

Greater Peoria Sanitary District

Polymer Supply Services

Request for Proposal (RFP)



Posting Date on GPSD Website: September 16th, 2022

Response Due: Central Time (per instructions below)

Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain proposals for the supply, including delivery, of approved polymers to the Greater Peoria Sanitary District (GPSD or the District) for use within select processes of the District’s wastewater treatment plant (WWTP) located at 2322 S. Darst St. in Peoria, IL. The District anticipates entering into an agreement with a selected provider (“Provider” or “Service Provider”) for the supply of polymer throughout the duration of time until, and including, December 31st, 2023; however, the District reserves the right to enter into an agreement of a different duration if negotiations reveal such an alteration to be to the advantage of GPSD. The scope of the work is described below.

All communications regarding this RFP should be directed to: James E. Sloan, P.E., Director of Operations; via e-mail to jsloan@gpsd.org; and/or via phone to (309) 272-4860.

The District will only accept proposals for the supply of approved products provided by approved suppliers. The process of obtaining District-approval for the submission of proposals for the provision of polymer(s) shall be as detailed within the “Scope of Work” below, including other sections of this RFP as referenced within. The Scope of Work shall generally include, but not necessarily limited to, bench testing of considered products (bench trial), the testing of a limited number of products within the processes of the District’s WWTP (in-plant trial) and the provision of information resulting from the latter. Bench trials and in-plant trials must be completed sequentially; furthermore, prior to commencement of any trial, candidates for approval (candidate) must receive, from the District, approval to proceed.

Schedule

Every effort will be made to adhere to the following schedule; however, depending on the timeline of the processes of conducting trials, the dates of Items 2 through 4 below might be adjusted:

1. Via upload to GPSD website, distribute RFP on September 16th, 2022;
2. The performance of bench trials during the period of time from September 26th, 2022 to October 14th, 2022;
3. The performance of in-plant trials during the period of time from October 17th, 2022 to November 23rd, 2022;
4. The submittal of in-plant trial results by November 30th, 2022;
5. Approvals to proceed for bidding purposes distributed to potential bidders by 3:00 P.M. on December 2nd;
6. By the deadline of 3:00 P.M. on December 7th, 2022, proposals must be submitted;
7. Staff selection of a recommended proposal by 3:00 P.M. on December 9th;
8. GPSD Board of Trustees review of staff recommendation on December 20th, 2022; and
9. Alternatively, if not reviewed on December 20th, 2022, GPSD Board of Trustees review of staff recommendation on January 17th, 2023.

Scope of Work

The District's treatment works receives an average of twenty-four (24) MGD of wastewater from Peoria and adjacent communities. Within the treatment works, two processes are operated that require the use of polymer: one, for the thickening of both waste-activated and tertiary solids, a gravity belt thickener (GBT); and, two, mechanical dewatering that utilizes a centrifuge for the dewatering of anaerobically digested sludge. Annually, the District uses both an estimated 7,500 gallons (68,800 lbs.) of polymer for gravity-belt thickening and an estimated 13,000 gallons (119,000 lbs.) for mechanical dewatering.

The District will be seeking proposals for the provision of liquid polymer for both processes, including, but not limited to, deliveries of product(s) to locations within the District's WWTP. It is the District's preference to use one polymer in both operations; however, separate polymers will be considered if determined by the District to be preferential for either the enhancement of process effectiveness or cost savings.

Candidates will be required to conform with the following process and conditions:

1. For both intended WWTP processes, suppliers may select up to two (2) polymer products for consideration;
2. For both processes in focus, characteristics of both the input feeds and the sludge produced is as shown below:

Sludge Characteristic	Gravity Belt Thickener	Mechanical Dewatering
Feed-Solids Range	0.4% - 0.6%	1.5% - 2.5%
Produced Solids, Minimum	4.0% - 6.0%	22.0% - 28.0%
Volatile Solids	70% - 90%	60%-70%

The minimum sludge flow to centrifuge will be 190 gallons per minute (GPM). The minimum sludge flow to the GBT shall be 500 GPM;

