



**Invitation For Bid TAC 838C  
Liquid Biosolids Disposal by Land  
Application  
Water & Sewer  
Issued: February 15th, 2018**

**City of Tulsa,  
Oklahoma**  
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2/27/18

## **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:**

#### **Questions:**

- 1) Will the Seller be responsible for finding or owning land for the liquid biosolids land application portion of the project? Does the City of Tulsa currently work with any farmers that they would like Synagro to partner with for the project?

**Response: The City will be responsible for finding and permitting the land. No to the second question.**

- 2) Does the City of Tulsa have a land application permit we may review in a pdf file or similar attachment?

**Response: All of our land sites are permitted. If awarded the contract we will provide permits to sites.**

- 3) Do you have any analyticals of the sludge that is found in NorthSide and SouthSide Lagoons?

**Response: This contract is for the Northside lagoons. Yes we analytical of our sludge. During the hauling and application process we sample daily.**

- 4) Are past bid tabs available for research? When was this RFP last bid to the public? Who was awarded the contract? What was their price to perform the work? **The past bid was awarded to**

**Response: Oros & Busch Application Technologies, Inc in the amount of \$770,750.00**

**(Be sure to number the addendum correctly in both places)**



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

BID # **TAC 838C**

DESCRIPTION: **Liquid Biosolids Disposal by Land Application (Commodity Code(s): 958-12)**

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](http://www.cityoftulsapurchasing.org) or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division  
175 East 2<sup>nd</sup> Street, Suite 575  
Tulsa Oklahoma 74103

**Bids must be received no later than 5:00 PM (CST) on Wednesday March 7th, 2018, and delivered to:**

**City Clerk's Office  
175 East 2<sup>nd</sup> 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:

James Mozingo  
[jmozingo@cityoftulsa.org](mailto:jmozingo@cityoftulsa.org)  
Include **TAC 838C** on the subject line

**Bidder's Notice of Intent to Submit a Bid**

Email the Project Buyer indicating your intent to Bid. Include **TAC 838C** 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 **ten (10) 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](http://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 2<sup>nd</sup> Street, 2<sup>nd</sup> 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)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company     |
| <input type="checkbox"/> Partnership         | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation         |  |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> 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 2<sup>nd</sup> 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 838C LIQUID BIOSOLIDS DISPOSAL BY LAND APPLICATION**

(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:

- 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.
- 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.
- 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.
- Term.** The term of this Agreement shall be effective commencing **effective on April 30th, 2018 and continuing to December 31, 2019 at the discretion of City**. 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 1<sup>st</sup> to June 30<sup>th</sup>) 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.
- 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.
- 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](http://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. 2<sup>nd</sup> Street, Suite 260  
Tulsa, Oklahoma 74103  
**James Mozingo, Buyer**  
**175 E. 2<sup>nd</sup> Street, 5<sup>th</sup> Floor**  
**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



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provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding 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. **Equal Employment Opportunity.** Each bidder agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
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

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

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

ATTEST:

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

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Assistant City Attorney





**CITY OF  
Tulsa**  
A New Kind of Energy.

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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**  
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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).

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**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:
    - o **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.
    - o **General Partnerships** – any partner can sign to bind all partners.
    - o **Limited Partnerships** – the general partner must sign.
    - o **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
    - o **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.
    - o **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 2<sup>nd</sup> Street, Suite 575, Tulsa, Oklahoma 74103
  - 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.



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**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](http://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 ten (10) 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 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.



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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 2<sup>nd</sup> 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.
- E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City 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.



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14. **PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and 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 e-mailed to City of Tulsa – Accounts Payable at:

[apinvoices@cityoftulsa.org](mailto:apinvoices@cityoftulsa.org)

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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**SPECIAL REQUIREMENTS**

1. **Irrevocable Offer Period.** You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until **365 days** after the Bid Opening Date.

2. **General Liability/Indemnification.** You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. You agree to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

4. **Insurance.** If checked "Yes," the following insurance is **required**: **Yes: X No:**

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase Agreement, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Personal injury, each person	\$ 175,000.00
Property damage, each person	\$ 25,000.00
Auto Liability, each occurrence	\$ 1,000,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

**SELLER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.**

You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage by providing the assigned Project Buyer shown on the Summary Sheet of this Bid Packet with a Certificate of Insurance. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address
- C. Policy number
- D. Liability coverage and amounts
- E. Commencement and expiration dates
- F. Signature of authorized agent of insurer
- G. Invitation for Bid number

The Seller shall not cause any required insurance policy to be cancelled or to permit it to lapse. It is the responsibility of Seller to notify City of any change in coverage or insurer by providing City with an updated Certificate of Liability Insurance. Failure of Seller to comply with the insurance requirements herein may be deemed a breach of the Purchase Agreement. Further, a Seller who fails to keep required insurance policies in effect may be deemed to be ineligible to bid on future projects, ineligible to respond to invitations for bid, and/or ineligible to engage in any new purchase agreements

**5. Bonding.**

**A. Bid Bond.** If the box is checked "Yes," the Bid Bond of 5% total extended amount shown is **required**:

**Yes: X No:**



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

Yes:   X   No:       

Bond Amount is 50% of the total extended amount shown on Exhibit "A". Bond must be effective April 30<sup>th</sup>, 2018 through December 31, 2019 for the initial agreement period and May 1 through December 31 in subsequent renewal periods.

**6. References.** If the box is checked "Yes," References are **required**:

Yes:   X   No:       

**7. Purchase Card:** Is the City of Tulsa Purchasing Card acceptable (This is a Visa):

Yes:        No:       

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the nature of their relationship with the Bidder.

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_



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**TECHNICAL SPECIFICATIONS**

**201. GENERAL**

Project work will take place at either the Northside Wastewater Treatment Plant or the Southside Wastewater Treatment Plant, which generates anaerobically digested Class B biosolids that are currently stored in three lagoons (at NS) and one lagoon (at SS) prior to liquid land application.

201.1. Under this agreement, the Seller agrees to load, transport, apply and incorporate all biosolids, as required, stored within the Northside and Southside Wastewater Treatment Plant Lagoon Facilities. Historically, removal of biosolids has been carried out so as to leave approximately 1 foot of biosolids in the lagoons in order to insure protection of the clay liners. Under this agreement, the Seller, at the option of the City, shall remove all biosolids from the lagoons specified or remove biosolids so as to leave approximately 1 foot remaining. In either case, care must be taken by the Seller so as to not disturb the lagoons' protective clay liners.

The Seller's obligation to complete the removal of material from each lagoon will be **150 calendar days** from notification in writing from the City to commence work on each lagoon. The actual pay quantity will be based upon the volume of material contained in each lagoon after removal of all readily pumpable material by the City, as determined by measurements made just prior to commencing work under these bid items. These measurements shall be made by City survey crews, with all computations of pay quantity volumes performed by the City. All survey notes and computations will be furnished to the Seller. The City and the Seller must arrive at a mutually agreeable volume for the purpose of payment prior to commencement of work.

The Northside Wastewater Treatment Plant produces and land applies an average of 11,000,000 gallons of biosolids per year. The Southside Wastewater Treatment Plant is estimated to produce 8,000,000 gallons of biosolids. The quantity stated in Bid Item No. 204.1, 204.2 and 204.3 of the Delivery and Pricing Section is an estimate to be used for bidding purposes only. The Seller will be paid on a per gallon basis and must provide sufficient equipment to load, transport, apply and incorporate all biosolids as required within these agreement documents.

201.2 The City's contact person (also referred to as the "Engineer") is Matt Vaughan, Water Pollution Control Section Manager, Public Works Department, 175 E. 2<sup>nd</sup> Street, Ste. 1400, Tulsa, Oklahoma, 74103, (918) 596-9841. **BIDDERS MUST NOT CONTACT ANYONE OTHER THAN THE BUYER DURING THE BIDDING PROCESS OR RISK HAVING THEIR BID REJECTED.**

**202. QUALIFICATION REQUIREMENTS FOR BIOSOLIDS REMOVAL**

202.1. The Seller shall have performed five (5) projects similar in scope, and in accordance with all applicable laws and ordinances shall hold a current applicable license to perform such work.

