



**Invitation For Bid
TAC 780B
Water Treatment Residuals Hauling &
Recycling
Water & Sewer Dept.
Issued: May 8, 2014**

**City of Tulsa,
Oklahoma**
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5-21-2014

Addendum #2

Please note the following changes which have been made for clarification to this Invitation For Sealed Bid. This addendum must be listed as Addendum #2 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

1. **Change:** In the Technical Specifications, under scope, we have allowed for certified scales at landfills to be utilized as long as documentation is provided from the respective landfills that states the scales are certified.

5-20-2014

Addendum #1

Please note the following changes which have been made for clarification to this Invitation For Sealed Bid. This addendum must be listed as Addendum #1 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

1. **Question:** Who is the contact person at each plant so we can schedule a site visit?
Answer: Rachel Watts, 918-381-3208
2. **Question:** Where and how has the material been disposed of in the past?
Answer: COT WTRs are currently permitted for disposal at Robson Ranch, Quarry Landfill, and American Environmental Landfill, Inc. (AEL).
AEL: 207 N 177th W Ave
Sand Springs, OK 74063
Todd Green: 918-245-7786

Robson Ranch: 23202 E 31st St, Catoosa, OK 74105
Joe Robson or Bruce Robson
918-266-6740

Quarry Landfill: 4041 N 141st E Ave, Tulsa, OK 74116
918-437-7773
3. **Question:** How much was the cubic yard or wet ton cost in the past for the City to dispose of this material?
Answer: We paid \$11.40 per ton under the Sludge Technology contract.
4. **Question:** How much is the City paying now for the landfill to accept the material now?
Answer: Currently (on a recent quote), \$38.50 per ton includes all costs associated with landfill/recycling fees.
5. **Question:** Do we load our own trucks or will City employees be responsible?
Answer: Per the "Introduction" section of the Technical Specifications, the Seller shall provide all labor



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associated with this contract.

6. **Question:** Will we need multiple trailers at each facility under a press or is the material stockpiled?

Answer: Material is stockpiled.

7. **Question:** How does the City get the material to a 75% solid? Centrifuge? Belt Press? Other means?

Answer: The City utilizes belt presses to achieve a solids content of approximately 20-22%. The dry residuals material is then stockpiled onsite for varying lengths of time, at the plant superintendent's discretion, until he/she contacts the Water Treatment Residuals Hauling vendor (i.e. awardee of this contract) to remove the dry solids material. Therefore, the solids material will likely be greater than 22% solids when the hauling vendor arrives onsite; however, 75% solids content is not likely to be achieved.

8. **Question:** Who is the Water Supply Manager and what is the phone number so we can include it in the Spill Prevention & Control Plan?

Answer: Current Interim WS Manager is Roy Foster, 918-596-1344. Please do not contact him during the bidding process.

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NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

BID # **TAC 780B**

DESCRIPTION: **Water Treatment Residuals Hauling & Recycling** (Commodity Code(s): **906-82, 968-71**)

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division
175 East 2nd Street, Suite 865
Tulsa Oklahoma 74103

Bids must be received no later than 5:00 PM (CST) on Wednesday May 28, 2014, and delivered to:
City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly read and completed all Forms.

- _____ Notice of Invitation for Bid
- _____ Summary Sheet
- _____ Form #1: Bidder Information Sheet. Must be completed.
- _____ Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- _____ Form #3: Interest Affidavit. Original signature and notarization required.
- _____ Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- _____ Form #5: Affidavit of Claimant. Original signature and notarization required.
- _____ Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- _____ Instructions, Terms and Conditions for Bidders
- _____ Special Requirements (Offer Period; Insurance and Bonding; References)
- _____ Technical Specifications
- _____ Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed or your Bid will be rejected.

IMPORTANT NOTE: Write the Bid Number, Bid Description (as listed above), and Bid Opening Date on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.



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SUMMARY SHEET

Project Buyer

If you have any questions or need additional information, contact the assigned Project Buyer:

Darla Harvey

DarlaHarvey@cityoftulsa.org

Include **IFB TAC 780B Water Treatment Residuals Hauling & Recycling** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include **IFB TAC780B Water Treatment Residuals Hauling & Recycling** on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB.

Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date.

