



DEPARTMENT OF FINANCE
PURCHASING DIVISION

June 21, 2010

INVITATION TO BID

Dear Sir/Madam,

The City of Norwalk is soliciting bids for ROAD SALT FOR SNOW AND ICE CONTROL. Your firm has expressed interest in providing these services. Below is an outline of some of the requirements that apply to this project.

PROJECT #	2970	Document length - 16 pages
DEADLINE	2:00 PM	July 13, 2010
PROJECT TITLE	ROAD SALT FOR SNOW AND ICE CONTROL	
PROJECT SITE	Department of Public Works, 15 South Smith Street, Norwalk, CT	

BID DOCUMENTS are available upon receipt of this invitation over the Internet at <http://www.bid.ci.norwalk.ct.us>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the Internet bid page. The document number to request will be the same as the project number indicated above.

Questions concerning this Bid must be submitted in writing to: David Carroll, Purchasing Officer, dcarroll@norwalkct.org 125 East Avenue, Norwalk, CT 06856-5125. The deadline for submission of questions concerning this project is 2:00 pm, July 6, 2010.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Yours truly,

David Carroll
Purchasing Officer

SECTION 1 _ RESPONSE FORMS

SPECIAL NOTES ON RESPONDING:

ADDENDA information is available over the Internet at <http://www.bid.ci.norwalk.ct.us/> <http://www.bid.ci.norwalk.ct.us/html/add.htm>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the Internet bid page. This service is also available via FAX. Dial 203_854_7897 from any phone to access the Purchasing Department's Express Request Line. Request document #1001. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the bid deadline.

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.bid.ci.norwalk.ct.us/html/sum.htm>. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES are to be delivered to:

City of Norwalk Purchasing Department
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See section 3 for information on delivering bids by fax.

1.1 PRICING SHEET #2970, Road Salt for Snow and Ice Control

Vendor Name:		
Address:		
Phone:	Fax: _	Email:
Manager:		Fed ID#:

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understand that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

NOTE: Pricing shall include all costs and shall be held firm for all orders placed through June 30, 2011.

	Pricing:	\$ /Ton
1.	<i>Normal Hours Deliveries:</i> (Delivered between Monday through Friday, 7:00 a.m. to 3:30 p.m.)	
2.	<i>After-Hour Deliveries:</i> (Delivered Monday through Friday from 3:31 p.m. to 6:59 a.m., Saturdays, Sundays and holidays including Thanksgiving Day, Christmas Day and New Year's Day)	

Specification Offered

Percent NaCl: _____

Percent Moisture: _____

Anti-caking Agent: _____

Note: Please include, with your bid submission, a statement that your proposed product is in full compliance with the products specified herein. Failure to provide this information with your submission may result in the rejection of your bid.

-	Authorized Agent of Company (Please print name and title)	Signature	Date
Submitted by:			

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #1, Dated -		Addendum #2, Dated -	
Addendum #3, Dated -		Addendum #4, Dated -	

1.2 BIDDER'S QUALIFICATIONS

If a qualification statement is not on file with Purchasing, or is over one year old, please answer the following questions. Attach a financial statement or other supportive documentation.

1. Number of years in business _ _____

2. Number of personnel employed Part-time _ _____, Full _ _____,

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. Can your Firm make same day deliveries? Yes_____ No_____
 If yes, what additional fee (if any) will be charged? _____

5. How many company delivery trucks do you own? _____

6. How many company delivery trucks do you lease? _____

7. Where is your stockpile of road salt located _____

8. What is your typical inventory level _____tons

Attach any additional information that demonstrates your qualification for this work including appropriate certifications.

SECTION 2

SPECIFICATIONS FOR ROAD SALT FOR SNOW AND ICE CONTROL

The City of Norwalk is soliciting bids for Road Salt for Snow and Ice Control for its Public Works Department

Bidders must have an ample supply of road salt, equipment, trucks, and staff to adequately service and supply the City of Norwalk.

Shipping terms are FOB Destination, Freight Prepaid and Allowed.

1. Scope: This specification covers Sodium Chloride to be used for ice control on highways and bridges.
2. Chemical Composition: The Sodium Chloride shall conform to the following chemical composition:

Sodium Chloride (NaCl) - minimum percent, 96.5. Rock salt having 95 to 96.5 percent Sodium Chloride will be accepted with an adjustment equal to 96.5 percent less the actual percent Sodium Chloride content of the rock salt being received, and figured on delivered cost. Rock salt having less than 95.0 percent Sodium Chloride may be accepted at the discretion of Chris Okafur, Supervisor, with adjustment computed as specified for Sodium Chloride contents between 95.0 to 96.5 percent.

