

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

X New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No.  
Contract    6873-4/13-4

Re-Bid     Other    LIVING WAGE APPLIES: NO  
 Requisition No./Project No.: RQID1300208    TERM OF CONTRACT 10 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Sodium Polyphosphate, RTQ

Description: To establish a Pre-qualification Pool to purchase and delivery of liquid sodium polyphosphate and granular (fine) sodium polyphosphate to various water and wastewater treatment plants operated by Miami-Dade County Water and Sewer Department.

Issuing Department: ISD/PMS    Contact Person: Herman Ramsey    Phone: (305) 375-2851  
 Estimate Cost: \$12,440,000    GENERAL    FEDERAL    OTHER

Funding Source: Proprietary Revenue

**ANALYSIS**

<b>Commodity Codes:</b> 190-85, 885-70, 885-76, 885-78 and 885			
Contract/Project History of previous purchases three (3) years Check here x if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> x			

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

Basis of recommendation:

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Signed: <u>Herman Ramsey</u>	Date sent to DBD: 03/25/2014
	Date returned to DPM:

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 DEPT. BUSINESS DEV.  
 2014 MAR 25 PM 5: 22

SECTION 2 – SPECIAL TERMS AND CONDITIONS  
SODIUM POLYPHOSPHATE

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of Submitters capable of providing sodium polyphosphate. Entry into the pre-qualification pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that included Submitters meet the qualifications as outline throughout this RTQ. Pre-qualified Submitters will be invited to participate in future competitions. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date.

**2.2 TERM**

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division (ISD/PMS), and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the 10 year period.

**2.3 QUALIFICATION CRITERIA**

Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions.

- a) Submitters shall be the product manufacturer and/or authorized distributor.

If the submitter is the manufacturer it must be indicated on letterhead.

**If the submitter is an authorized distributor:**

- 1) Provide a current letter (within the last 12 months from bid submission) from the manufacturer, stating that the submitter is an authorized distributor. This letter must be signed and presented on the manufacturers' letterhead with the contact person name and phone number.

Third party submitter (reseller or toll blender) will not be considered qualified.

- b) Submitters shall provide an American Nation Standards Institute/National Science Foundation Standard 60 Certification (ANSI/NSF Standard 60 Certification) for Drinking Water Treatment Chemicals.
- c) Submitters shall provide a Certification of Analysis supplied by the manufacturer.
- d) Submitters shall provide an Affidavit of Compliance, a notarized statement certifying that all material to be furnished and delivered complies with all applicable provisions of American Water Works Association (AWWA) and Water Standards and the technical specifications of this RTQ.
- e) Submitters shall provide Material Safety Data Sheet (MSDS).
- f) Submitters shall be regularly engaged in the business of providing sodium polyphosphate. References must be listed in the submitters' RTQ submittal form (see Section 4) and provide:

1. The references listed must be recent or current customers whose source of water is from deep wells and use lime softening as a method of treatment for which you have successfully provided the products described in this bid solicitation within the past year or more.
2. The references submitted shall document that the submitter produces sodium polyphosphate in the quantities, quality and type as described in this solicitation.
3. The references listed must attest to being in compliance with the United States Environmental Protection Agency, Safe Drinking Water Act, Lead and Copper Rule.

These references shall ascertain to the County's satisfaction that the bidder has sufficient experience and expertise in providing sodium polyphosphate.

Submitters shall provide all of the specified information and documents listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents for evaluation to determine if the vendor can meet the County's needs. Failure to supply these documentations may result in the submitter not being added to the pre-qualified pool.

It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, The County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

#### **2.4 PRICES**

All prices quoted by the Submitters shall be in accordance with the provisions established in this RTQ and subsequent request for quote (RFQ). Prices for goods shall remain firm and fixed as defined in the RFQ.

The Submitters' price quoted shall be inclusive of all costs, charges, and fees involved in providing the specified products. Additional charges of any kind added to the invoice submitted by the Submitter will be disallowed.

#### **2.5 CONTACT PERSONS**

For any additional information regarding the terms and conditions of this RTQ and resultant contract, Contact: Herman Ramsey, at email – [hramsey@miamidadegov](mailto:hramsey@miamidadegov).

