

**B31-10**

City of Concord, New Hampshire

Purchasing Division

**LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION**

Prepared for, and in coordination with the

**GENERAL SERVICES DEPARTMENT  
WASTEWATER TREATMENT DIVISION  
WATER SUPPLY DIVISION**

Contract Documents  
Bid Documents  
Specifications

Firm: \_\_\_\_\_

**BID DUE DATE/TIME: FEBRUARY 19, 2010 NOT LATER THAN 2:00 PM**



# City of Concord, New Hampshire

## PURCHASING DIVISION

COMINBED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 225-8530 FAX: (603)230-3656

[www.concordnh.gov/purchasing](http://www.concordnh.gov/purchasing)

## INVITATION FOR BIDS

The City of Concord, New Hampshire wishes to engage the services of a qualified private firm to provide and deliver liquid sodium hydroxide (caustic soda) 25% solution to the Wastewater Treatment Division and Water Supply Division of the General Services Department. The firm must be lawfully engaged in providing and delivering liquid sodium hydroxide (caustic soda) 25% solution in the State of New Hampshire.

An overview and detailed specifications are provided later in B31-10.

Bids must be received **not later than 2:00 PM on February 19, 2010** from interested firms, to be eligible for consideration by the City. Each bid shall be submitted to the **Purchasing Division, City of Concord, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301** in a sealed envelope which is clearly marked,

### "B31-10

### LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION"

Bids may be issued only by the Purchasing Manager, or his designee, to authorized firms, and are not transferable unless authorized by the Purchasing Manager.

Complete copies of B31-10 are available from the Purchasing Division, City of Concord, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301 (603-225-8530) or on-line at [www.concordnh.gov/Purchasing](http://www.concordnh.gov/Purchasing).

All bids received will be opened and publicly read at 2:00 PM on February 19, 2009 in the Purchasing Division, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301.

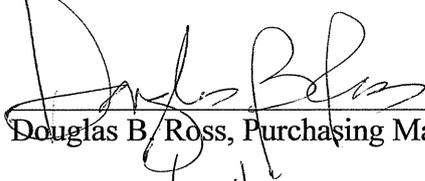
The City reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bids, to accept the bid considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so.

**Failure to submit all information as detailed on the Bid Submission Checklist and/or submission of an unbalanced bid are sufficient reasons to declare a bid as non-responsive and subject to disqualification.**

**All bids are advertised, at the City's discretion, in various publications and are posted publicly as detailed below:**

<b>Name</b>	<b>Advertising Medium</b>	<b>Address</b>	<b>Phone/Fax</b>	<b>Email and Web Address</b>
City of Concord, NH	Posted on City Website and in City Hall Lobby	41 Green Street, Concord NH 033301	603.225.8530 603.230.3656(fax)	<a href="mailto:purchasing@onconcord.com">purchasing@onconcord.com</a> <a href="http://www.onconcord.com/purchasing">www.onconcord.com/purchasing</a>
Associated General Contractors	Bid House	48 Grandview Drive, Bow NH 03304	603.225.2701 603.226.3859(fax)	<a href="mailto:plansroom@agcnh.org">plansroom@agcnh.org</a> <a href="http://nh.agc.org">http://nh.agc.org</a>
Construction Summary of NH	Bid House	734 Chestnut St, Manchester NH 03104	603.627.8856 603.627.4524(fax)	<a href="mailto:info@constructionsummary.com">info@constructionsummary.com</a> <a href="http://www.constructionsummary.com">www.constructionsummary.com</a>
Bid Ocean	Bid House	PO Box 40445, Grand Junction, CO 81501	866.347.9657 877.356.9704(fax)	<a href="mailto:bids@bidocean.com">bids@bidocean.com</a> <a href="http://www.bidocean.com">www.bidocean.com</a>
McGraw Hill Construction	Bid House	880 Second Street, Manchester NH 03102	603.645.6554 603.645.6714(fax)	<a href="mailto:Priscilla_littlefield@mcgraw-hill.com">Priscilla_littlefield@mcgraw-hill.com</a> <a href="http://www.construction.com">www.construction.com</a>
New England Construction News - CDC News	Bid House	100 Radnor Rd S-102, State College, PA 16801	1.800.652.0008 1.888.285.3393(fax)	<a href="mailto:mweaver@cdcnews.com">mweaver@cdcnews.com</a> <a href="http://www.cdcnews.com">www.cdcnews.com</a>

CITY OF CONCORD, NEW HAMPSHIRE



Douglas B. Ross, Purchasing Manager

Date: 1/26/10

**Bid Due Date/Time: February 19, 2010 not later than 2:00 PM**

## GENERAL TERMS AND CONDITIONS

### PREPARATION OF BIDS:

Bids shall be submitted on the forms provided and must be signed by the Bidder or the Bidder's authorized representative. The person signing the bid shall initial any corrections to entries made on the bid forms.