202.2 The Seller shall provide the following information for qualification **with the Bid**.

A. Experience in loading, pumping, transporting, unloading, and land applying. It is not required that the Seller have experience in the State of Oklahoma. Reference list of at least five (5) similar projects, showing:

1. Locations
2. Distances hauled
3. Size and type of trucks and/or trailers
4. Quantities hauled
5. Materials hauled
6. Contact name and phone number

B. Shall provide a list of the all equipment proposed to be utilized including:

1. Type of Equipment
2. Manufacturer
3. Model
4. Year
5. Hauling Capacity

C. Statement of Bidder's thorough understanding of the regulatory agencies requirements in the State of Oklahoma



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which apply to the proposed method of biosolids disposal.

202.3 Bidders who have been previously qualified for any biosolids removal or disposal contracts are not exempt from the requirement to submit Qualification Information.

**203. BIOSOLIDS REMOVAL AND DISPOSAL**

203.1. Seller shall remove with a float mounted dredge, raft or biosolids pump, except that during the early phase of emptying the lagoon, when biosolids depth and flow characteristics make it feasible, the Seller may then use a farm type tractor and power take-off driven type pump or similar combination or arrangement of equipment, subject to the approval of the City, provided that the tractor and associated equipment rest entirely upon the existing concrete lagoon ramp. Any pump or equipment shall not be placed on the side slopes of the lagoon without permission of the City.

203.2 Seller shall be responsible for the removal, transportation, land application, earth incorporation and all other work and operations incidental to dispose of biosolids contained within the Northside and Southside Wastewater Treatment Plant Lagoons in accordance with these agreement documents.

**204. BID ITEMS**

**204.1. LABOR, EQUIPMENT AND MATERIALS NECESSARY FOR PARTIAL CLEANOUT OF BIOSOLIDS CONTAINED WITHIN THE NORTHSIDE AND SOUTHSIDE LAGOONS PER THESE AGREEMENT DOCUMENTS. BID IS UNIT PRICE PER GALLON.**

204.1.1. The work under this item shall consist of the labor, equipment and materials to remove with a float mounted dredge, raft or biosolids pump, biosolids contained within each Lagoon to the average surface elevation given and to dispose of said biosolids by land application as described in these agreement documents. Each Lagoon shall be emptied of biosolids to an average surface elevation that has historically been achieved. This elevation is approximately one foot (1.0') higher than the lagoon's average bottom elevation. All biosolids above this elevation shall be removed as well as removal of all debris, including but not limited to, grit, plastics, and other nonvolatile substances which protrude above the surface of the lagoon on the sides. The debris shall be mixed in with the contents of the lagoon in order to establish a uniform percent solid. Mileage under this bid item will be 20 miles round trip. Haul Routes shall be determined by the City.

No reimbursement shall be made for any biosolids removed below this elevation. Seller shall remove:

biosolids in NS Lagoon 3 to an average surface elevation of 576.0 feet.  
biosolids in NS Lagoon 4 to an average surface elevation of 575.0 feet.  
biosolids in NS Lagoon 5 to an average surface elevation of 575.6 feet.  
Biosolids in SS Lagoon 7 to an average surface elevation of 618.7 feet.

204.1.2. The dimensions of each Lagoon are described in the drawings. Prospective bidders shall obtain all dimensions and measurements and depths of biosolids to determine the biosolids quantity and through biosolids sampling and analyses determine pertinent biosolids characteristics for bidding purposes. The bid is for the actual volume of biosolids above the average surface elevation given in 204.1.1.

204.1.3. **PAYMENT:** Payment for this item shall be made at the unit price per gallon of material removed from each lagoon to the extent given in 204.1.1 and incorporation into the soil at the application sites selected by the City. The quantity stated in Bid Item No. 204.1 of the Delivery and Pricing Section is an estimate to be used for bidding purposes only. The actual pay quantity will be based upon the volume of material contained in each lagoon after removal of all readily pumpable material by the City as determined by measurements made just prior to commencing work under this bid item. These measurements shall be made by City survey crews, with all computations of pay quantity volumes performed by the City. All survey notes and computations will be furnished to the Seller. The Payable Volume Calculation Worksheets, provided in these specifications, shall be used to determine the mutually agreed upon volume prior to commencement of work.

204.1.4. Haul Routes to and from the application sites shall be determined by the City.

**204.2. LABOR, EQUIPMENT AND MATERIALS NECESSARY FOR CLEANOUT OF BIOSOLIDS BELOW 204.1.1 ELEVATIONS CONTAINED WITHIN THE NORTHSIDE AND SOUTHSIDE LAGOONS PER THESE AGREEMENT DOCUMENTS. BID IS UNIT PRICE PER GALLON.**





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204.2.1. The work under this item shall consist of the labor, equipment and materials to remove all biosolids contained within each Lagoon below the average surface elevation left after partial cleanout specified in 204.1 and to dispose of said biosolids by land application as described in these agreement documents. Each Lagoon shall be emptied of biosolids to the bottom elevation, or shall be emptied to an elevation slightly above the bottom elevation at the discretion of the engineer.

204.2.2. The dimensions of each Lagoon are described in Drawings 1 and 2. Prospective bidders shall obtain all dimensions and measurements and depths of biosolids to determine the biosolids quantity and through biosolids sampling and analyses determine pertinent biosolids characteristics for bidding purposes.

204.2.3. **PAYMENT:** Payment for this item shall be made at the unit price per gallon of material removed from each lagoon to the extent given in 204.2.1 The quantity stated in Bid Item No. 204.2 of the Delivery and Pricing Section is an estimate to be used for bidding purposes only.

The actual pay quantity will be based upon the volume of material contained in each lagoon as determined by measurements made just prior to commencing work under this bid item. These measurements shall be made by City and Seller's crews, with all computations of pay quantity volumes performed by the City. All notes and computations will be furnished to the Seller. The City and the Seller must arrive at a mutually agreeable volume for the purpose of payment prior to commencement of work on each lagoon. No reimbursement shall be made for any biosolids removed beyond the mutually agreed upon volume.

The Total Cleanout Payable Volume Calculation Worksheets, provided in these specifications, shall be used to determine the mutually agreed upon volume. The Seller's provided rod man shall measure the depth of biosolids from the lagoon floor surface to the average elevation required by 204.1. The depth will be taken at 12 locations, distributed evenly throughout the lagoon. The City will provide a measuring rod. The average depth of biosolids will be utilized on the Total Cleanout Payable Volume Calculation Worksheets to calculate the payable volume of biosolids in each lagoon for this item.

204.2.4. Haul Routes to and from the application sites shall be determined by the City.

204.3. **COST PER MILE FOR EACH 1,000 GALLONS HAULED FURTHER THAN 20 MILE ROUND TRIP HAUL ROUTE INCLUDED PER THESE AGREEMENT DOCUMENTS. BID IS UNIT PRICE FOR 1,000 GALLONS PER MILE.**

204.3.1. This bid item is for payment per mile of each 1,000 gallons of Biosolids hauled further than 20 mile round trip haul route from the entrance gate at the Northside Wastewater Treatment Plant or the entrance gate at the Southside Dewatering Facility at 71<sup>st</sup> Street South, to the entrance of the field.

204.3.2. Application sites and haul routes to and from the sites shall be determined by the City.

204.3.3 **PAYMENT:** Payment for this item shall be for quantities determined by the City. Prior to work under this item, the City will issue a work order with the quantity in gallons of Biosolids to be hauled; the round-trip haul route miles over 20 miles to the selected application site; and the pay amount for the selected site. Seller shall show their concurrence with said information by signing the work order and returning to the City. Only when the City and Seller mutually agree upon the pay amounts for the selected site will work commence under this item.

205. **REMOVAL OF FREESTANDING WATER**

205.1. Prior to the survey to calculate the payable volume of material, the City will draw off all freestanding water or pumpable material. After the freestanding water has been removed, the City will, within two (2) working days perform a survey of the top-of-biosolids, to determine its level, for calculating the payable volume of material to be removed.

205.2. After start-up of operations, Seller will be able to pump from the lagoon freestanding surface water resulting from rainfall to a discharge point designated by the City. The transfer of freestanding water by the Seller shall be performed only under direct City supervision and the City shall allow the operation only when it shall not interfere with the operation of the treatment plant or biosolids lagoon system. Suspended solids in the water pumped shall not exceed 250 ppm. At the end of the day, email a picture of the rod attached to the decant structure/catwalk showing the elevation of the sludge.

205.3 The City reserves the right to restrict the pumping rate of freestanding water to meet treatment plant and/or lagoon operational requirements.

206. **MISCELLANEOUS PROVISIONS**

- 1) The Seller shall furnish all labor, equipment, and supplies including water except those designated herein.