Issuing of Addenda

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website (www.cityoftulsapurchasing.org) to receive notice of any addenda, or to receive notice of any future IFBs.

Pre-Bid Conference

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

Date_____ Time_____
Location_____

___Attendance at the Pre-Bid Conference is required to submit a Bid; however Bidders may make arrangements to attend via teleconference in some cases (contact the Project Buyer for details).

___Attendance is not required to submit a Bid.

Bid Packet Submission

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy". If a copy on electronic media is also required, the line below will be checked.
___Electronic Copy also required.

Responses to this Invitation for Bid must be made on the forms listed on page 1. The entire completed Bid Packet must be returned or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.



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**FORM #1
BIDDER INFORMATION SHEET**

Bidder's Exact Legal Name: _____
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- ☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Limited Partnership

- ☐ Limited Liability Company
☐ Limited Liability Partnership
☐ Other: _____

Bidder's Address: _____
Street City State Zip Code

Bidder's Website Address: _____ **Email Address:** _____

Sales Contact:

Name: _____

Street: _____

City: _____

State: _____

Phone: _____

Fax: _____

Email: _____

Legal or Alternate Sales Contact:

Name: _____

Street: _____

City: _____

State: _____

Phone: _____

Fax: _____

Email: _____



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**FORM #2 (Page 1 of 4)
PURCHASE AGREEMENT**

INSTRUCTIONS: This document **must** be properly signed and returned or your Bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following goods or services:

TAC# 780B – Water Treatment Residuals Hauling & Recycling

(the "Goods and/or Services"); and

WHEREAS, Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
2. **Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
3. **Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
4. **Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
5. **Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Technical Specifications for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Technical Specifications**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
6. **Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



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7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller: _____

To CITY: _____

With a copy to: _____

City Clerk
CITY OF TULSA, OKLAHOMA
175 E. 2nd Street, Suite 260
Tulsa, Oklahoma 74103
Darla Harvey, Senior Buyer, City of Tulsa
175 E 2nc Street, Suite 865, Tulsa, OK 74103

18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding



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payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
23. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
24. **Governing Law And Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
25. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
26. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
- 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
- 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
- 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
- 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
- 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
29. **Minority, Female, and Disadvantaged Business Enterprises and Equal Employment Opportunity.** Each bidder agrees to comply with the terms of Title 5 of Tulsa Revised Ordinances relating to Equal Employment Opportunity and to the utilization of minority, female, disadvantaged and BRIDGE program companies.
30. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents.



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IMPORTANT NOTE: This document must be signed by the proper person as set forth in Instructions, Terms and Conditions for Bidders, paragraph 4. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name:

Sign Here ►

ATTEST:

Printed Name:

Title:

Corporate Secretary

Date:

Company Name/Address [Please Print] Address City State Zip Code

() - () - Email Address
Telephone Number Fax Number

**CITY OF TULSA, OKLAHOMA,
a municipal corporation,**

ATTEST:

By:
Mayor

City Clerk

Date:

APPROVED:

Assistant City Attorney



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FORM #3

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidder's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidder's business which is less than a controlling interest, either direct or indirect.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #4

NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #5

AFFIDAVIT OF CLAIMANT

STATE OF _____)

)ss.

COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

Remit to
Address: _____

City, State
Zip: _____

Phone: _____

Name (print): _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____

My commission number: _____

County and State where notarized: _____

The Affidavit must be signed by an authorized agent and notarized



Tulsa
CITY OF
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FORM #6

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments, and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ►

Printed Name:

Title:

Date:



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INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
 - A. **"Acceptance"** with respect to a Bid shall mean the City's selection of a Bid, and award of a contract to the Bidder/Seller.
 - B. **"Acceptance"** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City's written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
 - C. **"Addenda" "Addendum" or "Amendment(s)"** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
 - D. **"Authorized Agent"** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary's certificate indicating the authority is still valid.
 - **General Partnerships** – any partner can sign to bind all partners.
 - **Limited Partnerships** – the general partner must sign.
 - **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
 - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
 - E. **"Bid"** means the Seller's offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
 - F. **"Bidder"** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
 - G. **"Bid Packet"** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
 - H. **"Bid Submission Date"** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
 - I. **"City"** shall mean the City of Tulsa, Oklahoma.
 - J. **"Days"** shall mean calendar days unless specified otherwise.
 - K. **"Primary Seller"** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
 - L. **"Project Buyer"** shall mean the City's employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
 - M. **"Purchasing Division or Office"** shall mean the City of Tulsa's Purchasing Division, located at 175 East 2nd Street, Suite 865, Tulsa, Oklahoma 74103



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N. “Secondary Seller” shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.