3. Prior to the commencement of said trial, the candidate must submit requested dates for the candidate's performance of said trial. Bench trials shall be conducted between 8:00 A.M. and 3:00 P.M., Monday through Friday, excepting District holidays. Candidates wishing to perform bench trials must schedule said trials with the District's Compliance Supervisor, Paul Keturi, who can be contacted at either (309) 272-2878 or pketuri@gpsd.org;
4. During the performance of either bench or in-plant trials, candidates shall be allowed no more than two (2) representatives at the District's facilities;
5. Bench trials shall be performed by candidate-representatives under the supervision of District personnel; during the performance of bench trials, candidates shall conform to any directions provided by the District, including, but not limited to, those pertaining to required safety measures and access to facilities. The District intends to allow reasonable accommodations within its laboratory facilities for the candidate's performance of bench trials;
6. The candidate shall be solely responsible for both the collection of all samples required and the performance of bench trials. Candidates shall be solely responsible for determining the proper application rate of each proposed product used in a trial;
7. The following formulas shall be used in the performance calculations:
 - a. Pounds dry sludge = pounds sludge feed - pounds centrate /filtrate solids lost;
 - b. Solids capture % = (pounds dry sludge /pounds sludge feed) x 100; and
 - c. Dosage (pounds polymer/dry ton sludge) = polymer feed (neat pounds/hour)/(dry tons sludge/hour).

8. No less than two weeks after the completion of bench trials, candidates shall submit information about the results of the conducted bench trial(s), including information about conformance to the following performance requirements:

Performance Requirement	Gravity Belt Thickener	Mechanical Dewatering
Solids Capture, Minimum	95%	95%
Filtrate/Centrates Solids Concentrations	< 50 mg/l	< 1000 mg/l

9. Candidates are welcome to compare bench testing results to any products now in use;
10. By contacting Paul, candidates must schedule an in-plant trial(s). In-plant trials shall be performed between 8:00 A.M. and 3:00 P.M., Monday through Friday, excepting District holidays. Furthermore, it is suggested that suppliers schedule site visits prior to any trials in order to familiarize with the existing District processes;
11. For each process in focus (mechanical dewatering and GBT), the duration of in-plant trials shall be from three to five hours, conducted within the duration of one business day and producing an equivalent duration of continuous data;
12. Prior to the commencement of an in-plant trial(s), as arranged with Paul, and at the candidate's expense, exclusively, materials shall be delivered to the District's WWTP; materials can be delivered Monday through Friday, between 8:00 A.M. and 3:00 P.M., excepting District holidays;
13. In-plant trial tests and results shall be based on samples taken from the following locations: the raw sludge feed to both mechanical dewatering and GBT; both centrate and filtrate drains; dewatering cake as taken from the dewatering conveyor; and the thickened sludge discharge from GBT. From each of these locations, candidates shall collect an initial sample, a second approximately one (1) hour after and a third approximately two (2) hours after the initial. Initial sampling shall begin within thirty (30) minutes of optimization;
14. Candidates shall be solely responsible for determining the compatibility of their proposed products with the District's existing processes, including, but not limited to, the feed, storage, mixing and dewatering systems thereof; to conduct in-plant trial(s), candidates must provide an adequate quantity or quantities of liquid polymer(s);
15. To thoroughly clean the District's existing processes including, but not limited to, the polymer feed system, before and after each trial use, candidates must supply sufficient supplies of polymer cleaner(s). Cleaning of the District's processes shall be completed to the satisfaction of the District;
16. Polymer used in trials must be both a standard production product, shipped from the normal production line, and contained in either fifty-five (55) gallon drums or 275 gallon, IBC, tote tanks. All containers must be properly labeled and be accompanied by a provided material safety data sheet (MSDS). Candidates shall be responsible for both unloading product at the point-of-use and removing offsite all empty polymer containers;
17. GPSD's laboratory will perform analyses of samples collected during in-plant trials. Average concentrations will be used to calculate polymer performance; the results will be confidential, provided to the supplier within forty-eight (48) hours and remain the exclusive property of the District;
18. Candidates shall be responsible for cleanup of any spilled polymer or other products used in testing;
19. Candidates shall be responsible for the removal of any unused polymer product;
20. In the event of unforeseen circumstances, such as mechanical failure, power outage, etc., the District will allow reschedule or retest, but at no additional cost to the District;
21. For each conducted trial, the District will review information provided and render a decision about the ability of the candidate to submit proposals for the provision of the proposed product; and
22. After receipt of approval for bidding, proposals must be submitted in accordance with instructions provided in this RFP, including those detailed in the "Proposals" section below.

Proposals

The form of proposals will be provided to candidates who are notified that their proposed product(s) are determined to be acceptable alternatives. Such notification will come to candidates (bidders) via email to designated representatives of the prospective bidder. All proposals will be property of GPSD.

