

# **INVITATION TO BID**

## **Liquid Polyphosphate**

**Solicitation #2024-SWB-33**



**Bid Due Date: July 19, 2024**  
**Bid Due Time: 11:00 AM CST**

**Sewerage and Water Board of New Orleans**  
**Invitation to Bid**  
**Liquid Polyphosphate**

The Sewerage and Water Board of New Orleans (Board) is soliciting bids from companies to supply Liquid Polyphosphate.

Invitation to Bid (ITB) will be available **June 28, 2024**, for download at the following websites:

Board: [https://www2.swbno.org/business\\_bidspecifications.asp](https://www2.swbno.org/business_bidspecifications.asp)

LAPAC: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181>

Fax and email submission will not be accepted.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by, **July 19, 2024, at 11:00 a.m.** (CST). For submission instructions, see bid documents.

Bids will be publicly opened on **July 19, 2024, at 11:30 a.m.** (CST) in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

## **Microsoft Teams** [Need help?](#)

### **[Join the meeting now](#)**

Meeting ID: 269 493 314 427

Passcode: q2aR3D

#### **Dial in by phone**

[+1 504-224-8698,,522345118#](#) United States, New Orleans

[Find a local number](#)

Phone conference ID: 522 345 118#

**LATE BIDS WILL NOT BE ACCEPTED.**

**Sewerage and Water Board of New Orleans**

**Invitation to Bid**

**Liquid Polyphosphate**

**Bidder's Information**

**1. Point of Contact/ Inquiries/ Requests for Information:**

The point of contact for this ITB is Kimberly Barnes. All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes, Procurement Specialist, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to [kbarnes@swbno.org](mailto:kbarnes@swbno.org) no later than timeline stated in the **Anticipated Bid Timetable** below. Any request received after that time may not be reviewed for inclusion in this ITB. The request shall contain the requester's name, address, and telephone number.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the ITB, posted on Board's website, and issued prior to the ITB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this ITB or in any addenda issued. Where there appears to be a conflict between this ITB and any addendum issued, the last addendum issued will prevail.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

**2. Submission Instructions:**

**Ways to submit a bid:**

**Hard Copy Submission:**

- (1) Signed hardcopy of the bid in a sealed envelope

Mark the front envelope with the following:

Solicitation # 2024-SWB-33 Liquid Polyphosphate

Company Name

Company Address

Company Contact Name, Phone Number, and Email Address

Address envelope to:

Sewerage and Water Board of New Orleans

Attn: Kimberly Barnes

625 St. Joseph St. Rm 133

New Orleans, LA 70165

**Fax and email submission will not be accepted.**

### 3. **Mail or courier specifications:**

Bidder remains responsible for ensuring that the bid is delivered prior to the submission deadline with a proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the bid.

- Bid documents should be contained in a sealed envelope and be placed in the shipping envelope or box. If the mailed bid is not contained in a separate sealed envelope, the bidder takes the risk that the envelope may be inadvertently opened, and the information compromised.
- Please add the Procurement Analyst's name in the Attention Line of the shipping label to ensure proper delivery.

### 4. **Bid Opening**

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

Bids will be publicly opened in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

## **Microsoft Teams** [Need help?](#)

### **Join the meeting now**

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Passcode: q2aR3D

#### **Dial in by phone**

[+1 504-224-8698,,522345118#](#) United States, New Orleans

[Find a local number](#)

Phone conference ID: 522 345 118#

**5. Anticipated Bid Timetable**

The Board will make every effort to administer the ITB process in accordance with the terms and dates discussed in this solicitation. However, the Board reserves the right to modify the ITB process and dates as deemed necessary at its sole discretion. The Procurement Department will a written addendum to the ITB should there be any changes.

Event	Date	Local
ITB Release	June 28, 2024	
Bidders' Written Questions Deadline	July 7, 2024	5:00 p.m.
Responses to Questions	July 10, 2024	
Bid Due Date and Time	July 19, 2024	11:00 a.m.
Bid Opening	July 19, 2024	11:30 a.m.
Award of Contract	TBD	

**3. Changes, Addenda, or Withdrawal of Bids Before Deadline:**

Any changes or addenda to a bid must be submitted in writing, signed by the authorized representative, cross-referenced clearly to the relevant bid section, and received by the Board's Procurement Department prior to the bid due date and time. Changes and addenda must meet all requirements for the bid. Any Bidder choosing to withdraw must submit a written withdrawal request to the Board's Procurement Department prior to the bid due date and time.