Bidders must quote on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to quote on all items may disqualify the bid. When bids on all items are not required, bidders shall insert the words "no bid" where appropriate.

Alternative bids will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to, sample(s), if requested, and specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base bid response, i.e. it shall not be a separate document which could be construed as a second bid.

Unless otherwise stated in the Request, the bidder agrees that the bid shall be deemed open for acceptance for Sixty (60) calendar days subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent no later than seven (7) calendar days before the Request for Bids due date to be considered. Any changes to the Request for Bids will be provided to all bidders of record.

The bidder shall not divulge, discuss or compare this bid with the bid of any other bidders and shall not collude with any other bidder or parties to a bid whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of materials shall be allowed. Any such violation will result in the cancellation and/or return of materials, as applicable, and the removal from Bid List).

The name of manufacturer, trade name, or catalog number mentioned in this request for bids description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory. Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

When samples are required, they must be submitted free of cost and will be returned unless otherwise specified.

Items left for demonstration purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the City. Said demonstration units shall not be offered to the City as new equipment unless mutually agreed to.

The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the City with certified test results or certificates of compliance. Where none are available, the City may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance, shall be the responsibility of the vendor.

**Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted. Each shipment shall be identified by Purchase Order and/or Bid number, commodity description and packing list. All items, packages, etc. shall have clearly identifiable external markings or tags for ease of identification.**

#### SUBMISSION OF BIDS:

Bids must be submitted as directed in the Invitation for Bids, and on the forms provided unless otherwise specified. Bids must be typewritten or printed in ink. Bids must be mailed or delivered in person. Bids that are faxed or e-mailed will not be accepted.

#### WITHDRAWAL OF BIDS:

Bids may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the bidder to the Purchasing Agent. Negligence on the part of the bidder in preparing this bid shall not constitute a right to withdraw bid subsequent to the bid opening. Bids may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

#### BIDDERS INTERESTED IN MORE THAN ONE BID:

If more than one bid is offered by any one party, or by any person or persons representing a party, all such bids shall be rejected. A party who has quoted prices to a bidder is not thereby disqualified from quoting prices to other bidders or from submitting a direct bid in its own behalf.

#### RECEIPT AND OPENING OF BIDS:

Bids shall be submitted prior to the time fixed in the Invitation for Bids. Bids received after the time so indicated shall be returned unopened. Bids must be mailed or delivered in person. Bids that are faxed or e-mailed will not be accepted.

#### PRESENCE OF BIDDERS AT OPENING:

At the time and place fixed for opening bids, the contents of all bids will be made public for the information of all bidders and other interested parties who may be present in person or by representative.

BID EVALUATION:

In an attempt to determine if a bidder is responsible, the City, at its discretion, may obtain technical support from outside sources. Each bidder will agree to fully cooperate with the personnel of such organizations.

BID RESULTS:

Bidders may secure information pertaining to the results of a bid by visiting the Purchasing office weekdays between the hours of 8:30 AM and 4:00 PM; or by enclosing a self-addressed envelope along with a two-dollar (\$2.00) handling fee to receive the results by mail.

**NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.**

TIE BIDS:

When identical low bids are received, with respect to price, delivery and quality, award may be made by a toss of coin, with the following exception: When a tie bid exists between a local (a business establishment within City limits) bidder and an out-of-town bidder, preference will be given to the local bidder. Any bidder having a local agent who is a bona fide resident of the City is considered a local bidder. If a tie bid exists between two local bidders, or two out-of-town bidders, the decision may be made by a toss of coin.

LIMITATIONS:

This bid document does not commit the City to award a contract, to pay any costs incurred in the preparation of a bid response, or to procure or contracts for goods, services or supplies. The City reserves the right to accept or reject any or all bids received as a result of this request, or to cancel in part or in its entirety this bid document, if it is in the best interests of the City to do so.

AWARD OF CONTRACT:

The contract may be awarded to the lowest responsive and responsible bidder as soon as practical after the bid opening unless otherwise stated, but generally not before ten (10) working days from the bid opening.