O. “Seller” shall mean the Bidder whose Bid City selected and awarded a contract.

P. “You” or “Your” shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.

Q. “Website” shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.

- 3. QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
- 4. ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
- 5. EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
- 6. ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
- 7. SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.

The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.

All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.

- 8. PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the



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Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.

9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.
10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the "Bid Submission Date"). A Bid is an irrevocable offer and when accepted by City (as evidenced by City's execution of the Purchase Agreement) shall constitute a firm contract.
- A. BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
- B.** Sealed Bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
175 East 2nd Street, Suite 260
Tulsa, Oklahoma 74103
- C.** Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of Bids to be received by the City Clerk's Office prior to the due date and time.
- D.** Late Bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
1. City Hall closed for business for part or all of the day on the date the response was due;
 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
- E.** **City will not accept faxed Bids**, nor will City accept Bids faxed to the City Clerk, Purchasing Division or Office, or any other City office or employee.
- F.** City is not responsible for any of your costs in preparing the Bid response, attending a pre-Bid conference, or any other costs you incur, regardless of whether the Bid is submitted, accepted or rejected.
- G.** All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Your name and address must also be clearly indicated on the envelope.
- H.** If submitting multiple options ("Option(s)") to the Invitation for Bid, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
- I.** The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1" red letters on the Bid Packet cover page, and (2) a copy for City's Purchasing Division, clearly labeled as such in 1" red letters on the Bid Packet cover page. If binders are used, they must also be labeled.
- J.** Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
- K.** The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the Bids must be initialed in ink.
12. **BID REJECTION OR WITHDRAWAL.**
- A. City may reject any or all Bids, in whole or in part.
 - B. **A Bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or attempts to limit Bidder's liability to the City.**
 - C. A Bid may be rejected if Bidder is currently in default to City on any other contract or has an outstanding indebtedness of any kind to City.
 - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.



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City E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the Clerk's office before the City's close of business on the Bid Submission Date.

13. **BID RESULTS.** A tabulation of Bids received will be made available on the City's Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries.
14. **PURCHASE ORDER.** In the event that it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the Bid Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.
15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded to the Bidder that City determines is the lowest secure Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the Bid, whichever is in City's best interest.
16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
175 East 2nd Street, 8th floor
Tulsa, Oklahoma 74103
Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the Bid.

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B. **Performance Bond.** If the box is checked "Yes," the Performance Bond is required:

Yes: ☐

No: ☒

6. **References.** If the box is checked "Yes," References are required: 3 references required for which Bidder has performed similar services.

Yes: ☒

No: ☐

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address.

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TECHNICAL SPECIFICATIONS

INTENT:

To secure bids for a contract for hauling and recycling water treatment residuals from the City of Tulsa's A.B. Jewell Water Treatment Plant and Mohawk Water Treatment Plant.

INTRODUCTION:

The Seller's operations shall include all equipment, labor, and incidentals necessary for the loading of residuals directly from the A.B. Jewell and Mohawk Water Treatment Plants and transporting the residuals to the land application sites and/or recycling facility approved by the Oklahoma Department of Environmental Quality (ODEQ). This approval must be in writing from ODEQ prior to the initiation of any work conducted by the Seller.

PERMITS / FEES:

The Seller shall bear the responsibility and all associated costs to obtain all required permits and licenses from all agencies having jurisdiction over the work. This includes, but is not necessarily limited to local, county, state, and federal agencies. The Seller will be required to follow Oklahoma Department of Environmental Quality (ODEQ) approved guidelines, including existing plans and site-specifics provided as part of this contract.