**4. Prohibition on Communication:**

From the time of advertising, and until the final award, there is a prohibition on communication by any Bidder (or anyone on their behalf) with the Board staff. Breaking the established prohibition on communication may result in a disqualification of the bid.

The point of contact for this ITB is Kimberly Barnes. All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes, Procurement Specialist, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

**5. Economically Disadvantaged Business Program**

**For 0% SLDBE participation**

It is the policy of the Board to encourage all vendors/contractors to identify and use S&WB certified DBE vendors to the fullest extent possible, even when a definitive DBE participation goal has not been established by the Board for a specific contract.

Contractor agrees to use its best efforts to carry out this policy by utilizing the current listings of approved DBE vendors available at the Board's website at [https://www.swbno.org/business\\_disadvantagedbusinessprogram.asp](https://www.swbno.org/business_disadvantagedbusinessprogram.asp).

6. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments shall result in your bid being deemed non-responsive.

NOTE: BIDS ON FORMS OTHER THAN THOSE PROVIDED WILL NOT BE CONSIDERED.

7. All bids must be received by the Board on or before the Delivery Deadline. Bids delivered after the said deadline shall be rejected.
8. The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

**NOTE: ITEMS WILL BE ORDERED ON AN AS NEEDED BASIS ONLY.**

9. Prices bid in the submission must be written or typed legibly. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

10. Discrepancies between the indicated product of any row of figures on the Bid Form and the correct product will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
11. Submissions from any person, firm or corporation in default upon any contract with the Board will neither be received nor considered.
12. **Any bid which does not fully comply with all the provisions of the "Bidder's Instructions" and the "Specifications" will be deemed non-responsive.**
13. If a Bidder withdraws their bid after the bid due date and time and/or the bid opening time, the withdrawing Bidder will be prohibited from resubmitting for this ITB in accordance with La. R.S. 38:2214(D)(1).

14. The Contract may be awarded to a single bidder or to separate bidders whichever should appear to the best interest of the Board. If two or more bids are received, equal in amount and lower than any other bid, the Board reserves the right to evaluate the bids and to decide which bid will be accepted. All other conditions being equal, preference will be given in accordance with La. R.S. 38:2184.
15. The Board reserves the right to reject any and all bids or proposals for just cause.
16. All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

**17. Awards**

The Board specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, and to accept the bid, which is in the best interest of the Board, and to reject all proposals if that is in the best interest of the Board.

**18. Objection of Recommendation/Award**

Any formal protest against the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at [cmoses@swbno.org](mailto:cmoses@swbno.org) according to the Board's Policy 83(R): Procedural Rules for Bid Appeals.

**19. Tabulations**

To view unofficial bid tabulations after the bids have opened, please visit the Board website under Doing Business – Bids – Tabulations

[https://www2.swbno.org/business\\_bidtabulations.asp](https://www2.swbno.org/business_bidtabulations.asp)

**20. Ownership:**

All bids to this ITB are the property of the Board for all purposes. Bidders must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

**21. Effect:**

This ITB and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this ITB. The Board may cancel or modify this ITB or any resulting solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, any professional services agreement executed by the Board will be issued the exclusive statement of rights and obligations extending from this solicitation.

**22. Errors or Omissions:**

The Board will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in bids by the Board or the Bidder. The Board, at its option, has the right to require clarification or additional information from the Bidder.

**23. Cost of Preparation:**

The Board is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by the Board.

**24. Public Records Requests**

To request a public record for the proposal documents, please submit to the following website: <https://swbno.nextrequest.com/>



**Sewerage and Water Board of New Orleans**  
**Invitation to Bid**  
**Liquid Polyphosphate**  
**General Specifications**

**1. Beginning Dates of Contract and Shipments**

The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements of the one (1) year. The contractor shall be prepared to begin shipments per the shipment delivery requirements in these specifications immediately upon execution of the contract.

The quantity listed is an estimate. In the event a greater or lesser quantity is needed, the Board reserves the right to increase or decrease quantity as needed.

**2. Length of Contract Term**

The unit prices shall cover the requirements of the Board for a period of one (1) year, with one (1) one-year renewal option. If requested by the Contractor and approved by the Board.

Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month-to-month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

**3. Contract Renewal Option**

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

**4. Price Adjustments:**

Contract prices are to remain firm through the effective dates of the contract. The Contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the Contractor's proposal stating his intent to renew the contract. If the Contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the Contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. The Board may request decrease of prices under the same terms and conditions.

5. The Sewerage and Water Board of New Orleans reserves the right to order at the unit prices bid a quantity exceeding the approximation to the extent of one hundred percent (100%) and agrees to order and pay for at least ten percent (10%) of the quantities approximated.
6. In case of failure on the part of the Contractor to make deliveries as required by the Board, and failure on his part to prove delivery to the carrier of the amounts so required and if such failure of delivery on the part of the Contractor shall result in endangering the proper operation of its facilities, then the Board shall have the right to place the Contractor in default and if necessary to purchase its commodity requirements in the open market, and any difference in the cost to the Board of the materials so purchased, over and above, the price bid by the Contractor shall be charged to the Contractor, and the Board will retain the same from any monies due or to become due the Contractor. Contractors placed in default shall be precluded from bidding on any future requirements of the Board. It is understood, however, that the requirements of this paragraph shall not be enforced if it can be shown that failure of delivery was caused by strikes in the Contractor's plant or other causes beyond the control of the Contractor.

## **TECHNICAL SPECIFICATIONS**

### **1. Approval and Certification**

All liquid polyphosphate products bid must be certified as meeting or exceeding Standard No. 60, as issued by the National Sanitation Foundation (NSF). The agency providing this certification must be accredited to provide such certification but does not have to be affiliated with NSF. Verification of NSF Standard 60 certification must be included within the completed bid package. If available, a product data sheet on the material to be furnished should be attached to this proposal

### **2. Shipment, Delivery, And Quantity Requirements**

Normal delivery must be made between the hours of 8:00 A.M. and 2:00 P.M. Truck drivers making deliveries shall notify Plant Personnel of their arrival and shall not connect to the Board's storage tanks or other facilities until authorized by a representative of the receiving facility. At least 24 hours' notice prior to delivery must be made for Board personnel to prepare to receive a shipment.

Minimum tank truck deliveries for the Board's permanent bulk storage facility shall be approximately 52,000 pounds or 4,500 gallons. The contractor must be prepared to deliver shipments of either quantity upon three (3) days' notice. It is expected that shipments of this quantity shall be required every 4 to 6 weeks.

Shippers shall provide the necessary properly sized equipment, such as air compressors or pumps, to unload their product into the Board's storage tanks within the "free" time as regulated by the I.C.C. Approximately forty (40) feet of transfer hose is needed to reach the Board's tanks from the Shipper's trailer-tank. Demurrage due to the Shipper's inability to unload the product quickly and properly into the Board's tanks will not be for the Board's account. Any demurrage or detention charge invoices received by the Board will be forwarded to the Contractor unless such charges result from delays directly accountable to the Board.

The Contractor shall furnish the Sewerage and Water Board with the printed tickets from a public weighing scale showing the weight of the delivery vehicle empty, and also the weight after being loaded with product. If the Contractor has a certified scale, printed tickets from this scale will be accepted. The cost of weighing shall be at the expense of the Contractor.

The Contractor shall furnish a laboratory analysis with each delivery of liquid polyphosphate, specifying the percent polyphosphate as PO<sub>4</sub>. All polyphosphate analysis must be done using a method as specified in the current edition of Standard Methods for The Examination of Water and Wastewater

The price bid shall cover furnishings and delivering approximately one million (1,000,000) pounds of liquid polyphosphate solution, F.O.B. in pneumatic tank trucks equipped to unload into the Sewerage and Water Board's bulk storage tank at the Carrollton Water Plant, 8800 S. Claiborne Avenue, New Orleans, Louisiana

#### **4. Bid Samples**

The contractor shall furnish a one-quart sample representative of the liquid polyphosphate to be furnished. This sample must be representative of the product to be shipped for the term of the contract. Vendors may not change liquid phosphate manufacturers during the course of this contract without prior written approval of the Water Purification Superintendent of the Sewerage and Water Board. This sample shall be hermetically sealed and properly labeled as to date sampled, product name, and name of bidder. This bid sample will be used as a standard for the type and quality of the liquid polyphosphate to be delivered during the course of this contract. If any doubt as to the acceptability of this liquid polyphosphate exists, the Sewerage and Water Board may request a sample as large as one tank truckload, the contractor to be reimbursed for this product at bid price. Bids from contractors who sample fail to meet specifications as called for herein will not be considered. These samples must be submitted to the following address no later than the bid opening time:

Carrollton Water Plant

Engineering Bldg.