#### **2.6 COMPLIANCE / REGULATION**

##### **A. ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All submitters performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible submitter. Barricades shall be provided by the submitter when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

##### **B. FEDERAL AND INDUSTRY STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards

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(NIOSH), and the National Fire Protection Association (NFPA), American National Standards Institute (ANSI), National Science Foundation (NSF), the American Water Works Association (AWWA), U.S. Environmental Protection Agency, and US Department of Transportation (USDOT).

**C. POLLUTION CONTROL**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the submitter through the Department of Regulatory and Economic Resources (RER), 701 NW 1<sup>st</sup> Court, Miami, Florida 33136, Telephone (305) 372-6789.

**2.7 INDEMNIFICATION AND INSURANCE IN SECTION 1.21 OF THE TERMS AND CONDITIONS IS NOT APPLICABLE**

SECTION 3 – TECHNICAL SPECIFICATIONS  
SODIUM POLYPHOSPHATE

**3.1 SCOPE OF WORK**

This Request To Qualify is intended to establish a list of prequalified vendors that can supply the following two chemicals, liquid sodium polyphosphate and granular (fine) sodium polyphosphate. These chemicals are used in the treatment of municipal water supplies for the control of corrosion and scale prevention in water systems.

**3.2 PRODUCT AND TECHNICAL SPECIFICATIONS**

The sodium polyphosphate must be clearly identified on the RTQ submittal form as to specific gravity of liquid sodium polyphosphate, percentages, and grade of sodium polyphosphate with the requested information. Specific gravity and ratio of ( $P_2O_5$ ) to (P) must meet current American Water Works Association (AWWA) specifications for treatment of potable water. Uses of terms such as, "As Spec" are unacceptable. Failure to provide all information requested with the offer may result in the submitter not being added to the prequalified pool.

The Sodium Polyphosphate covered in this RTQ shall be suitable in all respects for drinking water treatment and shall conform to ANSI/NSF Standard 60 Certification as adopted by FAC 62-555-320. The Phosphate chemical will be required to maintain the current reduced levels of lead and copper in accordance with the criteria established for the Lead and Copper Rules as promulgated by the U.S. Environmental Protection Agency.

The Sodium Polyphosphate supplied shall be food grade and shall not contain any soluble mineral or organic substances in quantities capable of producing deleterious or injurious effects to the health of persons consuming water that has been properly treated with Sodium Polyphosphate.

Submitters must have technical services capability and be able to respond to consultation requests by the County within four (4) hours to resolve field problems at the Plant site at no additional cost to the County.

**3.1.1 LIQUID SODIUM POLYPHOSPHATE**

Liquid Sodium Polyphosphate shall contain not less than 26.0% phosphorus pentoxide ( $P_2O_5$ ), 11.0% phosphorus (P), and 35.0% phosphate ( $PO_4$ ), be clear, water white in appearance, and have the following characteristics: weight not less than 11.4 pounds/gallon; viscosity at 77 degrees F, 20 cps; pH, 5.8 to 7.3; and freeze point, 20 degrees F. The liquid product as delivered shall have a chlorine residual of 0.1 to 0.3 mg/l. Performance characteristics of the product shall not be affected by storage of up to three months as provided by the manufacturer.

The liquid Sodium Polyphosphate shall consist of 75% polyphosphate and 25% orthophosphate as delivered. There shall be no exceptions to this requirement.

**3.1.2 GRANULAR (FINE) SODIUM POLYPHOSPHATE**

Granular (fine) Sodium Polyphosphate shall contain not less than 63.4% phosphorus pentoxide ( $P_2O_5$ ), 27.4% phosphorus (P), and 85% phosphate ( $PO_4$ ).

### 3.3 **DELIVERY REQUIREMENTS**

The Sodium Polyphosphate shall be furnished in either granular (fine) or liquid form as specified and be delivered to the point of unloading in a condition suitable for immediate unloading and use at the time of delivery. Sodium Polyphosphate solution that has been subject to extremely cold temperatures for an excessive period of time is usually high in viscosity, making it difficult to unload and feed, and will therefore, not be acceptable.

All trucks used to deliver the product to the County shall comply with all Federal, State, and Local regulations covering the transportation of hazardous products. All deliveries shall be made in accordance with good commercial practice and all delivery schedules shall be adhered to by the successful vendor(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes clearly beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the delivery time or date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor fail to deliver items under any individual order within the number of hours as stated in this solicitation, the County reserves the right to cancel the specific order, unless indicated in the back order provision. If the specific order is cancelled, it is hereby understood and agreed that the vendor will be charged with any associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the vendor's performance under this contract.