3. Grading: The Sodium Chloride shall be in the form of rock salt and shall conform to the following requirements:

Passing 1/2"	Sieve 100%
" 3/8"	" 95 – 100%
" #4	" 20 – 90%
" #8	" 10 – 60%
" #30	" 0 – 16%

4. Moisture: Moisture content of the Sodium Chloride shall not exceed two (2.0) percent. Sodium Chloride with moisture content up to 3.0 percent will be accepted with a reduction from the bid price computed on the moisture content greater than 3.0 percent may be accepted at the discretion of the City of Norwalk with adjustment computed as specified for moisture contents between 2.0 to 3.0 percent.

5. Anti-caking Agent: Sodium Chloride furnished under this contract shall be free-flowing and granular. Prior to delivery, all bulk Sodium Chloride shall be treated with sodium ferrocyanide or equal to prevent caking while in storage. The visible conditioner shall be introduced uniformly through out the Sodium Chloride at a maximum rate of 50 parts per million or 0.005 percent.

6. Delivery: Deliveries shall be made on a 24-hour-a-day basis, 7-days-a-week (including holidays) as requested by the City of Norwalk. The vendor shall ensure that deliveries of 300 tons per day can be facilitated. Normal deliveries shall be made within 48 hours after order placement. During periods of repeated storm activity or when supply is considered critical by the City of Norwalk deliveries shall be made within 12 hours after order placement. Deliveries shall be coordinated with the City of Norwalk representative to ensure that appropriate arrangements are made for receipt of material.

Normal hour deliveries are defined as deliveries of road salt made Monday through Friday, 7:00 a.m. to 3:30 p.m. After hour deliveries are defined as deliveries of road salt made Monday through Friday 3:31 p.m. to 6:59 a.m., Saturdays, Sundays and holidays including Thanksgiving Day, Christmas Day and New Year's Day.

The vendor shall designate an employee responsible for accepting emergency telephone orders on a 24-hour basis. Such employee shall authorize and schedule deliveries as requested by the City of Norwalk representative.

Delivery tickets are to be sent to Public Works Center,
15 South Smith Street, Norwalk, CT 06855, Attn: Chris Okafor.

Invoices are to be sent to City of Norwalk, Dept of Public Works,
125 East Avenue, Norwalk, CT 06851, Attn: Chris Okafor.

7. Payment: Payment will be made at the awarded unit price bid per ton of mixture received and accepted. Certified weight slips from the supplier must accompany each truckload.

8. Acceptance: Delivered material deemed unsuitable by the City of Norwalk's representative shall be removed by the vendor without cost to the City or if not promptly removed, the City of Norwalk may have the material removed at the vendor's expense. The opinion of the City of Norwalk's representative shall binding upon the vendor.

9. Quantities: The participating municipalities' current estimate of its requirements through June 30, 2011 is 3,000 tons. Actual quantities ordered may vary from those estimated. The City of Norwalk shall not be obligated to purchase any of the estimated quantities.

Estimated Quantities of Road Salt From the Date of the Award to June 30, 2011

DELIVERY LOCATIONS	ESTIMATED ANNUAL QUANTITIES/tons
15 South Smith Street Norwalk, CT 06855	3,000

Bidders must be thoroughly familiar with the specifications, the various sites, municipality's requirements, and understands that by signing this bid all rights to plead any misunderstanding regarding the same is waived. Bidders further understand and agree if awarded, to furnish and provide all the necessary product, material, machinery, implements, tools, labor, services, and to perform all the work necessary under the aforesaid conditions, to carry out the required work and provide the required product in accordance to the award(s) that may be issued by the City of Norwalk based on responses to this RFB.

Product samples (1 pound) may be requested after submittal and analysis of the bids. If samples are requested, the samples must be labeled with the bidder's name and the RFB number. Failure to submit requested product samples will result in disqualification of the bid.

Actual quantities ordered may vary from those estimated. The City of Norwalk shall not be obligated to purchase any of the estimated quantities.

Pricing shall include all costs and shall be held firm for all orders placed through June 30, 2011.

NOTE: The City of Norwalk is not obligated to order any of the estimated quantity stated above. Less or more may be purchased as deemed necessary.

SECTION 3 _ GENERAL INFORMATION

NOTE: SECTION 3 _ GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 111205 or later on file you may obtain a copy over the Internet at <http://www.bid.ci.norwalk.ct.us/html/terms.htm> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document number 1002.