



## INVITATION FOR SEALED BID

**TAC #307A**

**Description: SLUDGE POLYMER**

**Department: PUBLIC WORKS**

**NIGP Commodity Code(s): 885-77-00-00-000-0**

**Total pages including this page is 18**

**NOTE: FAXED BIDS WILL NOT BE ACCEPTED**

**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 : <http://www.cityoftulsapurchasing.org/>

you must notify the buyer Darlene Donica of your intent to bid by e-mail [ddonica@ci.tulsa.ok.us](mailto:ddonica@ci.tulsa.ok.us) 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.

## TABLE OF CONTENTS

**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**

Table of Contents		2
Invitation for Sealed Bid	<b>( Note #1 )</b>	3
General Terms and Conditions		4
Interest Affidavit	<b>( Note #2 )</b>	5
Bidder Affidavit	<b>( Note #2 )</b>	6
Contractor Information Sheet		7
Summary Price Sheet		8
Specifications		9-18

**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:** JUNE 27, 2002

**BID NUMBER:** TAC 307A

**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: JUNE 13, 2002

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:

\_\_\_\_\_

**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

**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

---

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

---

**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.**

---

# TAC 307A

### Description

### Unit Cost

#### A.B. Jewell

Dry Polymer	\$ _____ price per pound
Liquid Polymer	\$ _____ price per pound
Delivery Demurrage Charge	\$ _____ per quarter hour

#### Mohawk

Two Stage Dry Polymer	\$ _____ price per pound
Liquid Polymer	\$ _____ price per pound
Delivery Demurrage Charge	\$ _____ per quarter hour

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

**For question please contact: Kerry Rowland @918-596-9847**

**TAC 307A  
SLUDGE POLYMER  
PUBLIC WORKS DEPARTMENT**

**INTENT:**

To obtain a source of **dry and/or liquid sludge dewatering polymer** for use in the City of Tulsa's Water Treatment Plants.

**PLANT INFORMATION:**

All provisions of the **American Water Works Association Standard for Polyacrylamide, ANSI/AWWA B453-01** shall apply to this specification. A copy of this standard is attached to the end of this specification.

Currently the primary water treatment coagulant is liquid Aluminum Sulfate (Alum) with Cationic Polymer used as a coagulant aid. Additionally, small amounts of Nonionic and Anionic Polymer may be used during the treatment process at the A.B. Jewell Plant.

Due to the different water quality supplied by each treatment plant, the sludge dewatering polymers will be considered separately for each plant and may be awarded to separate suppliers based on the results of the testing.

**POLYMER TESTING:**

Prospective bidders can contact Kerry Rowland at (918) 596-9847 to schedule a time to obtain a sample of the sludge from each plant if desired. The City of Tulsa will not mail samples to bidders.

City of Tulsa personal will test the three lowest submitted bids at each plant. We will run tests for a one-week period at each location. Each bidder selected is required to furnish the polymer for testing at no cost to the City of Tulsa. The polymer manufacturers may be on site during the test. Only polymers that have a bid proposal will be considered during trial testing. If considered necessary, the City reserves the right to test bid polymers that were not in the top three lowest submitted bids.

The following filter press performance criteria will be used by the City during testing:

**Minimum Requirements**

Minimum cake solids concentration (dry weight, percent total solids)	22%
Minimum overall solids capture	95%
Maximum polymer cost per dry ton of feed solids	\$10

Solids Loading, pounds of dry feed solids per hour per belt press	1,600 lbs
---	-----------

The objective of the polymer testing described is to select a polymer that is cost effective and meets the treatment performance requirements of the sludge dewatering process. The polymer that dewateres the sludge to the desired range, meets the required solids capture rate, and is the lowest cost per ton of sludge solids and/or cost per gallon of sludge treated will be the preferred product for purchase.

**CONTRACT TIME:**

The terms of the contract shall be for a period of one (1) year beginning from the date of written authorization to proceed. The contract shall be renewable, with the consent of both parties, for two (2) successive one (1) year periods.