#### **A. PACKING SLIP / DELIVERY TICKET**

Vendor(s) shall enclose a complete **packing slip** and/or **delivery ticket** with any items to be delivered in conjunction with this RTQ. The **packing slip / delivery ticket** shall be made available to the County's authorized representative during delivery. The **packing slip / delivery ticket** shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

#### **B. TESTING / NONCONFORMANCE OF PRODUCTS**

During the term of the contract, samples of delivered items may be randomly selected and tested for compliance / performance. If it is found that the delivered commodities do not conform to the specifications, the county will notify the bidder of nonconformance within ten (10) calendar days. The County shall then require replacement of the items within 48 hours after notification.

The County reserves the right to make random inspections or tests as necessary to insure delivery of a satisfactory product. Any inferior product received or any defective equipment used to deliver the product may be rejected and the balance of the order cancelled immediately.

#### **C. SECURITY OF DELIVERIES**

Vendor(s) shall not disclose any shipping information, e. g. delivery schedules, rail car / tank truck locations, delivery routes, etc. to any person, company or organization without the written permission of the County. The awarded vendor(s) must seal all shipments made pursuant to this bid and the seal must remain unbroken until the delivery is received at the designated facility.

**D. ACCEPTANCE OF PRODUCT BY THE COUNTY**

The products to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a submitter-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at submitter expense, to the submitter. At the County's own option, the submitter shall either provide a direct replacement for the item, or provide a full credit for the returned item. The submitter shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**E. BACK ORDERS MUST BE FILLED WITHIN TWENTY-ONE (21) CALENDAR DAYS**

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor, the vendor shall insure that such back orders are filled within 21 calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

**F. DELIVERY LOCATIONS:**

Deliveries will be accepted Monday through Friday between the hours of 7:30 AM – 3:00 PM excluding County holidays. Vendor(s) shall make deliveries within seven (7) calendar days after receipt of an order. In cases of an emergency, deliveries shall be within 48 hours – two (2) business days- after receipt of an order.

**LIQUID SODIUM POLYPHOSPHATE:**

- Alexander Orr Water Treatment Plant  
6800 SW 87<sup>th</sup> Ave  
Miami, Florida 33173
  
- John E. Preston Water Treatment Plant  
1100 West 2<sup>nd</sup> Ave  
Miami, Florida 33010
  
- Hialeah Water Treatment Plant  
700 West 2<sup>nd</sup> Ave  
Miami, Florida 33010

Deliveries shall be made in tanker trucks.

Estimated Quantity: 943 tons annually

**GRANULAR (FINE) SODIUM POLYPHOSPHATE:**

- Leisure City Water Treatment Plant  
15225 Harting Lane  
Leisure City, Florida 33033

The product shall be palletized and packed in 50 lb. pails.

Deliveries shall be made in weather tight container trucks (semi-trailer) to protect the product from rain and inclement weather.

Estimated Quantity: 28,800 pounds annually

### 3.4 **SAMPLING, INSPECTING AND TEST PROCEDURES**

Bidder(s) may be required to furnish satisfactory samples for testing the compliance with this specification, or otherwise prove to the satisfaction of the department that the proposed material complies with its requirements.

All samples will be tested in accordance with the methods specified in AWWA Standard B502-88.

In addition to the test procedures specified in AWWA B502-88, the department will perform sampling and testing of shipments of liquid Sodium Polyphosphate in order to determine the active percentage of Sodium Hexametaphosphate and polyphosphate in dissolution; this to be performed by the repetition of the American Public Health Association (APHA) Standard Methods in Section SM 4500 and Figure 4500-P: 1 or by any other approved method before hydrolysis and after hydrolysis.

Active sodium polyphosphates and metaphosphates will be considered as the difference between total hydrolysable phosphorus (not including any organic P) and total reactive phosphorus; expressed in PO<sub>4</sub> or P<sub>2</sub>O<sub>5</sub> percentages. Any unreasonable difference between this value of active sodium polyphosphates and hexametaphosphates and the value specified in the General Specifications of the liquid form shall be considered as inactive orthophosphates formed by long storage time or by inadequate handling of the material, and the Department will reject the shipment.

