

**VILLAGE OF HIGHLAND FALLS  
NOTICE TO BIDDERS**

**NOTICE IS HEREBY GIVEN** that sealed bids for **CHEMICALS, WATER AND SEWER DEPARMENTS** will be received by the Village of Highland Falls at the office of the Village Clerk, 303 Main Street, Highland Falls, New York 10928, until **10:00am on Friday, May 15, 2020** and then at said place be publicly opened and read aloud.

Copies of information for Bidders, Bid Form, and Specifications may be obtained at the Office of the Village Clerk, by appointment (845-446-3400) or by email. Contact [RTaylor@highlandfallsny.org](mailto:RTaylor@highlandfallsny.org) Bids must be submitted in a sealed envelope at the above address and shall bear on the face thereof the name and address of the bidder and the inscription: "Bid for: **CHEMICALS**, Village of Highland Falls."

The Village reserves the right to reject any and/or all bids and to re-advertise for new bids. Bids shall be awarded in accordance with General Municipal Law Section 103.

Dated: March 31, 2020  
By Order of the Board of Trustees,  
John Jones  
Chief WWTP Operator

INFORMATION FOR BIDDERS  
REQUIREMENTS OF BID AND DELIVERY

ALL BIDS MUST BE SUBMITTED ON THE FORMS ANNEXED HERETO  
AND IN ACCORDANCE WITH PROVISIONS CONTAINED HEREIN.

**1. Receipt and opening of bid.**

Village of Highland Falls invites bids for: CHEMICALS

Bids will be received at the office of the Clerk until the time stated in the Notice to Bidders, and then at said place will be publicly opened and read aloud. Bids received after the specified time will not be considered. A bid may be withdrawn prior to the specified time for public opening. No bid may be withdrawn after the time set for public opening.

**2. Preparation of bid.**

a. Sealed envelope. Each bid shall be submitted in a sealed envelope. The envelope shall have the following information on the outside:

- (1). Bid for CHEMICALS – Village of Highland Falls.
- (2). The name and address of the bidder. Bids which are forwarded by mail must be enclosed in another envelope addressed as follows:

VILLAGE OF HIGHLAND FALLS - Proposal for CHEMICALS  
303 MAIN STREET  
HIGHLAND FALLS, NY 10928

b. Bid proposal. All blanks spaces on the bid proposal form must be filled in. Prices must be specified in both words and figures. Bid proposals must be signed by the bidder and properly acknowledged as specified on the form. Proposals which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, ambiguities or irregularities of any kind may be rejected as informal.

- c. Non-collusion certification. Each bid must be accompanied by a non-collusion certification as required by General Municipal Law Section 103-d. The certification shall be signed by the bidder. A copy of non-collusion certification is annexed hereto.
  
- d. The Iran Divestment Act of 2012. Each bid must be accompanied by a certification as required by General Municipal Law Section 103-g, to ensure the bidder is not invested in the Iranian energy sector. A copy of the Statement of Non-Investment is annexed hereto.
  
- e. Bid Checklist.
  - (1). Sealed envelope properly labeled ( )
  - (2). Bid proposal form ( )
  - (3). Non-collusion certification ( )
  - (4). Statement of Non-Investment ( )

**3. Addenda and Interpretation.**

No interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder orally.

Every request for such interpretations should be in writing addressed to the Clerk at VILLAGE OF HIGHLAND FALLS, 303 MAIN STREET, HIGHLAND FALLS, NY 10928, and to be given consideration must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at respective addresses furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of bids.

Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid submitted. Any addenda so issued shall become part of the contract documents.

**4. Deviations from specifications.**

Minor deviations from specifications need not be specified. Major differences or variances from specifications shall be listed separately from the proposal, and enclosed with the proposal and made a part hereof.

**5. Duration of Bid.**

Prices and bid shall remain firm and effective for at least forty-five (45) days from date of opening of bids.

**6. Bid Price.**

The prices quoted are to include the complete cost of the work or items bid including all charges, taxes, and all other incidental charges. It is expressly called to the bidders' attention that bids are to be complete in all respects as regards materials, equipment or work to be furnished under this contract, and that no extras of any kind be allowed.

**7. Taxes.**

The bid price shall not include any excise or sales taxes, from which the municipality is exempt.

**8. Qualifications of Bidders.**

The municipality may make such investigations as it deems necessary to determine the ability of the bidder to perform the work or supply the items, and the bidder shall furnish the municipality all such information and data for this purpose as the municipality may request. The municipality reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the municipality that such bidder is properly qualified to carry out the obligations of the contract or supply the items, and to complete the work contemplated therein. Conditional bids will not be accepted.

**9. Statement of Equality.**

Reference made to trade means, manufacturer's name, minute details and/or methods of manufacture, including material specifications and/or model numbers in the specification affixed hereto is merely intended to indicate a standard of excellence and/or to more suitably detail and explain the type of product desired. Variations from specifications which do not materially affect the operational capability, the ease of maintenance, the physical ability to fit into space availability, the long-time operational economies and/or spare parts stock and/or procurement shall not preclude the products of any/or all manufacturers from being given due consideration in respect to the award of the contract. The municipality reserves the right to approve all proposed "equals."

**10. Municipality's Reservation Rights.**

The contract will be awarded to the lowest responsible bidder meeting the specifications. The municipality reserves the right to select the bid

proposal, or any separate part thereof if separable, the acceptance of which will best serve the interest of the municipality or to reject any and all bids and to re-advertise for bids. The municipality specifically reserves the right to waive any informalities in the bids tendered.