SCOPE:

1. The Seller shall have a means for recycling of aluminum chlorohydrate residuals from a potable water treatment plant. The purpose and a brief description of the use of the residuals for recycling shall be submitted with the bid proposal. **If this is not submitted with the bid proposal, the bid will be automatically rejected.**
2. Final disposal of the residuals must comply with all local, state, and federal statutes and regulations governing disposal of solid waste and residuals management.
3. All bidders must provide documentation that they are capable of providing the necessary equipment, supervision and labor for the removal of the residuals.
4. The City of Tulsa does not guarantee amounts of residuals that will be processed at any given time. As an estimate only, an average quantity of residuals for a year is 20,000 tons.
5. The City of Tulsa does not guarantee a certain dryness of the residuals during processing. The City utilizes belt presses to achieve a solids content of approximately 20-22%. The dry residuals material is then stockpiled onsite for varying lengths of time until the plant Superintendent contacts the Seller to remove the dry solids material; therefore, solids content at the time of removal is likely to be greater than 22%.



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6. All equipment, tools, accessories, and work practices shall comply with the latest revisions/additions to the standards of Federal Occupational / Safety and Health Act of 1970 (OSHA).
7. Removal of the residuals shall be at intervals as indicated by the plant Superintendent. Generally the hours of operation shall be Monday thru Friday between the hours of 7:30 a.m. and 3:30 p.m. The Seller must obtain approval in advance by the plant Superintendent or Operations Supervisor, during other times. Residuals removal will not be made on City recognized holidays. A list of holidays will be furnished upon request. Additionally, the Seller shall provide sufficient trucks to allow for continuous loading.
8. The Seller shall weigh all trucks empty upon arrival at the plant and full after the truck is loaded. The City will make payment only on weights taken by weight tickets on certified scales. The Mohawk Plant has an on-site scale that will be used for obtaining the weight tickets. The weight for A.B. Jewell can be taken at the following locations:

List of Certified Scales for A.B. Jewell Water Treatment Plant:

Westway Terminal Company

5450 E. Channel
Tulsa, OK 74015
(918) 266-5911

QuikTrip

16505 E. Admiral Place
Tulsa, OK 74116
(918) 234-0380

Flying J Travel Plaza

27 N. 129th E. Ave.
Tulsa, OK 74116
(918) 437-5477

Certified scales at the landfills can be utilized as long as documentation is provided from the respective landfills that states the scales are certified.

9. The Seller shall perform no work without a purchase order from the City of Tulsa. If work is performed without a purchase order it shall be at the cost of the Seller.
10. The Bidder must provide with the bid submittal a statement of the Bidder's thorough understanding of the regulatory agencies requirements in the State of Oklahoma, which apply to the proposed method of residual hauling and disposal.



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11. It is understood and agreed by the parties hereto that all City owned structures on-site including (but not limited to) roads, dams, walls or dikes are permanent in nature. Any damage thereto by the Seller will be repaired by the Seller and at the Seller's sole expense.
12. The protection of the City's equipment, fences, gates, signs, and other property is of prime importance, and if damaged, destroyed or removed, they shall be repaired, replaced, or paid for by the Seller. Disturbance to this property must first be approved by the agency that controls it.
13. All materials and equipment delivered to the site of the work shall be adequately housed and protected against damage or deterioration according to the standard accepted procedures. The Seller shall keep our storage yards in good order, arrange materials neatly, and protect them from damage.
14. Immediately upon completion of the work at either site location, the Seller shall remove all excess materials, equipment, tools, and debris, and restore the site to a condition and in a manner satisfactory to the plant Superintendent.
15. The Seller is required to submit the attached waste manifest form for each load with the invoice. Please see Mohawk and A.B. Jewell form at the end of this specification.

RESIDUALS TRANSPORTATION

1. Any transportation of residuals by the Seller shall be done in vehicles or equipment that will contain the residuals in a manner so as to avoid the possibility of dripping, spilling, scattering, leaking, or blowing of residuals onto the roadway. Should mishaps occur for any reason, the Seller shall be responsible for cleaning up any such residuals or other material to the satisfaction of the City and any other authority having jurisdiction in accordance with the Spill Prevention and Control Plan.
2. All vehicles transporting residuals shall not exceed the maximum allowable load limit (pounds) of any road or bridge being used.
3. The Seller shall exercise care to avoid damage to land, roads, fences, growing crops, and livestock that may arise out of the hauling of residuals. The repair and/or replacement of any property of the landowner or operator, damaged by the Seller shall be the sole responsibility of the Seller.
4. The Seller shall strictly observe precautions stated in Section Spill Prevention and Control Plan.
5. All vehicles and equipment shall be adequately cleaned prior to contact with residuals to avoid potential cross-contamination of previously hauled materials.