It is the policy of the City that contracts are awarded only to responsive and responsible bidders. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;

- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this bid and provide all documentation required of this bid

It is requested that interested parties refrain from making inquiries during this period. A “Letter of Award” and accompanying “Notice of Award” will announce the contract award. The City of Concord reserves the right to waive any formality, informality, information and/or errors in the bids submitted and the right to reject any or all bids at its discretion and to accept the bid which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so. In case of error in the extension of prices, the unit prices bid shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

#### CANCELLATION OF AWARD:

The City reserves the right to cancel the award without liability to the bidder at any time before a contract has been fully executed by all parties and is approved by the City.

#### MODIFICATIONS AFTER AWARD:

The City reserves the right to incorporate minor modifications that may be required by it. The Contractor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove that the timing or extent of the modifications implies a major effort on its part.

#### INSURANCE:

The successful bidder shall procure and maintain insurance, in the amounts and coverage detailed by the bid documents, acceptable to the City, at the bidder’s sole expense, with reputable and financially responsible insurance companies, insuring against any and all public liability, including injuries or death to persons and damage to property, arising out of or related to the goods or bidder’s performance hereunder and shall furnish to the City certificates of such insurance and renewals thereof signed by the issuing company or agent upon the City’s request. Such certificates shall name the City of Concord as an additional insured. Such policies shall provide for cancellation only subsequent to 30 days prior written notice to the City. The City’s examination of, or failure to request or demand, any evidence of insurance hereunder, shall not constitute a waiver of any requirement and the existence of any insurance shall not limit the bidder’s obligation under any provision hereof.

Except to the extent of comparable insurance acceptable to, or express waiver by the City, the bidder shall, or shall cause any carrier engaged by the bidder, to insure all shipments of goods for full value.

If the agreement with the bidder involves the performance of work by the bidder’s employees at property owned or leased by the City, the bidder shall furnish such additional insurance as the City may request in respect thereof, but in any event and without such request, workers’ compensation insurance and unemployment compensation insurance as required by laws of the

State of New Hampshire and public and automotive liability and property damage insurance. In no event shall such employees of the bidder be deemed to be the employees of, or under the direction or control of the City for any purpose whatsoever.

WORKER'S COMPENSATION:

All bidders and subcontractors at every tier under the bidder will conform with the requirements of RSA 281 Title XXIII, Section 281-A:2 with close attention to sections VI(a), VI(c) and VII(a) as well as Section 281-A:4.

CONTRACT:

The contract between the City and the Contractor shall consist of (1) the bid documents and any amendments there to and (2) the Contractor's bid. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the bid documents shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor and such written clarification shall govern in case of conflict with the applicable requirements contained in the bid documents and the Contractor's bid. In all other matters, not affected by written clarification, if any, the bid documents shall govern. The bidder is cautioned that this bid shall be subject to acceptance without further clarification.

EXECUTION OF AGREEMENT:

The successful bidder shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the City within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful bidder, the owner shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Contractor. Delivery of the fully executed agreement, along with a Notice to Proceed and a City purchase order, to the Contractor shall constitute the City's approval to be bound by the successful bidder's proposal and the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT:

Failure of the successful bidder to execute the agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

DISAGREEMENTS AND DISPUTES:

All disagreements and disputes, if any, arising under the terms of any agreement, either by law, in equity, or by arbitration, shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which state any agreement shall be deemed to have been executed. No action at law, or equity or by arbitration shall be commenced to resolve any disagreements or disputes under the terms of any agreement, in any jurisdiction whatsoever other than the State of New Hampshire and Merrimack County.

TERMINATION OF CONTRACT FOR CAUSE:

If through any cause, the Contractor shall fail to furnish, in a timely and proper manner, its obligations under any contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of any contract, the City shall thereupon have the right to terminate any contract by giving written notice to the Contractor of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In such event, all finished or unfinished work, documents, plans, data programs and reports prepared by the Contractor under any contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract, and the City may withhold any payments until such time as the exact amount of damages due the City is determined.

TERMINATION FOR THE CONVENIENCE OF THE CITY:

The City may terminate any contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

In that event, all finished or unfinished work, documents, plans, data programs and reports prepared by the Contractor under any contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

SAFETY DATA SHEET (Right to Know):

Any vendor who receives an order resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with that purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the State. All vendors furnishing substances or mixtures subject to RSA 277-A are cautioned to obtain and read the law referenced above.