8800 S. Claiborne Avenue

New Orleans, LA 70118

Attn: Chad Lavoie

These samples may be delivered by common carrier and the contractor should obtain a dated receipt signed by a Sewerage and Water Board representative as proof that the samples were delivered and labeled as specified herein. **BIDS FROM CONTRACTORS WHO FAIL TO FURNISH AND LABEL THE SAMPLE AS SPECIFIED HEREIN WILL NOT BE CONSIDERED.** All samples submitted become the property of the Sewerage and Water Board.

## **CHEMICAL AND PHYSICAL REQUIREMENTS**

1. The liquid Polyphosphate bid shall be a solution of sodium hexametaphosphate produced as a sequestering agent for metal salts in potable water treatment. The liquid polyphosphate bid must successfully sequester calcium salts in the prevention of calcium deposition on essential water treatment facilities and machinery. All solutions provided must be slightly viscous clear liquids, free from visible foreign matter, sediment, and turbidity. The liquid polyphosphate shall not contain any impurities in quantities capable of producing deleterious or injurious effects on the health of those consuming potable water that has been properly treated
  
2. The liquid polyphosphate solution bid shall contain 36 +-2% polyphosphate as PO<sub>4</sub>, and must be a stable solution, with no precipitation of phosphate, or reversion to orthophosphate while in bulk storage as neat solution.
  
3. A certified analysis must be included within the completed bid package specifying the percent polyphosphate, as PO<sub>4</sub>, of the liquid polyphosphate solution bid. Analytical procedures for determining this value must be approved by the U.S. E.P.A. and are found in the current edition of Standard Methods for the examination of Water and Wastewater. A product data sheet should also be included within the completed bid package.

### **BASIS FOR REJECTION**

Proposals shall be rejected if received from Contractors whose liquid polyphosphate does not comply with the Board's requirements as described in Chemical and Physical Requirements of these specifications

### **SPECIAL PROVISIONS**

All bidders must furnish the following information in the space provided for in this proposal:

- a) the manufacturer's name and address
- b) the point of shipment
- c) the location and capacity of the manufacturing facility
- d) the storage capacity at the point of shipment
- e) the "Standard Transportation Commodity Code" (STCC number) for the product
- f) a typical analysis of the material to be furnished
- g) the acknowledgement of receipt of addenda, if issued

**ATTACHMENT A**

**INVITATION TO BID REQUIREMENTS**

**SOLICITATION #2024-SWB-33  
LIQUID POLYPHOSPHATE**

Please note this checklist serves ONLY as a helpful guide. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response. Please review the solicitation in its entire requirements, specifications, terms, and conditions of the solicitation for details.

\_\_\_\_\_ Attachment B Cover Sheet **(Required)**

\_\_\_\_\_ Attachment C Bid Form **(Required)**

\_\_\_\_\_ Attachment D Affidavits **(Required)**

\_\_\_\_\_ NSF Standard 60 Certification **(Required)**

\_\_\_\_\_ Typical Analysis Form **(Required)**

**Failure to submit all required documents will render your bid non-responsive.**

**ATTACHMENT B**  
**COVER SHEET**

**Invitation to Bid:** 2024-SWB-33 Liquid Polyphosphate

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

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

**Please provide the key contact person's information below:**

**Primary Contact Person:**

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

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**This ITB must be signed by an authorized Representative of the Company/Firm for bid to be valid. Signing indicates you have read and comply with the Instructions and Conditions.**

Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment C

## Bid Form

### Liquid Polyphosphate (ITEM NOS. 1-1)

Vendor:				
Item No.	Quantity	Description	Price Per Ton	Total Price
Item No. 1-1	Approximately 1,000,000	Liquid Polyphosphate	\$	\$
<b>TOTAL FOR ITEM NOS. 1-1</b>				\$

<b>Manufacturers Name and Adress</b>	
<b>Point of Shipment</b>	
<b>Location and Capacity of Manufacturing Facility</b>	
<b>Storage Capacity</b>	
<b>Standard Transportation Commodity Code</b>	

*Please fill in all information on the bid form. Failure to answer the bid form in its entirety will render bid non-responsive.*