SPILL PREVENTION AND CONTROL PLAN:



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The Bidder must submit with the bid proposal a spill prevention plan and emergency clean-up plan. The plan must provide the type of resources available to the Bidder to clean-up/contain a spill. The following procedures and practices will be adhered to in order to minimize the possibility of a spill and to establish an effective response in the unlikely event of a spill:

1. Spill Prevention

- Insure truck drivers watch trailer while loading and unloading.
- Insure tailgate is closed and latched while transporting.
- Inspect tailgate latches daily and replace as necessary.
- Inspect tank valves daily and replace as necessary.
- Insure tarps are in place while transporting.
- Insure unloading operations in the field are conducted so as to minimize tracking residuals back onto public roadways.
- Establish and maintain good sanitation practices at loading and off-loading zones so as to avoid tracking of residuals material onto roadways.
- Insure dust covers are in place when hauling material in open dump trucks.

2. Spill Control

In the unlikely event of a spill, the following actions will be taken immediately:

- a) HALT SOURCE of spill; i.e. damaged truck unit.
- b) HALT ALL HAULING OPERATIONS to allow all manpower and resources to be readily available to assist in the cleanup of spill. Hauling operations will not resume without prior approval of the City.
- c) CONTAIN SPILL Use straw bales or similar containment material to form a barrier. Straw bales or similar containment material shall be kept at the project site for such purposes.
- d) CLEAN-UP Employ loader equipment to remove as much spilled material as possible. Complete clean up with hand tools as necessary and dispose of in an approved manner.
- e) FINAL CLEAN-UP Flush roadways with water as necessary to clean. Allow drying and incorporating if spill occurs on a non-paved and tillable area. In the event a spill occurs on private property, final clean up should be completed immediately to the satisfaction of the owner.
- f) REPORTING As soon as possible after the spill notify the City of Tulsa (office of Water Supply Manager, or the Superintendent at the involved Water Treatment Plant, at (918) 596-9598 and the respective County Department of Environmental Quality. Within 24 hours of the spill, a written report detailing how the spill occurred and all action taken shall be sent to the City of Tulsa and respective County Department of Environmental Quality offices.

POINTS OF REMOVAL:



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A.B. Jewell Water Treatment Plant - 18707 E. 21st, Tulsa, Oklahoma 74134
Mohawk Water Treatment Plant – 3600 E. Mohawk Blvd, Tulsa, Oklahoma 74115

SAFETY

1. The Seller shall be responsible for performing all work under this contract in a safe manner and in compliance with all applicable local, state, and federal safety and health regulations.
2. The Seller shall submit a site safety plan prior to start of work. The Seller's attention is directed to safety regulations applicable to the work under this contract.
3. Fire Prevention and Protection: The Seller shall take all necessary measures to prevent fire and shall provide satisfactory firefighting means at the location of work.
4. Condition of Equipment and Materials: All equipment, tools, and appliances, and materials used in connection with the project shall be handled and operated only when they are in safe operating condition and in accordance with a standard safety procedure.

SECURITY:

Each project site where work is to be performed is a secured site. The Seller shall be responsible for security as described below at each site where work is performed:

1. Site Access: The Seller shall respect all existing security measures at each project site.
2. For each employee the Seller employs for work at each project site, the Seller shall provide the following information to Water Supply Systems: name, work telephone number, length of employment with the Seller.
3. The Seller shall maintain a logbook listing as a minimum the names of all persons admitted to the secured site by the Seller, the purpose of the site visit, the dates and times of arrival at the site, entry to the secured site, and departure from the site.
4. The Seller shall not solely be responsible for all secured access to the site. City personnel will have access and will be performing their regular duties pertaining to the operation and maintenance of the site facilities. Security at the site shall require the cooperation of all persons authorized to access the site for the performance of their work. The Seller is responsible for and has control of secured access; the Seller shall restrict site access to only persons essential to the performance or inspection of the work being performed under this contract.
5. The Seller shall provide the respective plant twenty-four (24) hours advance notification of any delivery of equipment or materials to the site, and shall make arrangements with the plant



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Superintendent to provide for inspection of such delivery.