PATENT PROTECTION:

The successful bidder agrees to indemnify and defend the City of Concord from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the City of Concord harmless from any liability arising under RSA 382-A, 2-312 (3). (Uniform Commercial Code).

OWNERSHIP OF REPORTS:

All data, materials, plans, reports and documentation prepared pursuant to any contract between the City of Concord and the successful bidder shall belong exclusively to the City.

ASSIGNMENT PROVISION:

The successful bidder hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

DELIVERY:

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries that do not conform to the specifications or are not in good condition upon receipt; shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays between the hours of 8:30 AM and 3:30 PM unless otherwise stated. Delivery arrangements must be made with requesting department prior to delivery.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial/progress payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract Amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

**All invoices must reference a valid City of Concord Purchase Order Number**

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the City and receipt of invoice, whichever is later.

**ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.**

TAX:

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

FUNDING OUT:

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

ASSIGNMENT OR SUB-CONTRACTING:

None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

EXCLUSIVITY:

This contract will be for the goods/services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these goods/services from any other vendor.

PRICING:

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, material and transportation costs, and any discounts offered. No additional fuel surcharges shall be allowed at any time.

AUDIT:

For a period of at least three (3) years after completion of any contract, it is the responsibility of the vendor to make available at the vendor's place of business, upon demand, all price lists, documents, financial records and other records pertaining to purchases made and/or work performed under contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

FUGITIVE DUST AND NOISE ORDINANCES

All work shall be conducted in conformance with Title I, General Code

1. Chapter 11, Public Nuisances, Article 11-3 Fugitive Dust: and
2. Chapter 13, Public Health, Article 13-6 Noise

GUARANTEES & WARRANTY:

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the Contractor must inform the City, in writing, prior to the delivery of an item or any work being performed. Non-guaranteed work must be offered at a discount rate from the bid prices. **Inspection, testing and final determination of non-warranty work shall be performed at no cost to the City.**

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

PROVISION REQUIRED BY LAW DEEMED INSERTED

Each and every provision and clause required by law to be inserted in this Invitation for Bids and any subsequent Contract shall be deemed to be inserted herein and this Invitation for Bids and Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Invitation for Bids and/or Contract shall forthwith be physically amended to make such insertion or correction.

## DISADVANTAGED BUSINESS ENTERPRISES

The City hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this Invitation for Bids, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age or disability in consideration for an award.

## NON-DISCRIMINATION

Contracts for work resulting from this Invitation for Bids shall obligate the Contractor and the Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age or disability. Statements as to non-discriminatory practices may be requested from the successful bidder(s).

## DEFINITIONS:

Bid shall also mean quotation, proposal, offer, qualification/experience statement, and services.

Bidders shall also mean vendors, offerers, Contractors or any person or firm responding to an invitation for bids.

## GOVERNING LAW:

The Laws of the State of New Hampshire shall govern all contracts entered into by the City of Concord. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

*FAILURE TO ACKNOWLEDGE THIS BID MAY RESULT IN WITHDRAWAL FROM THE BID LIST FOR THIS COMMODITY OR SERVICE.*

*FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT.*

**B31-10**  
**CITY OF CONCORD, NEW HAMPSHIRE**  
**SPECIFIC TERMS AND CONDITIONS**  
**LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION**

**CONTRACT PERIOD:**

The initial contract period is to cover the period from March 1, 2010 through February 28, 2011.

Thereafter, the contract may be renewed, by mutual agreement, for up to four (4) additional one year periods.

**PURCHASE ORDERS:**

Orders are not to be accepted and delivered to the City until a valid purchase order is emailed to the successful vendor or, at a minimum, the successful vendor is provided with a valid purchase order number by the City.

In order for the City to process payment, the successful vendor must reference the correct City purchase order number on each packing list and invoice.

**TRANSPORTATION CHARGES:**

The price or prices shall include all transportation charges. No fuel adjustment surcharge charges or other types of surcharges shall be allowed during the contract period.

**DELIVERY:**

Deliveries shall be made only to the department or division indicated on the each City purchase order.

Deliveries shall be made during the contract period as requested by the user. Shipments shall be made in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries which do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor. Deliveries shall be accomplished within three (3) working days of notice; Saturdays, Sundays and Holidays excluded.

**Wastewater Treatment Facility Delivery Requirements:**

Liquid caustic must be delivered in bulk shipments of 1,000 gallons minimum via tank truck with pneumatic discharge. Facility fill connections are 2" and 3" male quick disconnects. Each delivery is to be accompanied by a delivery slip showing amount and titration of delivery and a certificate of analysis.