The lowest responsible bidder(s) shall maintain in full force and effect for the length of the contract a **Certificate of Insurance, naming the Village of Highland Falls as additional insured**, using ISO form CG2015-or copies of the equivalent, with the minimum requirements outlined below:

Commercial General Liability (Occurrence Form):

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 300,000
Medical Exp (Any one person)	\$ 5,000

\*Additional Insured Status must be on primary and non contributory basis.

\*Broad Form Blanket Contractual Liability for liability assumed under the executed contract attached and all other services relative to the project.

\*Waiver of Subrogation in favor of INSERT CLIENT'S NAME, ISO Form# CG2404 or equivalent.

NOTE: Other requirements may be found in the Specifications annexed hereto.

VILLAGE OF HIGHLAND FALLS

BID: CHEMICALS, WATER AND SEWER DEPARTMENTS

Specifications for the furnishing and delivery of chemicals, as listed below, to the Village of Highland Falls Water Treatment Plant and the Wastewater Plant for the fiscal year.

June 1, 2020 to May 31, 2021

- A. SODA ASH-58% Dense-Granular-General Chemical or equal. Approximately Twenty Five (25) tons to be delivered as ordered, in 50 lb. plastic-lined bags. All bids per lb. See attached bid sheet.
- B. POLYALUMINUMHYDROXYCHLOROSULFATE-or CES-PAC L 950 S. Approximately 3000 gals., in 55 gal. drums to be delivered as ordered. All bids per gal. See attached bid sheet.
- C. HYDROFLORSLICIC ACID- 25% Acid approximately 1000 gals in 15 gal containers to be delivered as ordered. All bids per gal. See attached bid sheet.
- D. CHLORINE (GAS) – Approximately 6000 lbs. in 150 lab containers and approximately 20,000 lbs. in 2000 lb. (one ton) containers to be delivered as ordered. One (1) ton containers to be delivered on a flatbed truck with a hoist (ONLY). All bids per lb.
- E. CHLORINE (LIQUID) 15% SODIUM HYPOCHLORITE – Approximately 200 gals. In 5 gallon and 15 gallon containers to be delivered as ordered. All bids per gallon. See attached bid sheet.
- F. SODIUM BICARBONATE by Church & Dwight or equal – Approximately 7000 lbs in 50 lb containers to be delivered as ordered. All bids per lb. See attached bid sheet.
- G. LIME - Kemikal Hydrate by Carmeuse or equal. Approximately 1000 lbs. in 50 lb bags to be delivered as ordered. All bids per lb. See attached bid sheet.
- H. SODIUM HYDROXIDE SOLUTION (Caustic Soda) – 50%- Approximately 1,500 gals in 55-gal drums to be delivered as ordered. All bids per gal. See attached bid sheet.
- I. SODIUM HYDROXIDE SOLUTION (Caustic Soda) – 25% - Approximately 1,500 gals in 55-gal drums to be delivered as ordered. All bids per gallon. See attached bid sheet.

- All chemicals must be free from lumps due to dampness or other causes, to allow proper application from chemical feed apparatus.
- All chemicals must be delivered within seventy-two (72) hours after order is received.
- All chemicals must have NSF/ANSI Standard 60 certified for drinking water. A copy of the certification must be included with all chemicals.
- Any bid that fails to meet any of the aforementioned physical characteristics or additional requirements will be ruled non-responsive and rejected.
- All chemical bid prices are to include fuel surcharge, container cleaning, tamper resistant caps and all other unforeseen costs.

BID PROPOSAL

\_\_\_\_\_ (Bidder), a (corporation, partnership, sole proprietorship) organized under the laws of the State of \_\_\_\_\_, having examined the documents and specifications in compliance with the Village of Highland Falls invitation for bids on \_\_\_\_\_ hereby proposes to furnish the following items at the prices set forth:

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
(words) (figures)

- The above prices are complete and include all costs and charges.
- The bid will remain open for 45 days. Acceptance of this bid by the Village constitutes a contract.
- Bidder agrees that this bid is made in accordance with the Village specifications and documents.
- Bidder acknowledges receipt of the following addenda:

\_\_\_\_\_ (insert "none" if applicable)  
\_\_\_\_\_

Respectfully submitted,

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Accepted by resolution dated: \_\_\_\_\_

CORPORATE  
SEAL

\_\_\_\_\_  
Village Clerk

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any other competitor, and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition; and
4. The person signing this bid or proposal, under the penalties or perjury, affirms the truth thereof.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Bidder, if Individual)

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
(Signature and Title of Officer)

(CORPORATE SEAL)

IMPORTANT: THIS FORM MUST BE FILLED IN BY BIDDER

**THE IRAN DIVESTMENT ACT OF 2012 CERTIFICATION**

The Iran Divestment Act of 2012 imposed requirements on State agencies as well as local governments to ensure that public contracts are not awarded to certain entities invested in the Iranian energy sector. Section 103-g of the General Municipal Law, sets forth the following statement:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. That each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State finance law.
2. The person signing this bid or proposal, under the penalties or perjury, affirms the truth thereof.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Bidder, if Individual)

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
(Signature and Title of Officer)

(CORPORATE SEAL)

**IMPORTANT: THIS FORM MUST BE FILLED IN BY BIDDER**