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- 2) Seller shall strictly observe precautions stated in Section 222, Spill Prevention and Control Plan.
- 3) The City may allow, at its option, Seller to use track equipment within the lagoon for total cleanouts. Northside Wastewater Treatment Plant Lagoons have been clay lined in accordance with the State of Oklahoma Department of Environmental Quality (ODEQ) Guidelines, having a two (2) foot thick clay liner. The liner has no protective cover material.
- 4) The equipment must be track type, without cleats, as approved by the Water and Sewer Department.
- 5) The equipment used in the bottom of the lagoon must not exceed 5.0 p.s.i. of ground pressure or leave compaction, cutting of deep ruts and/or other damage to the clay liner. Prior to use, the Seller must submit manufacturer's specifications including information regarding ground pressure of the equipment to the City, for final approval.
- 6) Use of track equipment within the lagoon shall be during daylight hours only.
- 7) Track equipment shall be used in order to crowd biosolids toward the dredge, mobile biosolids raft, or pump suction. All apparatus used for blading or dragging will require prior City approval.
- 8) Seller must use extreme caution not to damage or violate the lining of the lagoon.
- 9) Seller may not dig any sumps in any of the lagoons.
- 10) It is understood and agreed by the parties hereto that the dams, walls or dikes surrounding all Lagoons as well as the bottom and side slopes of each Lagoon are permanent in nature. Any damage thereto by Seller will be repaired by Seller.
- 11) Seller will supply sufficient resources to handle biosolids at a rate sufficient to remove and dispose of said biosolids in a timely and responsible manner and within the number of consecutive calendar days specified in Section 207, Scheduling.
- 12) Seller shall be responsible for the removal and proper disposal of all debris, including but not limited to, grit, plastics, and other nonvolatile substances within Lagoons 3, 4 and 5 which protrude above the surface of the lagoon on the bottom and sides. The debris shall be mixed in with the contents of the lagoon in order to establish a uniform percent solids.
- 13) When Seller believes the surface elevation of each lagoon being emptied is approaching the required elevation, he may request a survey. Said survey will be conducted as specified in Section 215 to determine fulfillment of agreement requirements. The City will perform all computations of average surface elevation and provide a copy of same to the Seller.
- 14) Upon completion of biosolids application to a given area, the soil surface shall be left in a level condition equal to the soil surface prior to any disturbance due to the biosolids application activities or an interim condition acceptable to the property owner or operator. Seller shall be responsible for providing additional discing, dragging, or rolling operations at the completion of application projects to produce an acceptable soil surface.
- 15) Seller shall exercise care in use of proper equipment for biosolids application and incorporation to prevent soil compaction, cutting of deep ruts and/or other damage that may negatively impact the establishment and perpetuation of plant cover on the referenced land application sites. Low ground pressure flotation tires are required on all vehicles spreading biosolids.
- 16) Seller shall exercise care to avoid damage to land, roads, fences, growing crops and livestock which may arise out of the application of biosolids. The repair and/or replacement of any property of the land owner or operator, damaged by the Seller and/or subcontractor, shall be the responsibility of the Seller.
- 17) If more than one (1) lagoon is to be emptied under this agreement, the City shall specify the order in which lagoons shall be emptied. Once work has commenced on the initial lagoon, it shall be completed and accepted by the City before the Seller may commence work in any subsequent lagoon covered by this agreement.
- 18) In the event the low bidder on this agreement is also the low bidder on any other agreement for the City of Tulsa, the Seller must provide sufficient resources and execute both agreements simultaneously.
- 19) When dust becomes a nuisance to plant operations, the Seller shall provide a means to wet down roads around the lagoon area. Plant effluent water from a hydrant can be used by the Seller at no charge. Coordination with City Supervision must be made before obtaining water.
- 20) Daily samples are required each day of land application. The City will provide the sample bottles. Two samples are to be collected at the same time each day of land application. The date, time and lagoon number will be written on the sample bottle by the Seller.

**207. SCHEDULING**

- 207.1. The Seller's obligation to complete the removal of material from each lagoon will be **150 calendar days** from notification in writing from the City to commence work on each lagoon.
- 207.2. The City shall schedule and perform the survey of the specific lagoon as specified in Section 215 within ten (10) calendar days from notification to commence work. The Seller shall witness said survey by signing a statement to that effect on a form provided by the City.
- 207.3. The Seller shall submit to the Water Pollution Control office a proposed schedule for removal operations within ten (10) calendar days from the survey of the specific lagoon.

**208. BIOSOLIDS TRANSPORTATION**

- 208.1. Any transportation of biosolids or other material by Seller shall be done in vehicles or equipment which contains the biosolids or other material in a manner to avoid the possibility of dripping, spilling, scattering, leaking or blowing. Should mishaps occur for



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any reason, Seller shall be responsible for cleaning up any such biosolids or other material to the satisfaction of the City and other authorities having jurisdiction in accordance with Section 222.

208.2 All vehicles transporting biosolids shall not exceed the maximum allowable load limit (pounds) of any road or bridge being used. All haul routes to and from the biosolids application sites shall be selected by the City.

208.3 All vehicles and equipment shall be adequately cleaned prior to contact with biosolids to avoid potential cross contamination of previously hauled materials.

208.4 Operations will be suspended during periods of inclement weather, as determine by the City. Furthermore, in case of inclement weather, the City will notify the Seller when biosolids hauling operations may resume.

209. CONFORMANCE TO SLUDGE MANAGEMENT PERMIT AND INDIVIDUAL SITE SPECIFIC PLAN

209.1. The Seller shall operate under and in full accordance with the approved City of Tulsa Sludge Management Permit and Individual Site Specific Plans. The Sludge Management Permit and Individual Site Specific Plans are and will remain the property of the City of Tulsa. Copies of these plans shall be provided to the Seller. During the bidding process these plans can be viewed at 175 E. 2<sup>nd</sup> Street, Ste. 1400, Tulsa, OK 74103.

209.2 The City will serve as primary contact with landowner/operator and will determine sites that will be utilized for biosolids application and method of biosolids application for each site in conjunction with landowner/operator. Final decision will rest with the Water Pollution Control representative as to sites utilized and application method required for each site. The City shall consider input from the Seller in arriving at said decisions.

210. SELLER COOPERATION

Seller shall cooperate with all other Sellers who may be performing work on behalf of the City and the State of Oklahoma and others who may be employed by the City or the State on any work in the vicinity of the location where Seller may be performing services under this Agreement; and Seller shall so conduct his operations so as to not interfere with the work of others. The City shall use its best efforts to promote cooperation between Seller and others.

211. SELLER CONDUCT

211.1 LEFT BLANK INTENTIONALLY.

211.2 It is understood and agreed by Seller and City that the phrase "to the satisfaction of the City", above shall not be construed to imply that the City has any supervision of Seller's forces, operations, or methods of operation.

212. REMOVAL OF EQUIPMENT

Seller agrees that upon termination of this Agreement, Seller, not later than thirty (30) days after such termination, (i) shall remove all its machinery, equipment and other property from the treatment plant work site, (ii) shall, except as may be otherwise provided in Section 213.1 hereof, at its own cost and expense, repair and restore all damage to City property caused by Seller or its operations, and (iii) shall vacate the work site free and clear of all liens and furnish City with satisfactory evidence of the foregoing. Title to any Seller property not removed from treatment plant work site within the time limit stipulated above shall vest in the City and the City may dispose of any such property at Seller's cost and expense.

213. SITE DAMAGE BY SELLER

213.1 LEFT BLANK INTENTIONALLY

213.2 LEFT BLANK INTENTIONALLY.

214. UNDERTAKING BY THE CITY

214.1. The City shall insure Seller and its employees, agents or independent Sellers access to and from lagoons and the adjacent biosolids loading areas on City premises for removal operations five (5) days a week during normal work hours (Mon-Fri 7am-7pm). All other days and hours must be approved by the Engineer.





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214.2. In the monitoring and inspection of Seller's performance of its services under this Agreement, the City shall not unreasonably interfere with the removal, transportation and disposal operations of Seller and its employees, agents or independent Sellers. It is understood and agreed, however, that the City may appoint such inspectors as deemed proper for the inspection and monitoring of Seller's operation on the work sites on City premises or the other sites. Seller shall furnish all reasonable assistance required by the inspectors for the proper inspection and monitoring of Seller's operations at the said work sites.

