



Supply of Anhydrous Ammonia with Bulk Tank Equipment & Maintenance

Invitation for Bids # PSUT-22-01

| General Information | | |
|---|---|-----------------|
| Project Cost Estimate | \$40,000 | See Section 1.4 |
| Project Timeline | This contract shall be for an initial one-year period with three additional one-year renewal terms. | See Section 1.4 |
| Evaluation of Proposals | Staff | See Section 1.7 |
| Non-Mandatory Pre-Bid Meeting | 9:00 a.m. on September 20, 2022 at the Water Treatment Plant, located at 7960 Johnson Street, Pembroke Pines, FL 33024. | See Section 1.8 |
| Question Due Date | September 26, 2022 | See Section 1.8 |
| Proposals will be accepted until | 2:00 p.m. on October 11, 2022 | See Section 1.8 |
| 5% Proposal Security / Bid Bond | Not Applicable | Not Applicable |
| 100% Payment and Performance Bonds | Not Applicable | Not Applicable |
| Grant or Federal Funding Information | Not Applicable | Not Applicable |

THE CITY OF PEMBROKE PINES
 PROCUREMENT DEPARTMENT
 8300 SOUTH PALM DRIVE
 PEMBROKE PINES, FLORIDA 33025
 (954) 518-9020



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Attachment B: Sample Insurance Certificate

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SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # PSUT-22-01

Supply of Anhydrous Ammonia with Bulk Tank Equipment & Maintenance

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the <https://ppines.bonfirehub.com/> website.

If you have any problems downloading the solicitation, please contact the Bonfire Support at Support@GoBonfire.com.

If additional information help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Messages” section for the specific project on the <https://ppines.bonfirehub.com/> website. Under the “Messages” section, vendors will find the “Opportunity Q&A” tab in which they can ask their specific question(s). Responses to the questions will be provided online at https://ppines.bonfirehub.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via Bonfire is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, October 11, 2022. Proposals must be submitted electronically at <https://ppines.bonfirehub.com/>. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

Due to the COVID-19 Coronavirus Pandemic, the City may not be opening up the physical location for public access.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date.**

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Bedit, Procurement Department
 City of Pembroke Pines
 8300 South Palm Drive,
 Pembroke Pines, FL 33025
 954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide Anhydrous Ammonia (NH₃) on an annual, as-needed basis, with bulk tank equipment and tank maintenance to the City's Water Treatment Plant, in accordance with the terms, conditions, and specifications contained in this solicitation.

The City of Pembroke Pines Water Treatment Plant (WTP) is located at 7960 Johnson St, Pembroke Pines, FL, 33024. The estimated annual use of Anhydrous Ammonia is roughly 30,000 lbs. The City uses anhydrous ammonia in the treatment of municipal drinking water.



1.3 SCOPE OF WORK

The City is seeking to obtain pricing for the supply and delivery of Anhydrous Ammonia (NH₃) to the City's Water Treatment Plant and, in addition, to provide a 1,000 water gallons (8,345 pounds) storage tank and associated piping and pressure regulator, which normally reads at approximately 40 psi, required for holding of the chemical. The Contractor shall also provide preventative maintenance and monitoring of the equipment. Contractor will be responsible for permits and inspections.

The product shall be delivered in bulk truckload ordered on an as-needed basis. The Contractor shall make sufficient deliveries such that there is no less than 2,000 pounds of product stored in the tank at any time.

The tank truck must be equipped with self-loading and unloading equipment. Delivery is to be F.O.B. Destination. Deliveries will be placed by the plant manager and will be accepted Monday through Friday only, between 7:00 a.m. and 3:00 p.m.

Description: Chemical compound formed by combination of two gases (hydrogen and nitrogen) and exists in gaseous form at atmospheric pressure. Must be Refrigeration Grade approved for use in potable water under Rule 555.325 F.A.C. and certified as compliant with ANSI/AWWA Standard B305-06. Must be of domestic manufacture.

Physical Requirements: Anhydrous ammonia (NH₃) supplied under this standard shall be a pungent, colorless, liquefied compressed gas. The material shall contain no solid in suspension that could interfere with the proper operation of ammonia feed equipment. Anhydrous ammonia has a molecular weight of 17.031 g/mol and a boiling point of -33.43°C (-28.17°F) at 1 atm. Under the same conditions the density is 42.57 pounds per cubic foot. Ammonia vapor is 0.597 times as heavy as air.

Chemical Requirements: The anhydrous ammonia of this standard shall be refrigeration grade or better and shall have a minimum assay of 99.98% ammonia or more by weight (note that this is more restrictive than ANSI/AWWA Standard B305-15). Ammonia is classified as nonflammable by the Department of Transportation. It is highly associated and stable.