Bidders interested in submitting proposals shall comply with the following:

1. On the form provided, and attached to this RFP as Exhibit A, clearly outline the unit price for bulk-delivery of approved polymer;
2. Costs included in the unit prices for the full-bulk deliveries of approved polymer shall include, but not be limited to, costs associated with the following: the provision of approved polymer; the provision of material delivery services, including all vehicular operating, maintenance and repair costs; the provision of all administrative services required to provide approved polymer; the provision of all insurance coverages made part of the agreement for the provision of approved polymer; cleanup required by any spill of materials; profit for the provision of specified materials; uncertainty afforded by unknown price fluctuations of materials or delivery components experienced throughout the duration of the agreement; and measures required to comply with the terms and conditions of the agreement;
3. Submit three references that you currently service;
4. Specify a primary contact(s) anticipated to be involved in the fulfillment of the potential agreement(s);
5. Proposals shall confirm that neither the bidder nor any employee would be in a conflict of interest with respect to the proposal if the bidder were to be selected as a product provider; and
6. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract; and
7. The successful bidder shall provide the Greater Peoria Sanitary District (GPSD or "the District) with an original certificate of insurance naming GPSD as an additional insured. It is the successful bidder's responsibility to provide the District with an updated Certificate of Insurance upon expiration of any coverage indicated within the original certificate

The successful bidder shall either provide said insurance within ten (10) calendar days after notification of award or the District reserves the right to rescind said award. Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract

The successful bidder must minimally carry **commercial general liability** coverage as listed below:

Per Occurrence:	\$1,000,000;
Personal & Advertising Injury Aggregate:	\$2,000,000;
General Aggregate:	\$2,000,000;
Products/Completed Operations Aggregate:	\$2,000,000; and
Fire Damage Legal Liability:	\$ 500,000.

Contractor shall, one, name Additional Insureds, as hereinafter defined, as additional insureds both for ongoing and completed operations, and, two, procure and maintain Additional Insured Endorsements for the benefit of Additional Insureds which include provisions that the coverage provided for such Additional Insureds is primary to and without contribution from any other coverage available to Additional Insureds. Such Additional Insured Endorsements shall be issued on ISO Form CG 20 10 11 85, or CG 20 10 10 01 and CG 20 37 10 01, or CG 20 10 07

04 and CG 20 37 07 04. Endorsements that exclude or restrict coverage for the following shall not be acceptable:

1. where work takes place within fifty (50) feet of a railroad;
2. explosion, collapse or underground hazards where the work involves such hazards;
3. claims by one insured against another insured if the exclusion or restriction is based solely on the fact that the claimant is an insured and there would otherwise be coverage for the claim;
4. claims for property damage to the Contractor's work arising out of the products/completed-operations hazard where the Work was performed by a Subcontractor;
5. claims for indemnity arising out of injury to employees of the insured;
6. claims related to residential, multifamily, or other habitational projects, if the work is to be performed on such a project; and
7. claims related to earth subsidence or movement, where the work involves such hazards.

Furthermore, the successful bidder shall agree to indemnify the District against all claims of any nature, which might arise as a result of the successful bidder's negligence in operations or conduct of work while on District property.

The successful bidder must minimally carry **automobile liability insurance** covering Owned, Non-owned, and Hired Automobiles, with a limit of at least \$1,000,000 Combined Single Limit for Bodily Injury, Death and Property Damage arising out of the ownership, maintenance and use, along with any other statutorily required coverage. The Contractor shall name the Additional Insureds (as that term is defined below) as additional insureds and shall include provisions that the coverage provided is primary to and without contribution from any other coverage available to Additional Insureds.

The successful bidder must minimally carry **workers' compensation insurance** in form and amounts required by law, and **Employer's Liability Insurance** with a minimum limit of \$2,000,000 for bodily injury for each accident, \$2,000,000 for bodily injury by disease, and \$2,000,000 bodily injury by disease/each employee.

The successful bidder must minimally carry **umbrella liability insurance** in excess of the requirements for the underlying Commercial General Liability insurance, Commercial General Liability insurance, and the Employer's Liability portion of the Workers' Compensation insurance, such Umbrella Liability Insurance to have policy limits of not less than \$1,000,000 per occurrence and in the aggregate on a per-project basis. Contractor shall name Additional Insureds as additional insureds and shall include provisions that the coverage provided is primary to and without contribution from any other coverage available to Additional Insureds.