214.3. Seller may designate in writing certain processes, information, instructions, drawings and data as proprietary and in such event the City will use its best efforts to secure confidential treatment of the same; provided, however, it is understood and agreed that the provisions of this Section 214.3 shall be subject and subordinate to any and all provisions of law requiring any such information to be made available to the public. In any event the City agrees, prior to any public release of documents or information submitted by Seller, to give Seller reasonable notice of the same.

214.4 The City hereby designates the City's Director of Water and Sewer to be a liaison with Seller on matters pertaining to this Agreement and said Director and his designated assistants and inspectors shall have the right to inspect Seller's facilities, equipment and operations under this Agreement, whether or not such facilities, equipment and operations are located on City premises, day or night, to insure compliance with Agreement and to insure the health and safety of employees of the City provided, however, that Seller may designate portions of its facilities which it considers proprietary and any inspections of such portions shall be made only upon written request and after a written pledge of confidentiality is given with respect to proprietary aspects of such facilities.

**215. SURVEYING LAGOONS**

215.1. Surveys shall be conducted by land surveyors registered in the State of Oklahoma. City will obtain the surveys using its own forces at the City's expense or if the Seller requests, an independent surveyor acceptable to Seller and the City will be hired to perform the work, expenses for which will be paid by the Seller.

If the City uses its own forces, Seller may employ an independent surveyor, at Seller's expense, to work with and verify the work of the City's forces. Any discrepancies shall be resolved before the mutually agreeable volume is calculated for the purpose of payment prior to the commencement of work.

Copies of the City's survey notes will be made available to the Seller within five (5) business days following said survey.

Seller agrees to furnish the necessary equipment and suitably attired rod man to assist the City Survey Crew in conducting all required surveys prior to the commencement of work and upon the completion of each lagoon. Any discrepancies shall be resolved before the mutually agreeable volume is calculated for the purpose of payment prior to the commencement of work. The City and Seller will acknowledge their agents have witnessed said measurement and agree with the payable volume of material by signing the Lagoon Survey Acceptance Form provided by the City.

215.2 City shall determine if excessive earth has been removed from lagoon bottom and/or side slopes. City shall calculate, in cubic yards, amount of earth removed excessively and deduct this from the final payment at a rate of \$300.00/cubic yard.

215.3 The depiction and dimensions of the Lagoons in Drawings 1 and 2 are given as informational purposes only. The dimensions of the lagoons are stated on the Payable Volume Calculation Worksheets. Prospective Bidders shall obtain all dimensions and measurements and depths of biosolids to determine the biosolids quantity and through biosolids sampling and analyses determine pertinent biosolids characteristics for bidding purposes. The Payable Volume Calculation Worksheets is subject to change, with mutual agreement from the Seller, upon new survey elevations of the lagoons bottom elevation.

**216. BIOSOLIDS REMOVAL BY SELLER**

216.1 The City shall have the sole responsibility and risk of determining whether or not the biosolids to be removed off-site (i) complies fully with the terms of the Federal Resources Conservation and Recovery Act and its implementing regulations; (ii) and meets any special disposal requirements under state and local law comparable to the disposal requirements prescribed by federal law for wastes within the terms of the Federal Resource Conservation and Recovery Act or Section 405 of the Federal Clean Water Act and 40 CFR Part 503.

216.2. The City shall have the sole responsibility and risk of establishing that the biosolids to be removed are not "nonconforming biosolids". For the purpose of this Agreement, nonconforming biosolids shall be biosolids which contain materials that are (1) toxic or otherwise hazardous as defined in 40 C.F.R. 261 promulgated by the United States Environmental Protection Agency (EPA), (2) listed as hazardous waste from non-specific sources in 40 C.F.R. 261.31 or hazardous waste from specific sources in 40 C.F.R. 261 promulgated by EPA or (3) are otherwise not suitable for disposal under applicable law. The City of Tulsa will





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perform all analytical testing on the biosolids. Field operations data is limited to gallons hauled per day and purified. No metal or nutrient testing is required by the Seller.

216.3. Seller agrees to remove the biosolids determined by Section 204.1. Provided, however, in the event that Seller has reason to believe that the biosolids to be removed are nonconforming biosolids as defined in Section 216.2 the Seller may refuse and shall not be required to remove such biosolids if in each such instance Seller shall furnish City with the written documentation identifying such biosolids and setting forth the specific reason for Seller's refusal to remove such biosolids from City's biosolids lagoons. Should such biosolids subsequently be determined not to be nonconforming biosolids as defined in Section 216.2 Seller shall not refuse to remove the same.

216.4. For the purpose of the Agreement, Seller shall be deemed to have removed biosolids when such biosolids shall have been loaded in a suitable vehicle, transported to an approved site and earth incorporated. The removal by Seller of nonconforming biosolids and/or wastewater treatment biosolids which are properly stabilized shall not be a waiver of City's obligation to provide biosolids which are conforming biosolids but the quantity of any such biosolids removed by Seller shall be credited against the City's obligation to provide biosolids determined by Section 203.2 Biosolids Removal and Disposal.

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218 PERMITS

218.1. Seller shall comply with all necessary permits, licenses and authorizations regarding removal, transportation and land application of biosolids as may be required by all applicable federal, state and local laws and regulations.

218.2. Seller will diligently pursue the issuance of required permits (if any) immediately following receipt of work order issued by the City.

219 LAWS, ORDINANCES AND REGULATIONS

Seller shall observe and comply with all ordinances, laws and regulations applicable to any aspect of Seller's services under this Agreement, further, Seller shall comply with all applicable federal, state, county and municipal laws, rules and regulations, present or future, of agencies having jurisdiction over any aspects of Seller's operations, including, without limitation, laws, rules and regulations relating to sanitation, pollution, safety and health.

220. ELECTRIC POWER AND WATER

220.1. Seller shall furnish all power in areas where the City does not have electric service. In areas where the City can provide power to the Seller, the City may do so at its sole discretion. In such instances the Seller shall make arrangements with the electric utility company to have a sub-meter installed and to pay said utility directly for the electricity used, crediting the City's account to the same extent.

220.2. If the Seller requires potable water at the lagoon for flotation, dilution, cleaning, etc., the Seller shall arrange with the office of Field Customer Service for the installation of a construction water meter and shall pay all applicable deposits, connection, turn-on, turn-off, and usage fees applicable to a construction meter.

221. METHOD OF APPLICATION OF BIOSOLIDS

221.1. Method of application of biosolids will be dependent upon a variety of factors including, but not limited to, soil type, cropping plan, proximity to residential areas, soil moisture, and field condition. Seller shall have available vehicles specifically designed for application of municipal biosolids to agricultural lands. Seller will have available a tractor and disc, a Lawson 12' by 42" single drum or a City approved equivalent, pull-type pasture aerator roller with transportation wheels or a City approved equivalent, a 16'-20' wide flexible wire harrow; Terra-Gator, Big A Biosolids Vehicle, Ag Chem 2004, AGGator equipped with both splash plates or spray bars for surface spreading and grassland injectors with rolling coulters for subsurface injection of biosolids where prescribed by the City. Seller must have bleed air valves on hoses used to transfer biosolids from tankers to applicator vehicles in order to minimize spillage. The City of Tulsa does not provide any equipment.

221.2 The Seller shall mix the lagoon's contents in order to establish uniform percent solids to achieve a uniform rate of land application.

221.3. The Seller will be responsible for biosolids incorporation with a disc harrow or flexible wire harrow. Incorporation activities will be conducted to meet the City's approval to effectively incorporate biosolids into the soil and improve site esthetics.



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221.4. Application equipment shall be equipped with automatic valves so that the driver is able to turn the application on or off without leaving the cab of the vehicle.

**222. SPILL PREVENTION AND CONTROL PLAN**

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**

- a. Insure truck drivers watch trailer while loading.
- b. Insure tank hatches are closed and latched while transporting.
- c. Inspect tank hatches daily and replace as necessary.
- d. Inspect tank valves daily and replace as necessary.
- e. Insure dust caps are in place while transporting.
- f. Insure unloading operations in the field are conducted so as to minimize hose drainage.
- g. Establish and maintain good sanitation practices at loading and off-loading zones so as to avoid tracking of biosolids material onto roadways.