Deliveries shall be received between the hours of 8:00 AM and 3:00 PM, Monday – Friday (except holidays) at the Hall Street Wastewater Treatment Facility, 125 Hall Street, Concord, NH 03301.

**Water Treatment Plant Delivery Requirements:**

Liquid caustic must be delivered in bulk shipments of 4,000 gallons minimum (Hutchins Street Water Treatment Plant) and 2,000 – 3,000 gallons minimum (Pump Station #2) via tank truck with pneumatic discharge. Facility fill connections are 2” and 3” make quick disconnects. Each delivery is to be accompanied by a delivery slip showing amount of delivery and a certificate of analysis.

**Prior to a delivery, the successful vendor shall fax the driver’s name to the Water Treatment Plant (603-225-5354).**

Deliveries shall be received between the hours of 7:00 AM and 2:00 PM, Monday – Friday (except holidays) at the following two (2) delivery locations: Water Treatment Plant, 53 Hutchins Street, Concord, NH 03301 and Pump Station No. 2, North Pembroke Road, Pembroke, NH 03275.

**ASSIGNMENT:**

The subsequent contract with the successful vendor shall not be assigned in whole or in part without the written permission of the Purchasing Manager of the City of Concord.

**PRICE:**

Price is to remain firm for the contract period. No increase shall be allowed.

**PACKING SLIPS & INVOICES:**

Packing slips are to be submitted upon delivery to the user department or division. Invoices are to be submitted as indicated on the purchase order. The invoice must be itemized and include the list price, net price, price extension, total amount due and must reference the correct City of Concord purchase order number.

**TAX:**

The City of Concord is exempt from all sales and federal excise taxes. Please bill less these taxes.

**PAYMENT:**

Payment will be made net 30 days from the date of the invoice. However, if invoices are submitted electronically payment can be made in 15 days. Please provide any prompt pay discounts you will accept.

**CANCELLATION:**

The City reserves the right to cancel any unfilled portion of any contract resulting from this bid in accordance with the General Terms and Conditions of B31-09.

**CREDIT:**

A credit shall be provided to the City for any unsatisfactory loads delivered.

**B31-09**  
**LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION**  
**WASTEWATER TREATMENT DIVISION**  
**WATER SUPPLY DIVISION**  
**DETAILED SPECIFICATIONS**

**LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION:**

The successful vendor shall provide a chemical that shall contain 25% caustic soda (liquid sodium hydroxide).

Product must meet or exceed the current AWWA Standard for 25% sodium hydroxide (NaOH-caustic soda). The chemical shall meet or exceed the specifications of the most current version of ANSI/AWWA B501-98. The sodium hydroxide supplied according to this standard shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the sodium hydroxide.

Sodium hydroxide is a direct additive used in the treatment of wastewater and potable water. This material should be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Chemicals – Health Effects. Evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in ANSI/NSF Standard 60. Certification shall be accomplished by a certification organization accredited by the American National Standards Institute.

**NOTE: NaOH for the City’s Wastewater Division is not required to be certified in accordance with the ANSI/NSF Standard 60. If this material costs more for Water than Wastewater then it should be addressed as a separate item.**

Product must be certified under ANSI/NSF Standard 60 – Drinking Water Chemicals. The manufacturer and all intermediate vendors (if any) taking custody of the product must have ANSI/NSF Standard 60 certification for the product from either Underwriters Laboratories (UL) or National Sanitation Foundation (NSF). **Without proof of such current certification accompanying the proposal, the proposal shall be considered unresponsive.**

**Samples** of the product shall be collected by City staff before product is allowed to be unloaded into our holding tanks. The sample shall be taken from the bottom of the tanker, as this is a safer approach and is more representative of the chemical load. After a vendor has been informed of acceptance of the product and the driver’s ID has been verified, the vendor will unload the product into the City’s storage tank(s). The vendor will supply the necessary adapters to connect to the fill line. If the load is rejected as a result of this testing, a replacement load of acceptable quality shall be delivered within twenty-four (24) hours. All deliveries of sodium hydroxide shall bear the statement “This material meets the requirements of AWWA B501-98, or most recent version, Standard for Sodium Hydroxide”.

**QUANTITY:**

**Wastewater Treatment Facility:**

It is estimated that annual usage will be 5,000 – 10,000 gallons.