General Impurities: The anhydrous ammonia supplied in accordance with this standard shall contain no soluble material or organic substances in quantities capable of producing deleterious effects to the health of those consuming water that has been properly treated with anhydrous ammonia. These quantities shall not be capable of causing water so treated to exceed USEPA safe drinking water standards.

Water: The water content shall not exceed 150 ppm by weight (note that this is more restrictive than ANSI/AWWA Standard B305-15).

Oil: The oil content shall not exceed 3 ppm by weight (note that this is more restrictive than ANSI/AWWA Standard B305-15).



Product Certification: Anhydrous ammonia is a direct additive used in the treatment of potable water. This product must conform to NSF Standard 60.

1.3.1 DELIVERY REQUIREMENTS

Must be shipped and stored as liquefied compressed gas via tanker.

Contractor shall make “normal” deliveries within two (2) calendar (i.e., not exclusive to business days) days after receipt of order and must make “emergency” deliveries within 24 hours. An emergency delivery is defined as a delivery which is necessary to prevent the City of Pembroke Pines from running out of that particular chemical in less than 24 hours.

Delivery time of day shall be arranged upon placement of order and shall be between the hours of 7:00 am and 3:00 pm. Requests to deviate from this schedule must be confirmed with the City 48 hours prior to the scheduled delivery and must conform to the delivery conditions set forth in these specifications. Contractor will be required to “guarantee deliverables” by providing an estimated time of arrival to the plant operator. Deliveries made to unmanned facilities must be coordinated with the City of Pembroke Pines so driver can gain access to the facility.

Packaging and shipment of all chemicals shall conform to all current regulations of the State of Florida, the United States Department of Transportation and all other applicable regulatory agencies.

The City reserves the right to change quantities and delivery dates at its discretion with a 24-hour notice. The Contractor shall observe the entire filling operation at each delivery site and shall immediately report any spills caused during the filling operations.

Due to security and safety concerns, all delivery vehicle drivers shall be U.S. citizens and have a proper commercial driver’s license with a Hazardous Material endorsement. Contractor’s drivers shall display its driver’s license and whenever challenged by the City during the delivery. Failure to show proper license shall result in rejection of delivery and subsequent possible termination of the Contractor’s supply agreement.

Delivery shipments shall be rejected which fail to meet any of the requirements of the specification. In the event a delivery shipment is rejected, upon notification to the Contractor that the shipment is rejected, Contractor shall be required to ship a replacement delivery to the affected location within four (4) hours from time of notification. Failure to provide replacement product that meets the Specification within the specified time period will constitute failure to comply with the delivery requirements set forth in this document.

The annual chemical usages are estimates only and the City shall not be bound by these amounts in its contract with Contractor.



1.3.2 QUALITY ASSURANCE

Contractor shall supply a certification, signed by a corporate designated official, certifying that the chemical furnished by the Contractor, complies with all applicable requirements of this Specification. The certification shall also indicate compliance with Water Chemicals Codex directives, latest revision, for impurity limits.

The Contractor shall take samples as directed by the City, or at least every three months, in accordance with AWWA Standard B305-06. The City reserves the right to subject samples of any delivered chemical to complete analyses to ensure that it meets the Specification. Three failures during any period of this contract shall constitute automatic termination of the Contractor's supply contract with the City.

1.3.3 OCCUPATIONAL HEALTH, SAFETY AND TRAINING

Contractor must ensure delivery personnel's compliance with all OSHA requirements, including proper personal protective equipment for Contractor delivery personnel. This shall include without limitation as required, chemical goggles, transparent face shield and hard hat, rubber gloves, rubber boots, and rubber or plastic-coated fabric apron or slicker suit. Contractor delivery personnel must wear at minimum, chemical goggles and rubber gloves when handling hoses and valves.

Contractor delivery personnel must remain within a safe proximity while the transfer is in progress and continuously monitor for leaking hoses, connections, or other problems. It is the responsibility of Contractor delivery personnel to contain leaks and to report any and all spills.

In compliance with Chapter 442 Florida Statutes, any chemical delivered from a Contractor must be accompanied by a Safety Data Sheet (SDS). The SDS must be maintained by the user agency and must include the following information:

- The Chemical Name and the common name of the toxic substance
- The hazards and other risks in the use of the toxic substance, including:
- The potential for fire, explosion, corrosivity and reactivity;
- The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
- The primary routes of entry and symptoms of overexposure.
- The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of, or exposure to, the toxic substances, including appropriate emergency treatment in the case of overexposure.
- The emergency procedure for spills, fire, disposal and first aid.
- A description, in lay terms, of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.