**2. Spill Control**

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

- a. HALT SOURCE of spill; i.e. rupture line or valve or damaged tank unit.
- b. CONTAIN SPILL Use straw bales to form a barrier. Straw bales shall be kept at the project site for such purposes.
- c. CLEAN UP Employ vacuum equipment or biosolids applicator to remove as much spilled material as possible. Complete clean up by scattering straw from straw bales to soak up remaining material. Pick up straw manually and dispose of in landfill.
- d. FINAL CLEAN UP Flush roadways with water as necessary to clean. Allow to dry and incorporate 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.
- e. REPORTING As soon as possible after the spill, notify the City of Tulsa (office of Matt Vaughan, or the Support Services Manager, Brian Bolte) at (918) 596-9841 and the respective County Department of Environmental Quality office. Within twenty-four (24) hours of the spill a written report detailing how the spill occurred and all action taken shall be sent to the City and respective County Department of Environmental Quality offices.
- f. MANAGEMENT of clean-up efforts. The project manager shall take immediate charge and initiate clean-up activities. Seller's labor shall be used. Additional labor shall be requested from the City as needed. The project manager shall also communicate with the public on the scene, answering questions and advising of clean-up activities.

**223. WEEKLY PROGRESS REPORTS AND MONTHLY PROGRESS MEETINGS**

223.1. Seller shall submit weekly written reports detailing project progress to date, problems encountered or anticipated which impact project progress, and plans for the next week's work. Project progress reports shall be due on a weekday mutually agreeable to the City and Seller and shall be specified at the Pre-work Conference. The initial project progress report will be due following the first full week after issuance of work order.



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223.2 Monthly progress meetings shall be held in Tulsa between designated Seller representative(s) and City Water Pollution Control personnel or representatives when deemed necessary. The Pre-work Conference will constitute the first monthly progress meeting and subsequent meeting dates and times will be agreed upon at the Pre-work Conference, mutually agreeable to the City and Seller.

**224. TESTING AND REPORTING REQUIREMENTS**

224.1. The City shall have the responsibility for testing of the biosolids to the extent given in the City of Tulsa Biosolids Management Plan. Monitoring and Reporting of the biosolids application shall be conducted for the purpose of regulating and varying the hydraulic loadings to approximately attain but not to exceed the annual application rates detailed in the City of Tulsa Biosolids Management Plan for the respective biosolids and for the purpose of meeting all reporting requirements. Tests will be conducted more frequently only if the biosolids characteristics are observed to materially change and the City reserves the right to suspend Seller operations pending the determination of biosolids characteristics.

224.2. All field operation data required for the preparation of the operating report will be kept by Seller on a daily basis and furnished to the City on a daily basis. The City shall then forward the Operating Report to the State of Oklahoma Department of Environmental Quality (ODEQ) with copies to the landowners.

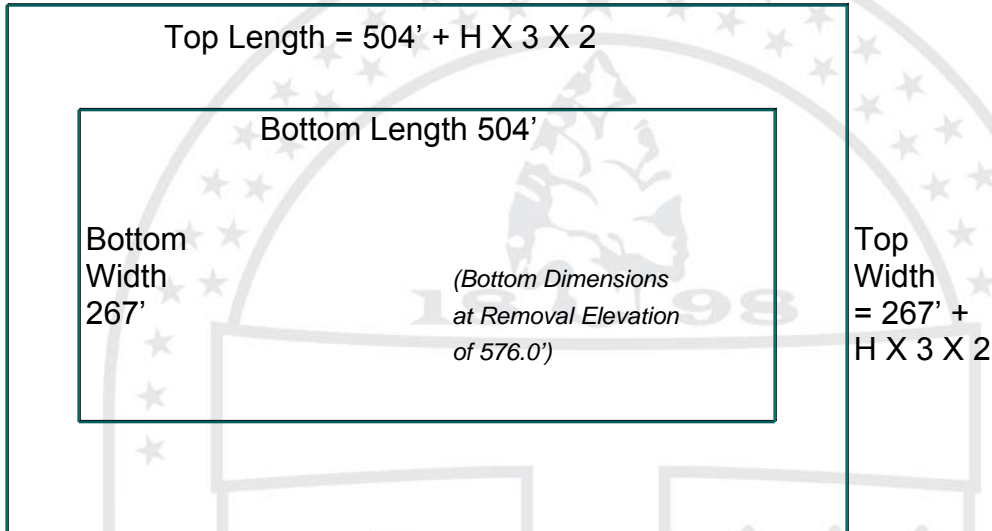
Note: The record drawings and plans and Operations and Maintenance Manuals made available for this project are for information purposes only. The City makes no representation or guarantee with respect to the accuracy of any information contained therein. It is the Seller's responsibility to verify information provided to ensure compliance with requirements in accordance with this Agreement.



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**NS Lagoon #3 Payable Volume Calculation Worksheet**  
Dimensions in Feet  
Bid Item: 204.1



Slope is 3:1 (3 feet horizontal for every 1 foot height)

$$\text{Volume}_{\text{Payable}} = \frac{(\text{Area}_{\text{Bottom}} + \text{Area}_{\text{Top}})}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$H = \text{Survey Height} - 576.0' \text{ (Removal Elevation)} \quad H = \underline{\hspace{2cm}} - 576.0' = \underline{\hspace{2cm}} \text{ ft}$$

$$\text{Area}_{\text{Bottom}} = (W_B) \times (L_B) = 267' \times 504' = 134,568 \text{ ft}^2$$

$$\text{Area}_{\text{Top}} = (W_T) \times (L_T) = [267' + (H \times 3 \times 2)] \times [504' + (H \times 3 \times 2)]$$

$$\text{Area}_{\text{Top}} = [267' + (H \underline{\hspace{1cm}} \times 3 \times 2)] \times [504' + (H \underline{\hspace{1cm}} \times 3 \times 2)] =$$
$$\underline{\hspace{2cm}} \text{ ft} \times \underline{\hspace{2cm}} \text{ ft} = \underline{\hspace{2cm}} \text{ ft}^2$$

$$\text{Volume}_{\text{Payable}} = \frac{(134,568 \text{ ft}^2 + \text{Area}_{\text{Top}} \underline{\hspace{2cm}} \text{ ft}^2)}{2} \times (H \underline{\hspace{1cm}}) \times (7.48 \text{ gal/ft}^3) =$$
$$\underline{\hspace{10cm}} \text{ gal}$$

$$\text{Payable amount} = \text{Volume}_{\text{Payable}} (\underline{\hspace{2cm}} \text{ gallons}) \times (\$ \underline{\hspace{1cm}} \text{ per gallon})$$
$$= \$ \underline{\hspace{4cm}}.$$





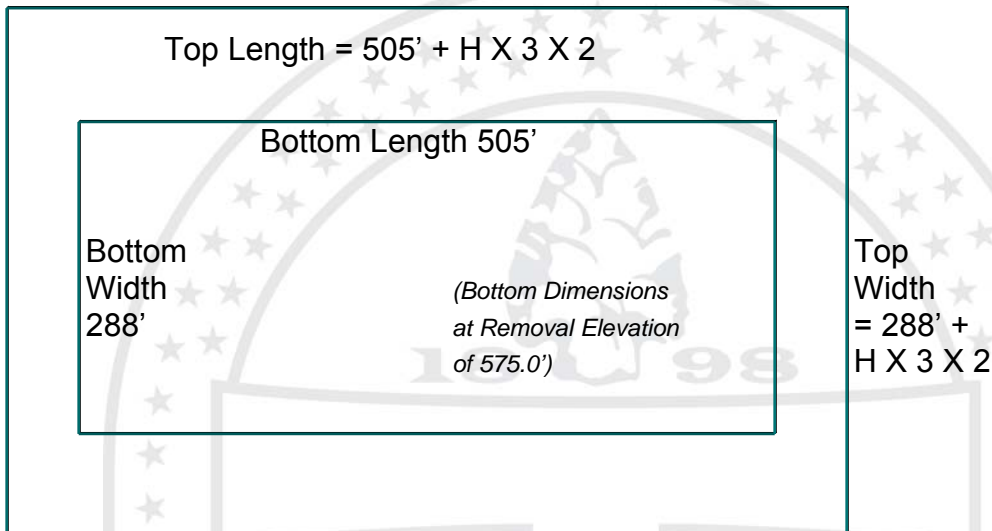
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**NS Lagoon #4 Payable Volume Calculation Worksheet**