**Water Treatment Plant and Pump Station No. 2:**

It is estimated that annual usage will be 85,000 gallons.

These quantities are estimates only and shall be used as a benchmark for determining pricing. The actual quantities ordered may be more or less. All quantities shall be ordered on an as-needed basis.

## **BID SUBMISSION CHECKLIST**

In order to be considered responsive, each prospective vendor must submit the following documents, in **one (1) original and two (2) identical copies** as part of his/her bid:

1. Bid Sheet
2. Specifications Exception Form
3. Alternate Form W-9
4. City of Concord Indemnification Agreement
5. Proof of ANSI/NSF Standard 60 Certification

**The successful vendor must submit, prior to contract signing:**

1. **The firm's insurance certificate (naming the City of Concord as an Additional Insured) that meets the minimum required types and levels of coverage; and**
2. **A list of the firm's chemical delivery drivers.**

**CITY OF CONCORD, NEW HAMPSHIRE  
BID SHEET  
B31-10, LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION  
WASTEWATER TREATMENT DIVISION and WATER SUPPLY DIVISION**

The undersigned will provide and deliver liquid sodium hydroxide (caustic soda) 25% solution to the City of Concord's Wastewater Treatment Division and the Water Supply Division, in accordance with the terms, conditions and specifications of B31-10 for the following prices:

**OPTION 1**

**Firm, fixed price for the period March 1, 2010 – February 28, 2011:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**OPTION 2**

**a. Firm, fixed price for the period March 1, 2010 – August 31, 2010:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**b. Firm, fixed price for the period September 1, 2010 – February 28, 2011:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**OPTION 3**

**a. Firm, fixed price for the period March 1, 2010 – May 31, 2010:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**b. Firm, fixed price for the period June 1, 2010 – August 31, 2010:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**c. Firm, fixed price for the period September 1, 2010 – November 30, 2010:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

**d. Firm, fixed price for the period December 1, 2010 – February 28, 2011:**

Wastewater Price per gallon at 25%: \$ \_\_\_\_\_

Water Price per gallon at 25%: \$ \_\_\_\_\_

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR SUBMITTING THIS BID
2. THE RECEIPT OF THE FOLLOWING ADDENDA \_\_\_\_\_
3. THE FIRM SUBMITTING THIS BID HAS NEVER DEFAULTED ON ANY MUNICIPAL, COUNTY, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINTED OR TYPED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TOLL FREE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ PAGER: \_\_\_\_\_

PRIMARY POINT OF CONTACT: \_\_\_\_\_

PROMPT PAY DISCOUNT TERMS: \_\_\_\_\_

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord, Douglas B. Ross, Purchasing Manager, 311 North State Street, Concord, NH 03301; 603-225-8530.

**Due Date/Time: February 19, 2010 Not Later Than 2:00 PM**

CITY OF CONCORD, NEW HAMPSHIRE  
SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your proposal does not meet all of our specifications you **must** so state in the space provided below:

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Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your proposal bond, if submitted.

Signed: \_\_\_\_\_

**I DO** meet specifications

Signed: \_\_\_\_\_

**I DO NOT** meet specifications as listed in this proposal; exceptions are in the space provided.

Failure to submit this form with your Bid may result in your Bid being rejected as unresponsive.

Alternate Form <b>W-9</b> (rev 01/08)	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
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Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company – Enter the tax classification (D=Disregard entity, C= Corporation, P= Partnership) <input type="checkbox"/> <input type="checkbox"/> Other	Exempt from backup withholding <input type="checkbox"/>
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	City of Concord 41 Green Street Concord NH 03301
List account number(s) here (optional)	

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>
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Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security number –	Employer identification number –
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<b>Part II</b>	<b>Certification</b>
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Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

<b>Sign Here</b>	<b>Signature of U.S. Person</b>	<b>Date:</b>
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### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the City whether or not you are required to file tax returns. If this number is not provided, you may be subject to required withholding on each payment made to you. To avoid this withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

**CITY OF CONCORD, NEW HAMPSHIRE  
B31-10, LIQUID SODIUM HYDROXIDE (CAUSTIC SODA) 25% SOLUTION  
THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS  
HEREBY A  
PROVISION OF ANY CONTRACT**

The successful contractor agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

**COMPANY** \_\_\_\_\_

**TAXPAYER IDENTIFICATION NUMBER** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**TOLL-FREE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

Failure to submit this form with your Bid may result in your Bid being rejected as unresponsive.