6. Any observation by the Seller of activity at or associated with the work site that the Seller observes and considers to be unusual or suspicious in nature, or that the Seller believes poses a threat to the integrity or welfare of the work site or associated facilities, shall be duly noted at the time of the observation shall be immediately reported to the respective plant Superintendent.
7. A Seller's representative will be responsible for insuring the project site gate is locked when any lapse in hauling occurs.

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Residual Hauler Manifest Form



City of Tulsa ♦ Water Supply Systems
175 E. 2nd Street, Suite 890 ♦ Tulsa, OK 74103
918-596-9847 fax 918-699-3260

COMPANY NAME
(Residual Hauler)

DRIVER (Printed Name)

ADDRESS

PHONE #:

GENERATOR INFORMATION

DISPOSAL FACILITY INFORMATION

Name: Mohawk Water Treatment Plant

Name:

Address: 3600 E. Mohawk Blvd

Address:

City/State/Zip Code: Tulsa, OK 74115-1100

City/State/Zip Code:

Telephone: 591-4025

Disposal Site Permit Number:

Wa ste Type: Water Treatment Residuals

Quantity (lbs):

Type of Site:

Load Pick Up -

Time:

Date:

Telephone:

Generator (printed):

Receiving Agent (Printed):

Generator Signature:

Discharge

Time/Date:

Quantity (lbs):

I certify that I have examined the information provided and to the best of my knowledge and belief, it is true, accurate and complete. I understand that there are significant penalties for any misrepresentation, concealment of material information, or submitting false information, including the possibility of fine and imprisonment for knowing violations.

**SIGNATURE OF DISPOSAL FACILITY
RECEIVING AGENT**

REMARKS:

DRIVER SIGNATURE

DATE



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**City of Tulsa,
Oklahoma**
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Residual Hauler Manifest Form



City of Tulsa ♦ Water Supply Systems
175 E. 2nd Street, Suite 890 ♦ Tulsa, OK 74103
918-596-9847 fax 918-699-3260

COMPANY NAME
(Residual Hauler)

DRIVER (Printed Name)

ADDRESS

PHONE #:

GENERATOR INFORMATION			DISPOSAL FACILITY INFORMATION		
Name: A.B. Jewell Water Treatment Plant			Name:		
Address: 18707 E. 21 st Street			Address:		
City/State/Zip Code: Tulsa, OK 74134-2308			City/State/Zip Code:		
Telephone: 918-596-8022			Disposal Site Permit Number:		
Waste	Type: Water Treatment Residuals	Quantity (lbs):	Type of Site:		
Load Pick Up -	Time:	Date:	Telephone:		
Generator (printed):			Receiving Agent (Printed):		
Generator Signature:			Discharge	Time/Date:	Quantity (lbs):
<i>I certify that I have examined the information provided and to the best of my knowledge and belief, it is true, accurate and complete. I understand that there are significant penalties for any misrepresentation, concealment of material information, or submitting false information, including the possibility of fine and imprisonment for knowing violations.</i>			SIGNATURE OF DISPOSAL FACILITY RECEIVING AGENT		
			REMARKS:		
DRIVER SIGNATURE			DATE		



**Invitation For Bid
TAC 780B
Water Treatment Residuals Hauling &
Recycling
Water & Sewer Dept.
Issued: May 8, 2014**

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**EXHIBIT A
BID FORM INCLUDING DELIVERY AND PRICING**

1. Delivery. If your Bid is accepted and a contract is executed, state the number of days you need to deliver the Goods and/or to begin providing Services:

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your contract or canceling the Purchase Order, pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

2. Pricing

(ESTIMATED QUANTITIES FOR EVALUATION PURPOSES ONLY)

Item	Description	Estimated annual Qty - Tons	UNIT PRICE – per ton	Extended Cost
1.	Per ton cost for hauling and recycling at Mohawk – include disposal/recycling fee in unit price.	5,000	\$	\$
2.	Per ton cost for hauling & recycling Residuals at A.B. Jewell – include disposal/recycling fee in unit price.	15,000	\$	\$
	TOTAL EXTENDED COST: (All costs must be included or your bid will be disqualified)	\$		

Bidder's Company Name _____

Authorized Signature Here ► _____

Printed Name: _____

RETURN THIS ENTIRE BID PACKET