Dimensions in Feet

Bid Item: 204.1



Slope is 3:1 (3 feet horizontal for every 1 foot height)

$$\text{Volume Payable} = \frac{(\text{Area}_{\text{Bottom}} + \text{Area}_{\text{Top}})}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$H = \text{Survey Height} - 575.0' \text{ (Removal Elevation)} \quad H = \underline{\hspace{2cm}} - 575.0' = \underline{\hspace{2cm}} \text{ ft}$$

$$\text{Area}_{\text{Bottom}} = (W_B) \times (L_B) = 288' \times 505' = 145,440 \text{ ft}^2$$

$$\text{Area}_{\text{Top}} = (W_T) \times (L_T) = [288' + (H \times 3 \times 2)] \times [505' + (H \times 3 \times 2)]$$

$$\text{Area}_{\text{Top}} = [288' + (H \underline{\hspace{1cm}} \times 3 \times 2)] \times [505' + (H \underline{\hspace{1cm}} \times 3 \times 2)] =$$

$$\underline{\hspace{2cm}} \text{ ft} \times \underline{\hspace{2cm}} \text{ ft} = \underline{\hspace{2cm}} \text{ ft}^2$$

$$\text{Volume Payable} = \frac{(145,440 \text{ ft}^2 + \text{Area}_{\text{Top}} \underline{\hspace{2cm}} \text{ ft}^2)}{2} \times (H \underline{\hspace{1cm}}) \times (7.48 \text{ gal/ft}^3) =$$

$$\underline{\hspace{4cm}} \text{ gal}$$

$$\text{Payable amount} = \text{Volume Payable} (\underline{\hspace{4cm}} \text{ gallons}) \times (\$ \underline{0.} \underline{\hspace{1cm}} \text{ per gallon}) =$$

$$\underline{\hspace{4cm}} \$$$



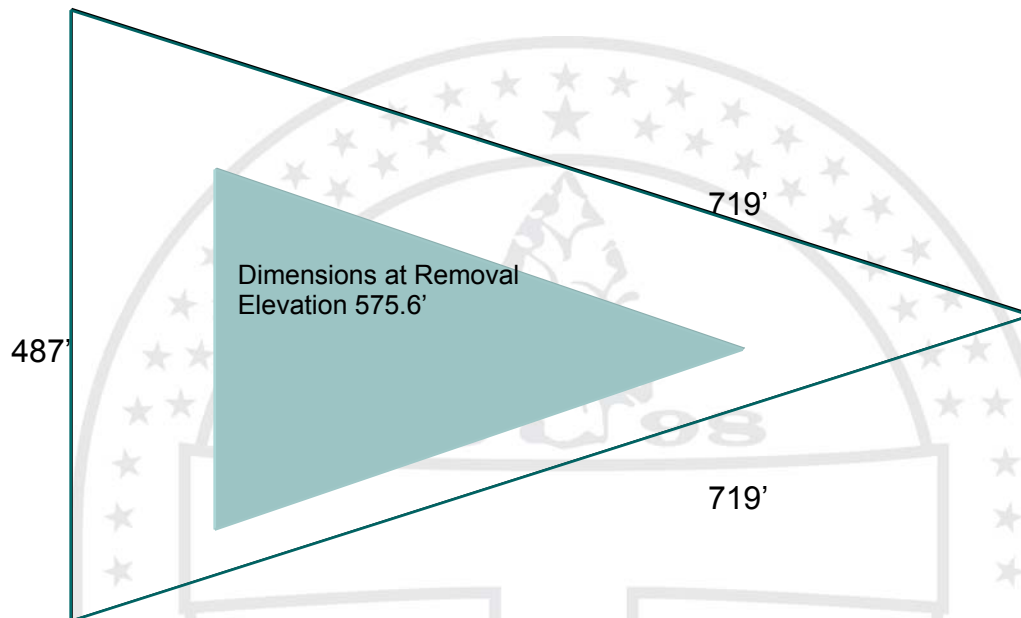
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**NS Lagoon #5 Payable Volume Calculation Worksheet**

Dimensions in Feet

Bid Item: 204.1



Slope is 3:1 (3 feet horizontal for every 1 foot height)

$$\text{Volume}_{\text{Payable}} = \frac{(A_1 + A_2)}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$A_1 = \frac{(B_1) [\sin 70.1^\circ] (L_1)}{2}$$

$$\sin 70.1^\circ = 0.9403$$

$$A_2 = \frac{(B_2) [\sin 70.1^\circ] (L_2)}{2} - \{ [100^2 + \frac{1}{2} (100) (35.5) - \frac{1}{4} (\pi) (100^2)] - \frac{1}{2} (86) (100) \}$$

**{Area correction for rounded corners in lagoon.}**

H = Survey Height – 575.6' (Removal Elevation)

H = \_\_\_\_\_ - 575.6' = \_\_\_\_\_ ft

$$B_1 = 487'$$

$$L_1 = 719'$$

$$A_1 = \frac{(B_1 \text{ } 487') \times [0.9403] \times (L_1 \text{ } 719')}{2} = \underline{\underline{164,622 \text{ ft}^2}}$$



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$$B_2 = 487' + (H \times 3 \times 2)$$

$$B_2 = 487' + (H \underline{\hspace{1cm}} \times 3 \times 2) = \underline{\hspace{1cm}} \text{ ft}$$

$$L_2 = 719' + (H \times 3 \times 2)$$

$$L_2 = 719' + (H \underline{\hspace{1cm}} \times 3 \times 2) = \underline{\hspace{1cm}} \text{ ft}$$

$$A_2 = \frac{(B_2) [\sin 70.1^\circ] (L_2)}{2} - \{ [100^2 + \frac{1}{2} (100) (35.5) - \frac{1}{4} (\pi) (100^2)] - \frac{1}{2} (86) (100) \}$$

$$A_2 = \frac{(B_2 \underline{\hspace{1cm}}) [.9403] (L_2 \underline{\hspace{1cm}})}{2} - [3921 \text{ft}^2] - 4300 \text{ft}^2 = \underline{\hspace{1cm}} \text{ft}^2$$

$$\text{Volume Payable} = \frac{(A_1 + A_2)}{2} (H) (7.48 \text{gal/ft}^3)$$

$$\text{Volume Payable} = \frac{(A_1 \underline{164,622 \text{ft}^2} + A_2 \underline{\hspace{1cm}})}{2} \times (H \underline{\hspace{1cm}}) \times (7.48 \text{gal/ft}^3)$$

$$= \underline{\hspace{1cm}} \text{ gallons}$$

$$\text{Payable amount} = \text{Volume Payable} (\underline{\hspace{1cm}} \text{ gallons}) \times (\$ \underline{0.} \underline{\hspace{1cm}} \text{ per}$$

$$\text{gallon}) = \$ \underline{\hspace{1cm}}$$



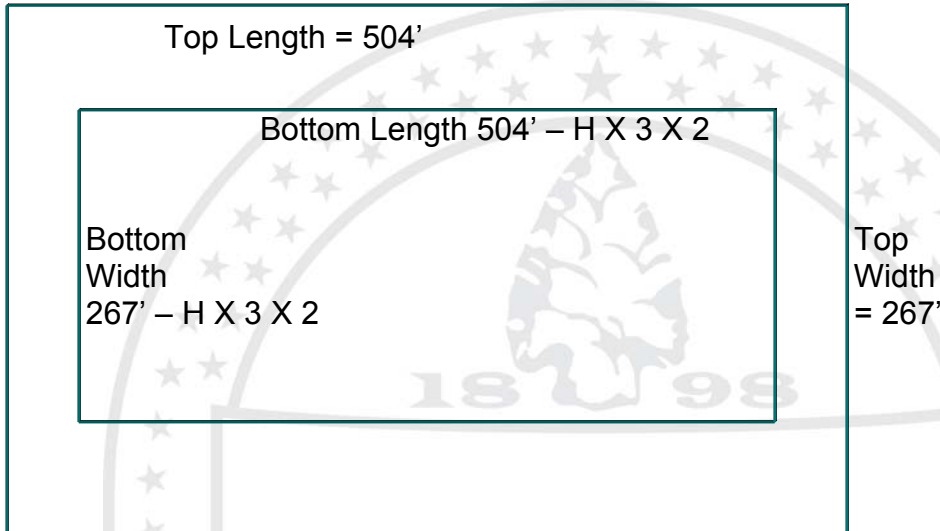
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**NS Lagoon #3 Total Cleanout Payable Volume Calculation Worksheet**

Dimensions in Feet

Bid Item: 204.2



Slope is 3:1 (3 feet horizontal for every 1 foot height)  
Top dimensions at elevation 576.0.