Insurance coverages provided shall comply with the following general requirements;

1. Waiver of subrogation in favor of the additional insureds on all policies;
2. Except as provided otherwise in Paragraph 2(a), all required insurance shall;

3. Be maintained with companies having a minimum A.M. Best rating of A-VIII;
4. Be authorized to do business in the jurisdiction in which the project is located;
5. Provide at least thirty (30) days' written notice be given to Owner before cancellation or material change in the policies (or such other notice period as authorized by applicable state law), except for at least ten (10) days' written notice if for nonpayment of premium;
6. As evidence of required coverage, Contractor shall deliver to Owner at least five (5) calendar days prior to commencing the Work Certificates of Insurance and copies of applicable endorsement:
7. Naming as additional insureds (except for Workers' Compensation) the Additional Insureds indicating the required coverages;
8. Evidencing the provision for thirty (30) days' written notice of cancellation or material change to the Owner (or such other notice period as authorized by applicable law);
9. Showing all deductibles, self-insured retentions, policy periods, and limits of liability;
10. Evidencing required waivers of subrogation and that such policies are primary to and noncontributory with other policies available to additional insureds;
11. Bearing the signature of party authorized by the insurers to issue such certificates and endorsements;
12. The amount of insurance available to the additional insureds shall be for the full amount of any loss up to the policy limits of liability and shall **not** be limited to the minimum limits required by the construction contract; and
13. No policy shall include a self-insured retention of more than \$25,000.00.

The following statement pertaining to additional insureds shall be applicable to all provided coverages: The Greater Peoria Sanitary District and, with respect to each, its direct and indirect managers, members, partners, officers, directors, trustees, employees, attorneys, and other principals and agents, including but not limited to, consulting engineers and related entities.

Additionally, proposals must be received by the date and time indicated in that section titled "Schedule" above. Unless allowed otherwise by the District, proposals must be received in hardcopy; envelopes with proposals within shall be clearly marked "Request for Proposals – Polymer Supply Services" and also include on the upper left-hand corner of the envelope the proponent's name and address. Proposals must be received at GPSD, Attn: James Sloan, Director of Operations, 2322 S. Darst St., Peoria, IL 61607. Proposals must be signed and include a statement as to the period during which the proposal remains valid; proposals must remain valid through at least January 17th, 2023.

The lowest proposal will not necessarily be accepted. GPSD reserves the right to reject all bids, award the agreement(s), interview bidders, negotiate specific terms of the agreement, and make other adjustments as required in consultation with bidders. Proposals will be evaluated based on the following, in no particular order:

1. The bidder's ability to follow all instructions set forth in this RFP;

2. Relevant experience of the candidate in supplying polymer to others midwestern wastewater treatment facilities;
3. If interviews with representatives of bidding parties are desired by the District, information obtained by the District within said interviews;
4. The submitted unit prices(s) for polymer cost per ton of dry sludge solids produced, as calculated by multiplying the cost of polymer per pound by the dosage resulting from the trials defined above; and
5. Responses from references.

Agreement

The following section, titled “Terms and Conditions”, is intended to inform bidders of the anticipated terms and conditions of an agreement for the provision of product in accordance with the scope of work detailed throughout the whole of the RFP above. The form of an agreement will be provided to the chosen provider(s) after conclusion of the process detailed above.

Terms and Conditions

Throughout the duration of the Agreement (contract), the Service Provider shall fulfill the terms and conditions below:

1. The Scope of Work detailed in the GPSD RFP titled “Polymer Supply Services” and dated September 16th, 2022, shall be made part of this Agreement.
2. Unit price(s) submitted as part of a bidder’s proposal shall be made part of this Agreement
3. The Service Provider shall inform them self of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
4. The Service Provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of GPSD properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by GPSD. All work must be completed in compliance with “GPSD Safety Policy.” Prior to the initiation of work, the service provider must read, execute and provide GPSD with a signed-copy of the GPSD Contractor Safety Policy.
5. Any damage of public or private property caused by the Service Provider's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of GPSD. The Service Provider shall inform GPSD of any damage caused by the Service Provider's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of GPSD, GPSD reserves the right to repair or replace that which was damaged or assess the Service Provider such cost as may be reasonable and related to damaged caused by the Service Provider, and deduct these costs from any payment due the Service Provider.
6. It is mutually understood and agreed that the Service Provider shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of GPSD; but in no case shall consent relieve the Service Provider from his obligations or change the terms of the contract.
7. The contract may be canceled or annulled by GPSD in whole or in part by written notice of default to the Service Provider upon nonperformance or violation of contract terms. GPSD reserves the right to terminate the service at any time during the term of the contract upon five (5) days written notice to the Service Provider. Failure of the Service Provider to deliver services within the time stipulated, unless extended in writing by GPSD, shall constitute contract default.
8. The Service Provider shall supply both cell phone numbers and daytime office numbers of supervisors handling this contract. The Service Provider shall return all calls within one hour of GPSD placing the call. On-site response time for complaints must be made within twenty-four (24)