- The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

1.3.4 ANHYDROUS AMMONIA BULK TANK EQUIPMENT RENTAL

Contractor shall provide the City with one Anhydrous Ammonia (NH₃) bulk storage tank equipment along with appropriate attachments. Contractors are required to submit a sample agreement as part of their submittal through the “Sample Bulk Tank Lease Agreement” section on Bonfire. The Contractor is given the option of billing for the Ammonia bulk tank equipment monthly, quarterly, or annually. The bulk tank equipment rental should include the following:

- Furnishing and installation of one anhydrous ammonia chemical storage containment unit
- Preventative maintenance as needed
- Periodic equipment inspections
- On-demand repairs
- Permits

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately \$40,000, which does not include permit costs.

This contract shall be for an initial one year per with three additional one-year renewal terms.

1.5 PROPOSAL REQUIREMENTS

The <https://ppines.bonfirehub.com> website allows for vendors to complete, scan and upload their documents as part of the proposer’s submittal on the website.

Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

The Bonfire system utilizes “Questionnaires” to request the following information from prospective proposers.

1.5.1 Pricing Sheet / Bid Tables

1. The vendor must provide their pricing through the designated lines items listed on the Bonfire website under the Pricing Sheet or Bid Tables section.

1.5.2 Questionnaires



1. Contact Information Form
2. Proposer's Background Information
3. Vendor Registration Checklist
4. **References Form:** Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including the Reference Contact Information and the specific Project Information.

In addition, **do not provide references for City of Pembroke Pines projects.**

- A) References Contact Information
 - a. Name of Firm, City, County or Agency
 - b. Address
 - c. Contact Name
 - d. Contact Title
 - e. Contact E-mail Address
 - f. Contact Telephone #
- B) Project Information
 - a. Name of Contractor Performing the work
 - b. Name and location of the project
 - c. Nature of the firm's responsibility on the project
 - d. Project duration
 - e. Completion (Anticipated) Date
 - f. Size of project
 - g. Cost of project
 - h. Work for which staff was responsible

1.5.3 Other Completed Documents

1. Attachment A: Non-Collusive Affidavit

1.5.4 Sample Bulk Tank Lease Agreement



1.5.5 Optional Documentation

1. Trade Secrets:

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.
- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE BONFIRE WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.
- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.



2. Financial Statements:

- a. The City is **not** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

3. Additional Information:

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.6 VENDOR REGISTRATION DOCUMENTS

The <https://ppines.bonfirehub.com/> website will allow vendors to update their information and documents on an as-needed basis. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

The following documents can be completed prior to the bidding process through the <https://ppines.bonfirehub.com/> website and do not need to be attached to your submittal as the Bonfire website will automatically include it.

1.6.1 Vendor Information Form



1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Company Profile Form

1.6.4 Sworn Statement on Public Entity Crimes Form

1.6.5 Equal Benefits Certification Form

1.6.6 Vendor Drug-Free Workplace Certification Form

1.6.7 Scrutinized Company Certification

1.6.8 E-Verify System Certification Statement

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

1.6.9 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.

1.6.10 Local Business Tax Receipts

1.6.11 Local Vendor Preference Certification



1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.8 TENTATIVE SCHEDULE OF EVENTS

| Event | Time &/or Date |
|---|--|
| Issuance of Solicitation (Posting Date) | September 13, 2022 |
| Non-Mandatory Pre-Bid Meeting | 9:00 a.m. on September 20, 2022 |
| Question Due Date | September 26, 2022 |
| Anticipated Date of Issuance for the Addenda with Questions and Answers | September 29, 2022 |
| Proposals will be accepted until | 2:00 p.m. on October 11, 2022 |
| Proposals will be opened at | 2:30 p.m. on October 11, 2022 |
| Evaluation of Proposals by Staff | October 11, 2022 – November 2, 2022 |
| Recommendation of Contractor to City Commission award | November 2, 2022 |
| Issuance of Notice to Proceed | Not Applicable |
| Project Commencement | Not Applicable |
| Project Completion | Not Applicable |

1.8.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT

There will be a non-mandatory scheduled pre-bid meeting on **September 20, 2022, at 9:00 a.m.** Meeting location will be at the Water Treatment Plant, located at 7960 Johnson Street, Pembroke Pines, FL 33024.

Contractors may be required to sign in at any of the meetings to show proof of attendance. It is the vendor's responsibility to make sure that they sign in at the meeting.

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at <https://ppines.bonfirehub.com/> on or before **2:00 p.m. on October 11, 2022.**

Please note vendors should be registered on Bonfire under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.



In addition, the vendor must complete any questionnaires on the <https://ppines.bonfirehub.com/> website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://ppines.bonfirehub.com/> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. Bonfire Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact Support@GoBonfire.com with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.