$$\text{Volume Payable} = \frac{(\text{Area}_{\text{Bottom}} + \text{Area}_{\text{Top}})}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$H = \text{Survey Height} - 576.0' \text{ (Removal Elevation)} \quad H = \underline{\hspace{2cm}} - 576.0 = \underline{\hspace{2cm}} \text{ ft}$$

$$\text{Area}_{\text{Top}} = (W_T) \times (L_T) = 267' \times 504' = \underline{134,568} \text{ ft}^2$$

$$\text{Area}_{\text{Bottom}} = (W_B) \times (L_B) = [267' - (H \times 3 \times 2)] \times [504' - (H \times 3 \times 2)]$$

$$\text{Area}_{\text{Bottom}} = [267' - (H \underline{\hspace{1cm}} \times 3 \times 2)] \times [504' - (H \underline{\hspace{1cm}} \times 3 \times 2)] = \underline{\hspace{2cm}} \text{ ft} \times \underline{\hspace{2cm}} \text{ ft} = \underline{\hspace{2cm}} \text{ ft}^2$$

$$\text{Volume Payable} = \frac{(134,568 \text{ ft}^2 + \text{Area}_{\text{Bottom}} \underline{\hspace{2cm}} \text{ ft}^2) \times (H \underline{\hspace{1cm}}) \times (7.48 \text{ gal/ft}^3)}{2} = \underline{\hspace{4cm}} \text{ gal}$$

$$\text{Payable amount} = \text{Volume Payable} (\underline{\hspace{2cm}} \text{ gallons}) \times (\$ \underline{\hspace{1cm}} \text{ per gallon})$$

$$= \$ \underline{\hspace{4cm}}$$





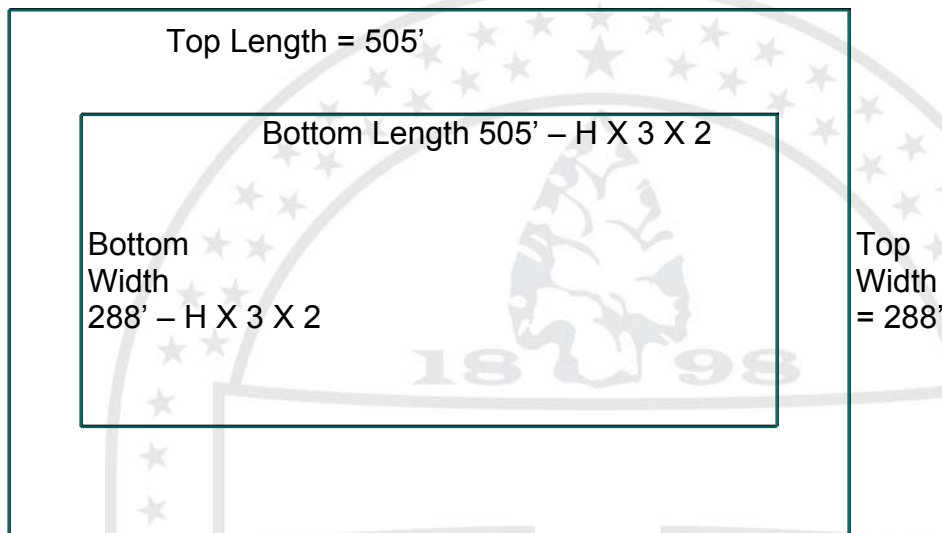
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**NS Lagoon #4 Total Cleanout Payable Volume Calculation Worksheet**

Dimensions in Feet

Bid Item: 204.2



Slope is 3:1 (3 feet horizontal for every 1 foot height)  
Top dimensions at elevation 575.5.

$$\text{Volume}_{\text{Payable}} = \frac{(\text{Area}_{\text{Bottom}} + \text{Area}_{\text{Top}})}{2} (H) (7.48 \text{ gal/ft}^3)$$

H = Survey Height H = \_\_\_\_\_ ft

$$\text{Area}_{\text{Top}} = (W_T) \times (L_T) = 288' \times 505' = 145,440 \text{ ft}^2$$

$$\text{Area}_{\text{Bottom}} = (W_B) \times (L_B) = [288' - (H \times 3 \times 2)] \times [505' - (H \times 3 \times 2)]$$

$$\text{Area}_{\text{Bottom}} = [288' - (H \times 3 \times 2)] \times [505' - (H \times 3 \times 2)] = \text{_____ ft} \times \text{_____ ft} = \text{_____ ft}^2$$

$$\text{Volume}_{\text{Payable}} = \frac{(145,440 \text{ ft}^2 + \text{Area}_{\text{Bottom}})}{2} \times (H \text{ _____}) \times (7.48 \text{ gal/ft}^3) = \text{_____ gal}$$

$$\text{Payable amount} = \text{Volume}_{\text{Payable}} (\text{_____ gallons}) \times (\$ \text{0. _____ per gallon})$$

$$= \$ \text{_____}$$



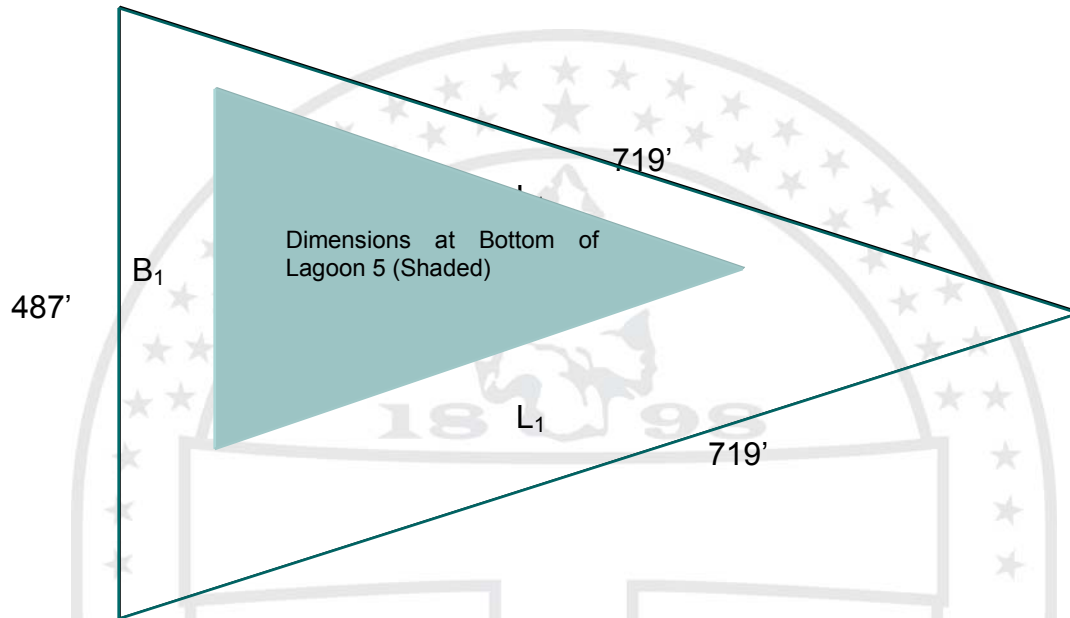
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**NS Lagoon #5 Total Cleanout Payable Volume Calculation Worksheet**

Dimensions in Feet

Bid Item: 204.2



Slope is 3:1 (3 feet horizontal for every 1 foot height)  
 Top dimensions at elevation 575.6.

$$\text{Volume Payable} = \frac{(A_1 + A_2)}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$A_1 = \frac{(B_1) [\sin 70.1^\circ] (L_1)}{2} \quad \sin 70.1^\circ = 0.9403$$

$$A_2 = \frac{(B_2) [\sin 70.1^\circ] (L_2)}{2} - \{ [100^2 + \frac{1}{2} (100) (35.5) - \frac{1}{4} (\pi) (100^2)] - \frac{1}{2} (86) (100) \}$$

**{Area correction for rounded corners in lagoon.}**

H = Survey Height                      H = \_\_\_\_\_ ft

$$B_1 = 487' - (H \times 3 \times 2) \quad B_1 = 487' - (H \text{ _____ } \times 3 \times 2) = \text{_____ ft}$$

$$L_1 = 719' - (H \times 3 \times 2) \quad L_1 = 719' - (H \text{ _____ } \times 3 \times 2) = \text{_____ ft}$$

$$A_1 = \frac{(B_1 \text{ _____ }) \times [0.9403] \times (L_1 \text{ _____ })}{2} = \text{_____ ft}^2$$