- hours of the initial call being made by GPSD. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
9. The undersigned hereby affirms and states that the unit price(s) proposed constitute the total cost to GPSD for all work involved in the respective items. Unit price(s) shall include all costs resulting from the provision of all labor, equipment and materials necessary to supply and deliver approved polymer to the District's WWTP, including, but not be limited to, costs resulting from the following: all proposal preparation costs; insurance; royalties; administration; labor; equipment; material; transportation; superintendent; overhead expense; inspection; profits; and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.
 10. Once all work has been completed in a satisfactory manner and the specifications stated herein have been met, payment for services and purchases shall be made within forty-five (45) days following receipt of an invoice from the Service Provider.
 11. Delivery to the District of purchased items shall be made within thirty (30) calendar days of the placement of order; if not able to be made as part of a scheduled visit by the vendor, then an alternative delivery method shall be determined by the vendor.
 12. For each scope of service described within this Agreement, the District shall designate persons authorized to order products and services from the provider(s). Only products and services requested and ordered by said persons shall be deemed valid. Service providers shall assure that any requests or orders for purchases, modifications, alterations, etc., received from members of District staff other than those authorized shall not be deemed valid and fulfilled.
 13. Administration of services provided shall be performed to the satisfaction of the District. Administrative services shall include, but not limited to, the accounting for items purchased or rented, including the invoicing, the demonstration to the District of the acquisition of needed insurance coverages and the administration of personnel.
 14. Prior to the commencement of services, the Service Provider(s) shall provide to the District a certificate(s) demonstrating that their company has current workers compensation, automotive liability, umbrella liability and commercial general liability coverages with reputable and stable providers.
 15. The chosen service provider(s) must be able to respond to and comply with all elements listed in this Agreement, including the RFP made part thereof. Failure to comply can and will result in termination of a bid proposal or service contract.
 16. It shall be understood that the District cannot know the exact quantities of polymer to be utilized during the duration of the Agreement. It shall be understood by bidders that quantities made part of the RFP are for the comparison of proposals only; any deviations of the actual quantities of items used throughout the duration of the Agreement and the scope represented in the Schedule shall not be the basis for any claims by the supplier for additional compensation. Furthermore, where discrepancies are found between amounts expressed as Item Totals and amounts provided as Unit Prices, the Unit Prices shall take precedence and be deemed correct; unit prices negotiated shall be made part of the intended Agreement.
 17. Expiration of agreement on December 31st, 2023 (unless an agreement with a longer duration is negotiated).

EXHIBIT A

PROPOSAL

Greater Peoria Sanitary District – 2023 Polymer Supply Services

Item	Item Description	Unit	Unit Price (\$)
1	Polymer – Full Bulk Delivered	Pound	

Bidder's Name: _____

By: _____

Title: _____

Signature: _____

Bidder's Address: _____

DECLARATION OF PROPOSAL AUTHORIZATION

The undersigned hereby certify that they have examined the Specifications and the form of contract for _____, located in the County of Peoria, State of Illinois.

(FOR CORPORATION)

IN WITNESS WHEREOF the Bidder has duly executed this proposal in its corporate name, by its officers duly authorized in that behalf, and attached its corporate seal hereto, this ____ day of _____ 2022.

A CORPORATION OF STATE OF _____

ATTEST:

Secretary

By _____

President

(Corporate Seal)

Bidder's Address: _____

.....

(FOR PARTNERSHIP)

GIVEN under our hands and seals, this ____ day of _____ 2022.

_____ (SEAL)

_____ (SEAL)

Partners doing business under the name and style of

Bidder's Address: _____

NON-COLLUSION AFFIDAVIT

The Sanitary District requires of any bidder, to whom it may make an award of the principal Contract, a non-collusion affidavit in the form designated below. The completed non-collusion affidavit shall be submitted with the bidder's proposal.

STATE OF _____)
)
) ss
COUNTY OF _____)

_____, being first duly sworn, deposes and says that he/she is (sole owner, a partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

Signed:

Title

Subscribed and sworn to before me this ____ day of _____ 2022.

Seal of Notary

Notary Public

*NOTE - In making out this form the title that is not applicable should be struck out. For example, if the Contractor is a corporation and this form is to be executed by its president, the words "sole owner, a partner, secretary, etc." should be struck out.