**City of Concord, New Hampshire**  
**B31-10, Liquid Sodium Hydroxide (Caustic Soda) 25% Solution**  
**Insurance Requirements for All Contractors**

*Additional Coverage is Required if Checked*

*Minimum Limits Required*

**Commercial General Liability**

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

**Additional Coverage to Include**

- Owners & Contractors' Protective – Limit NA
- Underground/Explosion and Collapse

**Commercial Automobile Liability**

Combined Single Limit	\$1,000,000
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- Any Auto, Symbol 1
- Include Employees as Insured

**Additional Coverage to include:**

- Garage Liability NA
- Garage Keepers Legal Liability NA

**Workers Compensation**

NH Statutory including Employers Liability - Each Accident/Disease-Policy Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000
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**Commercial Umbrella**

May be substituted for higher limits required above	\$3,000,000
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- Follow Form Umbrella on ALL requested Coverage

**Other**

- 1. Professional/Errors & Omissions NA
- 2. Builders Risk – Renovation Form
  - All Risk completed value form including Collapse NA
  - Sublimit for Soft Cost Coverage NA
- 3. Installation Floater (Equipment) NA
- 4. Riggers Liability NA
- 5. Environmental – Pollution Liability \$1,000,000
- 6. Aviation Liability NA

**The City of Concord must be named as Additional Insured**

**NOTICE OF AWARD**

Dated \_\_\_\_\_, 2010

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY'S PROJECT NO.: B31-10

PROJECT: Liquid Sodium Hydroxide (Caustic Soda) 25% Solution

CITY'S CONTRACT NO.: B31-10

CONTRACT FOR: Liquid Sodium Hydroxide (Caustic Soda) 25% Solution

You are notified that your Bid dated \_\_\_\_\_, 2010 for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract to provide and deliver liquid sodium hydroxide (caustic soda) 25% solution to the City's Wastewater Treatment Division and Water Supply Division. All terms, conditions, specifications and prices shall be in accordance with the CITY'S bid documents, B31-10, Liquid Sodium Hydroxide (Caustic Soda) 25% solution, and the VENDOR'S bid opened and publicly read on February 19, 2010.

The Contract Price of your contract shall be the following firm, fixed price per gallon:

Wastewater: \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).

Water: \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).

One original of the Agreement accompanies this Notice of Award.

You must comply with the following conditions precedent within ten (10) calendar days of the date of this Notice of Award, which is by \_\_\_\_\_, 2010.

You must deliver to the CITY:

1. One fully executed counterpart of the Agreement.
2. The Insurance Certificate(s) as specified in the Invitation for Bids and General Terms and Conditions.

Failure to comply with these conditions within the time specified will entitle the **CITY** to consider your bid abandoned and to annul this Notice of Award.

Within ten (10) calendar days after you comply with these conditions, the **CITY** will return to you one fully signed counterpart of the Agreement and issue a Notice to Proceed.

CITY OF CONCORD, NEW HAMPSHIRE  
(CITY)

**BY** \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

Douglas B. Ross, Purchasing Manager  
(NAME/TITLE)

Copy to GENERAL SERVICES DEPARTMENT, WASTEWATER TREATMENT AND  
WATER SUPPLY DIVISIONS

## AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_ 2010 by and between The City of Concord, New Hampshire, hereinafter called “**CITY**” and \_\_\_\_\_ doing business as (an individual,) or (a partnership,) or (a corporation) hereinafter called “**VENDOR**”.

**WITNESSETH:** That for and in consideration of the payments and agreements hereinafter mentioned:

1. The **VENDOR** will commence to provide and deliver liquid sodium hydroxide (caustic soda) 25% solution to the **CITY’S** Wastewater Treatment Division and Water Supply Division on an as-needed basis. All terms, conditions, specifications and prices shall be in accordance with the **CITY’S** bid documents (B31-10) and the **VENDOR’S** bid opened and publicly read on February 19, 2010.
2. The **VENDOR** will furnish all of the material, supplies, tools, equipment, labor and other services necessary to provide and deliver liquid sodium hydroxide (caustic soda) 25% solution to the **CITY’S** Wastewater Treatment Division and Water Supply Division.
3. The **VENDOR** will commence the work required by the **CONTRACT DOCUMENTS** on March 1, 2010. Completion time for the contract shall be February 28, 2011. This Agreement may be renewed, by mutual agreement, for up to four (4) additional one (1) year periods.
4. The **VENDOR** agrees to perform all of the **WORK** described in the **CONTRACT DOCUMENTS** and comply with the terms therein for the firm, fixed price of  
Wastewater: \$ \_\_\_\_\_ per gallon  
Water: \$ \_\_\_\_\_ per gallon  
or as shown in the attached **BID** schedule.
5. The term “**CONTRACT DOCUMENTS**” means and includes the following:
  - (A) ADVERTISEMENT FOR BIDS
  - (B) INVITATION FOR BIDS
  - (C) GENERAL TERMS AND CONDITIONS
  - (D) SPECIFIC TERMS AND CONDITIONS
  - (E) DETAILED SPECIFICATIONS
  - (F) BID SUBMISSION CHECKLIST
  - (G) BID SHEET
  - (H) SPECIFICATIONS EXCEPTION FORM
  - (I) ALTERNATE FORM W-9
  - (J) INDEMNIFICATION AGREEMENT