**HAZARD COMMUNICATION STANDARD:**

The Oklahoma Hazard Communication Standard is a part of this specification. The seller shall provide Material Safety Data Sheets (MSDS) on the product delivered under this contract. The MSDS shall be equivalent to a U.S. OSHA Form 20 MSDS.

**AFFIDAVIT OF COMPLIANCE:**

The seller shall supply an affidavit with the executed contract stating that all products furnished under this contract comply with all applicable requirements of AWWA for Sludge Polymer. **An affidavit of compliance shall accompany each delivery and must also be submitted with the bid proposal.**

**All products must be non-hazardous for disposal in an approved landfill.**

**BID SUBMITTAL:**

Two (2) bids will be accepted for separate sludge-dewatering polymers or polymer combinations from each bidder. For each polymer proposed the bidder must submit the following:

1. The price per pound for the polymer.
2. A product information sheet consisting of typical physical and chemical properties. The following information shall be included:
  - a. Form
  - b. Bulk Density
  - c. Particle Size
  - d. pH of 1% solution
  - e. Charge Type
  - f. Molecular Weight
  - g. Free Acrylamide

3. The bidder shall submit with the formal bid proposal the names of their personnel authorized to certify the Affidavit of Compliance required with each delivery.

**QUANTITY:**

The estimated annual quantity (based on fiscal year July – June 2000-2001) of dry sludge polymer is listed below. The estimate is given for information purposes only. The bidder 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 bidder to an adjustment in the unit price or to any other compensation.

A.B. Jewell:               7,773 lbs (Anionic Polymer)  
Mohawk:                   2,700 lbs (Cationic Polymer) and 2,850 lbs (Anionic Polymer)

**QUALITY:**

The delivered polymer shall conform to the following:

1. The product shall contain no substances in quantities capable of producing deleterious or injurious effects to the public consuming the water, which has been used during the water treatment process. The product shall not cause the treated sludge to fail to meet the requirements for disposal of non-hazardous materials.
2. The polymer shall not lose its effectiveness for minimum of twelve months from the date of delivery.
3. The polymer shall be soluble in water in all proportions. The polymer must have good mixing characteristics and produce a minimum of nuisance conditions such as scum or foam.
4. All physical/chemical characteristics of the polymer to be provided must be compatible with the existing polymer storage and feed equipment, metering devices, pumps, belt filter press, and other equipment associated with the sludge dewatering operation.
5. The polymer shall not be corrosive to the polymer storage and/or handling equipment or the dewatering equipment.
6. The potential polymer suppliers are required to visit and inspect the belt filter press for the purposes of determining their polymer products are compatible with the existing dewatering equipment and will not inhibit performance/operation or damage the existing equipment. To arrange for individual appointments please contact Kerry Rowland at the Water Supply Administrative Office at (918) 596-9847. **No bidder will be allowed to visit the site and obtain a sludge sample without an appointment.**

7. If damage does occur as the result of using a polymer product that is not compatible with the existing belt filter press equipment, the polymer supplier will be financially responsible for all necessary repairs and/or equipment replacement.
8. The polymer mixing characteristics and performance shall not be significantly altered due to weather or temperature conditions.

Below are the previously tested and acceptable polymers. The polymers listed below do not limit what will be considered.

Single Stage  
Dry Polymer/A.B. Jewell Plant

Form	Free-flowing granular powder
Bulk Density	40lb/ft <sup>3</sup>
Particle Size	95%<1.0mm
pH of 1% sol	5.5-6.5
Charge Type	Medium charged anionic
Molecular Weight	Very High

Liquid Polymer/A.B. Jewell Plant

Form	Opaque Liquid
Specific Gravity	1.0 + .02
Charge Type	Anionic
Molecular Weight	Mixture

Two Stage  
Dry Polymer/Mohawk Plant

Form	Free-flowing granular powder
Bulk Density	40lb/ft <sup>3</sup>
Particle Size	95%<1.0mm
pH of 1% sol	5.5-6.5
Charge Type	Medium charged cationic
Molecular Weight	Very High (greater than $7 \times 10^6$ )
Free Acrylamide	Less than 0.05%

Form	Free-flowing granular powder
Bulk Density	40lb/ft <sup>3</sup>
Particle Size	95%<1.0mm
pH of 1% sol	5.5-6.5
Charge Type	Medium charged anionic
Molecular Weight	Very High

**SHIPMENTS:**

The dry polymer shall be bagged in fifty-five (55) pound polyethylene lined, multi-walled bags and shipped on pallets via open trailer or truck. The pallets shall be loaded so as to be unloaded with a forklift from the side. A pallet truck is available at the plant to aid in the unloading of the material. Maximum weight of pallets shall be 1,500 lbs. Other forms of delivery may be considered.