Additionally, the delivered product will be tested by the County's certified laboratories for Heterotrophic Plate Count (HPC) using Standard Method SM9215D. The delivered product must meet the following microbiological requirement: the results for Heterotrophic PlateCount (HPC) shall be less than 500 colony forming units (CFUs). Non-compliance with these requirements will constitute rejection of the delivered product.

### 3.5 **MONITORING AND REPORTING**

Submitters must have a plant and distribution system monitoring program and shall perform a quarterly analysis of the following:

- a. Deposits in the distribution system.
- b. Deposits at the various plant locations.
- c. Distribution systems lead analysis.
- d. Plant and distribution system coupon analysis.
- e. Distribution system analysis for P<sub>2</sub>O<sub>5</sub>, PO<sub>4</sub> and P concentrations.

Certified report shall be submitted to the Department's Water Production Chief, 700 West Second Avenue, Hialeah, Florida 33010, for each quarterly analysis or annual analysis as required. All costs for these analyses shall be the responsibility of the vendor. The receipt of a purchase order will commence the quarterly and annual analysis.

**Comment [LM1]:** Why the receipt of a purchase order? Revert to existing contract where the commencement of the contract will start the analysis.

**SECTION 4: PRICE SCHEDULE  
SODIUM POLYPHOSPHATE**

**FIRM:** \_\_\_\_\_

Please identify in the space below that your firm has provided all required information. Failure to provide this information may result in the Submitter being deemed non-responsive.

LIQUID SODIUM POLYPHOSPHATE	
Specific gravity of liquid sodium polyphosphate:	
Percentage of P <sub>2</sub> O <sub>5</sub> =:	
Percentage of PO <sub>4</sub> =:	
Percentage of P =:	
Grade of Sodium Polyphosphate:	
GRANULAR (fine) SODIUM POLYPHOSPHATE	
Percentage of P <sub>2</sub> O <sub>5</sub> =:	
Percentage of PO <sub>4</sub> =:	
Percentage of P =:	
Grade of Sodium Polyphosphate:	
Submit recommended dosage of phosphate chemical during the initial feed rate set up:	
Milligram per liter as P <sub>2</sub> O <sub>5</sub> :	
Period of time for initial feed rate startup:	
Recommended dosage of phosphate chemical during maintenance feed rate:	
Milligram per liter as P <sub>2</sub> O <sub>5</sub> :	

**SECTION 4: PRICE SCHEDULE  
SODIUM POLYPHOSPHATE**

**FIRM:** \_\_\_\_\_

Please identify in the space below that your firm has provided all required information. Failure to provide this information may result in the Submitter being deemed non-responsive.

QUALIFYING CRITERIA	IF THE SUBMITTER IS	
	Product Manufacturer	Authorized Distributor
Product Manufacturer:		
Shipping Point:		
Product Name or Grade:		
Manufacturer indicated on Letterhead:		
Product Manufacturer Authorization Letter:		
ANSI/NSF Standard 60 Certification:		
Notarized Affidavit of Compliance:		
Certificate of Analysis:		
Material Safety Data Sheet:		

SUBMITTERS GENERAL INFORMATION	
Provide name of office staff that is capable of meeting the County's needs from 7:30 a.m. to 3:00 p.m. EST, Monday through Friday.	
Contact Person Name:	
Company Name:	
Company Address:	
City/State/Zip Code:	
Telephone Number:	
Facsimile (fax) Number:	
Emergency Telephone Number:	
Contact Person E-Mail Address:	
The above information is the submitter responsibility to keep current. Any changed information should be sent to the appropriate Officer in a signed written form i.e., e-mail or a firm's letterhead.	

**SECTION 4: PRICE SCHEDULE  
SODIUM POLYPHOSPHATE**

**FIRM:** \_\_\_\_\_

LIST REFERENCES OF RECENT OR CURRENT CUSTOMERS	
Company Name:	
Company Address:	
City/State/Zip Code:	
Contact Person Name:	
Contact Person Title:	
Contact Person Telephone Number:	
Contact Person E-Mail Address:	
Company Name:	
Company Address:	
City/State/Zip Code:	
Contact Person Name:	
Contact Person Title:	
Contact Person Telephone Number:	
Contact Person E-Mail Address:	
Company Name:	
Company Address:	
City/State/Zip Code:	
Contact Person Name:	
Contact Person Title:	
Contact Person Telephone Number:	
Contact Person E-Mail Address:	

**NOTE:** Submitters are encouraged to inform submitted references that Miami Dade County will be seeking information from them.