- (K) INSURANCE CERTIFICATE
- (L) LETTER OF AWARD
- (M) NOTICE OF AWARD
- (N) AGREEMENT
- (O) NOTICE TO PROCEED
- (P) CITY OF CONCORD PURCHASE ORDER
- (Q) ADDENDA:

No. \_\_\_\_\_, dated \_\_\_\_\_, 200 \_\_\_\_\_  
No. \_\_\_\_\_, dated \_\_\_\_\_, 200 \_\_\_\_\_

6. The **CITY** will pay to the **VENDOR** in the manner and at such times as set forth in the General Terms and Conditions such amounts as required by the **CONTRACT DOCUMENTS**.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

**IN WITNESS HEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in one (1) original.

**CITY:**  
CITY OF CONCORD, NEW HAMPSHIRE

BY \_\_\_\_\_

Name/Title: Douglas B. Ross, Purchasing Manager

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**VENDOR:**

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Address \_\_\_\_\_

\_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

\_\_\_\_\_

**NOTICE TO PROCEED**

Dated: \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY'S PROJECT NO.: B31-10

PROJECT: Liquid Sodium Hydroxide (Caustic Soda) 25% Solution

CITY'S CONTRACT NO.: B31-10

CONTRACT FOR: Liquid Sodium Hydroxide (Caustic Soda) 25% Solution

\_\_\_\_\_  
(Name of Vendor)

You are notified that the Contract Time under the above contract will commence to run on March 1, 2010. You are to start performing your obligations under the Contract Documents on this date. In accordance with the Agreement, the date of completion is to be not later than February 28, 2011. However, the Agreement may be renewed, by mutual agreement, for up to four (4) additional one (1) year periods.

Before you may begin deliveries the General Terms and Conditions provides that you must provide to the CITY:

1. Certificates of insurance which you are required to purchase and maintain in accordance with the Contract Documents.

CITY OF CONCORD, NEW HAMPSHIRE  
(CITY)

By \_\_\_\_\_  
(Authorized Representative)

Douglas B. Ross, Purchasing Manager  
(NAME/TITLE)

COPY TO WASTEWATER TREATMENT AND WATER SUPPLY DIVISIONS

City of Concord,  
New Hampshire



**Finance Department**

**Purchasing Division**

CITY HALL 41 GREEN STREET

Concord, NH 03301

(603)225-8530 FAX(603)230-3656

Reference: B31-10

**If you choose not to bid, please complete the questionnaire below and return it by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank you.**

\* \* \* \* No Bid Questionnaire \* \* \* \*

A no bid is submitted in reply to the City of Concord Invitation for Bids (B31-10, Liquid Sodium Hydroxide (Caustic Soda) 25% Solution for the following reasons:

- \_\_\_\_\_ Item/Service not supplied by our company.
- \_\_\_\_\_ Bid specification (give reason(s), e.g., too restricted, not clear, etc.):  
\_\_\_\_\_
- \_\_\_\_\_ Profit margin on municipal bids too low.
- \_\_\_\_\_ Past experience with City of Concord (give specifics, e.g., payment delay, proposal process, administrative problems, etc) \_\_\_\_\_
- \_\_\_\_\_ Insufficient time allowed to prepare and respond to Invitation for Bids.
- \_\_\_\_\_ Bid requirement too large \_\_\_\_\_ or too small \_\_\_\_\_ for our company.
- \_\_\_\_\_ Priority of other business opportunities limit time/other resources available to deliver or perform according to proposal specifications.
- \_\_\_\_\_ Other reason(s), please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed/Printed Name & Title)