The liquid polymer, if in drums, shall be shipped in fiberglass or stainless steel 55-gallon drums (aluminum or galvanized shall not be used), and shipped on pallets via open trailer or truck. The pallets shall be loaded so as to be unloaded with a forklift from the side. Maximum weight of pallets shall be 1,500 lbs.

Shipment by bulk and placed in the City owned bulk tank will also be acceptable. If bulk delivery is preferred the following shall apply:

1. Shipments shall be made in single-unit cargo trailers constructed of stainless steel or specially lined to handle the polymer supplied. Shipments shall be made in trailers that are dedicated to the delivery of single water treatment coagulants only. The supplier shall furnish to the City a current written list of all dedicated trailers. If the supplier is not using dedicated trailers, a certificate of cleaning will accompany each shipment. Deliveries from trailers not on the current list of dedicated trailers or accompanied by a certified cleaning certificate shall be rejected and returned to the supplier at no charge to the City.
2. Bulk shipments shall not exceed five thousand (5,000) gallons per load.
3. Upon arrival at the treatment plant, the delivery driver shall present to on-site personnel 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** and Southside 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 on the on site plant scales before and after offloading.
  - c. Affidavit of Compliance
  - d. Material Safety Data Sheet (MSDS)
  - e. Certificate of cleaning if necessary.

## **DELIVERY:**

Delivery is to be made to the following locations:

A.B. Jewell Water Treatment Plant - 18707 E. 21st.  
Mohawk Water Treatment Plant - 3600 E. Mohawk Blvd.

Unloading and placing into storage shall be the responsibility of the supplier.

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 of 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 bidder's unloading time exceeds free time through no fault of the City. No charge shall be made for rejected shipments.

## **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 delivering bulk liquid polymer and all drums 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 will contain all of the same information along with the serial numbers and tractor/tanker numbers.
5. 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.

## **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 2:00 p.m., Monday through Friday unless otherwise approved in advance by the respective plant superintendent or

chief operator. **Note:** Deliveries may not be made on City recognized holidays. A list of the holidays is available upon request.

**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.

**BID ITEMS:**

Bidders shall provide prices for all items. Bid price will be based on estimated quantities as shown in the “Quantities” section of these specifications. Prices shall include delivery and any other charges or provisions anticipated by the bidder and not shown in these specifications.

**PERFORMANCE BOND:**

Within ten (10) days following the award of the contract, the successful bidder is required to execute and furnish a performance bond in the amount of **\$5,000.00** guaranteeing the proper and prompt performance of the contract in accordance with the provisions, requirements, terms and conditions of the contract.

**DELIVERY GUARANTEE:**

Bidders are required to submit a delivery guarantee for each product. Please review the Sample of Manufacturer Commitment at the end of this specification.

**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 dry polymer sludge to cover the  
\_\_\_\_\_ annual pounds of material required for the City of Tulsa for the period of  
\_\_\_\_\_ to \_\_\_\_\_.

## **City of Tulsa Contact List**

### **Water Supply Systems**

Mohawk Water Treatment Plant  
Superintendent  
Chief Operator  
Operations  
Fax

Joan Arthur	(918) 591-4029
Warren Williams	(918) 591-4028
	(918) 591-4047
	(918) 591-4038

A.B. Jewell Water Treatment Plant  
Superintendent  
Chief Operator  
Fax

Phil Demoret	(918) 669-6470
Emmet Blankenship	(918) 669-6471
	(918) 669-6482

Administration  
Utility Sys. Operations Adm.  
Fax

Kerry Rowland	(918) 596-9847
	(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: \_\_\_\_\_