shown in the Quantity section of these specifications. Prices shall include delivery. Any other charges or provisions anticipated by the bidder and not shown in these specifications must be called out and included in the bid submittal.

### **Spills:**

If during delivery and unloading the supplier causes chemicals to be spilled or otherwise improperly discharged from storage vessels, piping, hoses, and connections, the supplier shall contain, clean up, and return the site to the condition existing before the spill. The city shall not be liable for the costs of containment, clean up, and returning the site to the pre-spill conditions. The supplier shall notify the city immediately in the case of a spill or accident. If a spill is detected by City personnel after a delivery has been made and it has not been contained, cleaned up, or disposed of, the City will immediately contain, clean up, and return the site to the condition existing before the spill. The supplier shall in this case be liable for the cost of containment, clean up, and returning the site to the pre-spill conditions.

### **Security:**

1. Before the truck leaves the terminal, the supplier needs to notify the appropriate plant that the delivery is en route. The supplier must provide the name of the driver making the delivery, so that City of Tulsa personnel can match the driver's photo ID when he arrives at the plant.
2. All trucks must be sealed with a security tag, and the serial number on the security tag must be faxed to the appropriate plant after the truck has been loaded and ready for shipping. (Please review the Contact List and Delivery Confirmation Form at the end of this specification.)
3. The tractor, tanker, and/or trailer number must also be faxed to the appropriate plant.
4. The manifest that accompanies the shipment must contain of the same information along with the serial numbers and tractor/tanker numbers.

Discrepancies in any of these procedures could result in the load being refused, and will result in the delay of the unloading of chemicals, until discrepancies are satisfactorily resolved.

### **Addenda and Interpretations:**

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by any oral representations, clarifications or changes made in the written specifications by City of Tulsa employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

### **Award of Bid:**

The City of Tulsa shall award the bid to the firm whose proposal meets the specifications and is advantageous to the City. The bidder should consider the following factors in Section 406E of Title 6, from the City of Tulsa's purchasing ordinance:

#### **406E. AWARD OF CONTRACT**

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
  - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

- b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies or contractual services for the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. Where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
- j. The number and scope of conditions attached to the bid;
- k. If a point system has been utilized in the bid specifications, the number of points earned by the bidder.

MANUFACTURER COMMITMENT:

**Sample** of Manufacturer Commitment (should be on manufacturer's letterhead)

                  **(name of manufacturer)**                   commits sufficient volume of Powdered Activated Carbon to supply the City of Tulsa up to \_\_\_\_\_ annual tons of material at a rate up to \_\_\_\_\_ tons/month for the period of \_\_\_\_\_ to \_\_\_\_\_. The powdered activated carbon supplied to the City of Tulsa will be manufactured at our **(name and location of plant)** facility.

# City of Tulsa Contact List

## Water Supply Systems

### Mohawk Water Treatment Plant

Superintendent	Joan Arthur	(918) 591-4029
Chief Operator	Warren Williams	(918) 591-4028
Operations		(918) 591-4047
Fax		(918) 591-4038

### A.B. Jewell Water Treatment Plant

Superintendent	Phil Demoret	(918) 669-6470
Chief Operator		(918) 669-6471
Fax		(918) 669-6482

### Administration

Utility Sys. Operations Adm.	Kerry Rowland	(918) 596-9847
Fax		(918) 596-1615



# City of Tulsa Water Supply Delivery Confirmation Form

ATTN: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Contact and Phone #: \_\_\_\_\_

\_\_\_\_\_

Driver's Name: \_\_\_\_\_

Date and Time of Delivery: \_\_\_\_\_

Location of Delivery: \_\_\_\_\_

Chemical Delivered: \_\_\_\_\_

Serial Number on Security Tag: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Truck Number: \_\_\_\_\_

Tanker Number: \_\_\_\_\_