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$$B_2 = 487'$$

$$L_2 = 719'$$

$$A_2 = \frac{(B_2) [\sin 70.1^\circ] (L_2)}{2} - \{ [100^2 + \frac{1}{2} (100) (35.5) - \frac{1}{4} (\pi) (100^2)] - \frac{1}{2} (86) (100) \}$$

$$A_2 = \frac{(487) (.9403) (719)}{2} - [3921 \text{ft}^2] - 4300 \text{ft}^2 = \underline{\underline{156,401 \text{ft}^2}}$$

$$\text{Volume Payable} = \frac{(A_1 + A_2)}{2} (H) (7.48 \text{gal/ft}^3)$$

$$\text{Volume Payable} = \frac{(A_1 \text{ ft}^2 + A_2 156,401 \text{ft}^2)}{2} \times (H \text{ }) \times (7.48 \text{gal/ft}^3)$$

=

gallons

$$\text{Payable amount} = \text{Volume Payable} ( \text{ } \text{gallons} ) \times ( \$ \underline{0.} \text{ } \text{per}$$

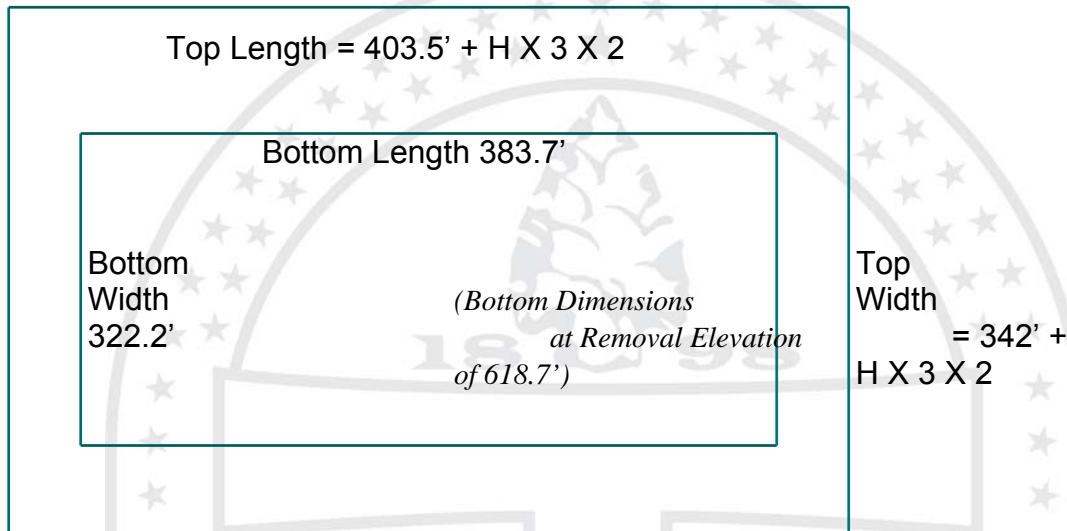
$$\text{gallon} ) = \$ \text{ } \underline{\hspace{2cm}}$$



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**SS Lagoon #7 Total Cleanout Payable Volume Calculation Worksheet**  
Dimensions in Feet



Slope is 3:1 (3 feet horizontal for every 1 foot height)

$$\text{Volume Payable} = \frac{(\text{Area}_{\text{Bottom}} + \text{Area}_{\text{Top}})}{2} (H) (7.48 \text{ gal/ft}^3)$$

$$H = \text{Survey Height} - 618.7' \text{ (Removal Elevation)} \quad H = \underline{\hspace{1cm}} - 618.7' = \underline{\hspace{1cm}} \text{ ft}$$

$$\text{Area}_{\text{Bottom}} = (W_B) \times (L_B) = 322.2' \times 383.7' = 123,628.14 \text{ ft}^2$$

$$\text{Area}_{\text{Top}} = (W_T) \times (L_T) = [342' + (H \times 3 \times 2)] \times [403.5' + (H \times 3 \times 2)]$$

$$\text{Area}_{\text{Top}} = [342' + (H \underline{\hspace{1cm}} \times 3 \times 2)] \times [383.7' + (H \underline{\hspace{1cm}} \times 3 \times 2)] =$$
$$\underline{\hspace{2cm}} \text{ ft} \times \underline{\hspace{2cm}} \text{ ft} = \underline{\hspace{2cm}} \text{ ft}^2$$

$$\text{Volume Payable} = \frac{(123,628.14 \text{ ft}^2 + \text{Area}_{\text{Top}} \underline{\hspace{2cm}} \text{ ft}^2)}{2} \times (H \underline{\hspace{1cm}}) \times (7.48 \text{ gal/ft}^3) =$$
$$\underline{\hspace{2cm}} \text{ gal}$$

$$\text{Payable amount} = \text{Volume Payable} (\underline{\hspace{2cm}} \text{ gallons}) \times (\$ \underline{0.} \underline{\hspace{1cm}} \text{ per gallon}) =$$
$$\underline{\hspace{2cm}} \$$$





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**LAGOON SURVEY ACCEPTANCE FORM**

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

**PROJECT:** \_\_\_\_\_

**DESCRIPTION:** AGREEMENT FOR LIQUID BIOSOLIDS DISPOSAL BY LAND  
APPLICATION LAGOON NO. \_\_\_\_\_

**LOCATION:** NORTHSIDE/SOUTHSIDE WASTEWATER TREATMENT PLANT

**CONTRACTOR:** \_\_\_\_\_

**REMARKS:**

Survey of elevation to determine the payable volume of biosolids.

On this date, the undersigned, representing the City of Tulsa and the Seller, did witness a survey by City of Tulsa Engineering for the purpose of determining the average surface elevation of biosolids in "described" lagoon located at the Northside/Southside Wastewater Treatment Plant.

The Top of Biosolids elevation was found using \_\_\_\_\_ survey points to be \_\_\_\_\_ feet.

By using the Payable Volume Calculations Worksheet provided by the Authority,  
\_\_\_\_\_ gallons of biosolids make up the payable volume.

**WITNESS:**

\_\_\_\_\_  
for the City of Tulsa

\_\_\_\_\_  
Date

\_\_\_\_\_  
for the Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Survey Chief

\_\_\_\_\_  
Date



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

**1. Delivery.** If your Bid is accepted and a Purchase Agreement 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 Purchase Agreement 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	Quantity	Unit Cost	Extended Cost
204.1	LABOR, EQUIPMENT AND MATERIALS NECESSARY FOR PARTIAL CLEANOUT OF BIOSOLIDS CONTAINED WITHIN THE NORTHSIDE AND SOUTHSIDE LAGOONS PER THESE PURCHASE AGREEMENT DOCUMENTS. BID IS UNIT PRICE PER GALLON.	19,000,000 (Gallons)		
204.2	LABOR, EQUIPMENT AND MATERIALS NECESSARY FOR CLEANOUT OF BIOSOLIDS BELOW 204.1.1 ELEVATIONS CONTAINED WITHIN THE NORTHSIDE AND SOUTHSIDE LAGOONS PER THESE PURCHASE AGREEMENT DOCUMENTS. BID IS UNIT PRICE PER GALLON.	1,000,000 (Gallons)		
204.3	COST PER MILE FOR EACH 1,000 GALLONS HAULED FURTHER THAN 20 MILE ROUND TRIP HAUL ROUTE INCLUDED PER THESE PURCHASE AGREEMENT DOCUMENTS. BID IS UNIT PRICE FOR 1,000 GALLONS PER MILE.	230,000 (1,000gal/mile)		
<b>TOTAL EXTENDED COST</b> <b>(All costs must be included or your bid will be disqualified)</b>			\$ _____	



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**Annual Price Adjustment.** The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price **will be considered** if the following conditions are met:

- a) You must limit any increase to **one** of the following(indicate your choice):
1. the change in the Consumer Price Index from BLS Table 1(web link below) from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year \_\_\_\_\_ (place an "X" here if this is your choice)
  2. a fixed percentage you specify \_\_\_\_\_%
- b) You must notify City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price choice in your bid. **Failure to so notify City will result in City denying any price increases.** In no event can the proposed price change exceed that possible under the choice in your bid. Your notice can be sent by certified mail, fax or email.

Notes: \* - Any price increase you choose will be considered in the evaluation of your bid. If you choose the CPI-U, the annual increase used for evaluation will be assumed to equal the change in the CPI-U for the prior year, as described above.

CPI Web Link: <http://www.bls.gov/news.release/cpi.t01.htm>

Bidder's Company Name \_\_\_\_\_

**Authorized Signature Here ►** \_\_\_\_\_

Printed Name: \_\_\_\_\_

**RETURN THIS ENTIRE BID PACKET**