

REQUEST FOR PROPOSALS
Annual Water Treatment Chemicals

Procurement of Goods
Competitive Sealed Proposals
ORS 279B.060 & OAR 137-047-0260



CITY OF THE DALLES
313 Court Street
The Dalles, OR 97058

Project No.:	2025-007
Project:	<i>Annual Water Treatment Chemicals</i>
Contract Type:	Purchase Agreement
Bids Due By:	Thursday, May 29, 2025
Mandatory Site Visit:	Not Applicable
Project Manager:	Water Quality Manager Tyler Mitchell City of The Dalles tmitchell@ci.the-dalles.or.us (541) 298-2248 ext. 5010

May 15, 2025

REQUEST FOR PROPOSALS

PROJECT NO. 2025-007 **ANNUAL WATER TREATMENT CHEMICALS**

The City of The Dalles (“**City**”) invites you to submit a proposal for the supply of individual water treatment chemicals. Proposals must address all items listed in this request for proposals (“**RFP**”).

A. Request for Proposals

1. This solicitation is for the procurement of services by competitive sealed proposals (“**Proposals**”) as set forth in ORS 279B.060, OAR 137-047-0260, and the City’s Local Contract Review Board (“**LCRB**”) Rules.
2. The Proposals shall not be opened until after the final submission date and hour below. Submissions shall become property of the City without obligation. The City is not liable for any cost incurred by proposers in the preparation, submission, and presentation of their Proposals.
3. Proposals must be submitted electronically via email to thedallesbids@ci.the-dalles.or.us with the subject line “Annual Water Treatment Chemicals RFP Response” directed to

Tyler Mitchell, Water Quality Manager
Public Works Department
313 Court Street
The Dalles, OR 97058

4. Proposals must be received by **10:00 a.m. on Thursday, May 29, 2025**, when this solicitation is deemed closed (**Closing**). The duty rests with the proposer to ensure the required Proposal documents are attached to any email sent to the City in response to this RFP.
5. To be considered for award, the proposer shall submit:
 - a. a signed *Proposal Form* (**Form 1**). All blank spaces in the Proposal shall be properly completed. If the Proposal is made by a partnership, it shall contain the name of each partner and shall be signed in the firm name followed by the signature of the person signing. If the Proposal is made by a corporation, it shall contain the name of the corporation, followed by the written signature of the officer signing on behalf of the corporation and the printed or typewritten designation of the office he holds in the corporation. The address of the proposer shall be typed or printed on the Proposal; and
 - b. a signed *Certification of Non-Discrimination* (**Form 2**) in accordance with ORS 279A.110(4).

B. Opening and Review of Solicitation Document

1. Proposals shall be opened **immediately after Closing**, in the office of the City Clerk, 313 Court Street, The Dalles, OR 97058, when the email account designated for Proposal receipt will be accessed. Proposal responses will be opened then and there and livestreamed via Zoom meeting (Meeting ID: 858 0212 1281; Passcode: 068006) accessible on the City's website at www.thedalles.org/bids. Once opened, the City will record and make available the identity of all proposers. Proposals will be available for public inspection after the City issues a notice of intent to award a contract under this solicitation.
2. The RFP and other Contract Documents may be accessed online at www.thedalles.org/bids.

C. Requests for Clarification and Addenda

1. Potential proposers with questions concerning any provision of the Proposal documents or opening should direct inquiries to Tyler Mitchell, Water Quality Manager, at (541) 298-2248 ext. 5010; or 541-978-0408 (mobile).
2. The City may change a solicitation document only by written addenda. Prospective proposers shall provide written acknowledgement of receipt of all issued addenda with its Proposal unless the City otherwise specifies in the addenda.
3. The City shall post any addenda to the solicitation document on its website at www.thedalles.org/bids. It is the responsibility of all Proposers to check the website regularly for any addenda.
4. Unless a different deadline is set forth in the addendum, a prospective proposer may submit a written request for change or protest to the addendum by the close of the City's next business day after issuance of the addendum, or up to the last day allowed to submit a request for change or protest under LCRB Rule X(D) of the City's LCRB Rules, whichever date is later.

D. Cancellation, Delay, or Suspension of Procurement and Rejection of Proposals

1. The City may cancel, delay, or suspend this procurement or reject any or all Proposals in accordance with ORS 279B.100 when the cancellation, delay, suspension, or rejection is in the best interest of the City as determined by the City.
2. The City is not liable to any proposer for any loss or expense caused by or resulting from the cancellation, delay, or suspension of this procurement or rejection of any Proposal.

E. Pre-Closing Modification or Withdrawal of Proposals

1. A proposer may modify its Proposal in writing prior to the closing. Proposers shall prepare and submit any modification to the City in the same manner as submitting a Proposal under this solicitation. Any modification must include the proposer's statement the modification amends and supersedes the prior Proposal. The proposer shall mark the submitted modification's email with the subject line as follows: "**PROPOSAL MODIFICATION – CONTRACT NO. 2025-007**".
2. A proposer may withdraw its Proposal by written notice submitted on the proposer's letterhead, signed by an authorized representative of the proposer, delivered to the

individual and location specified above, and received by the City prior to the closing. The proposer or authorized representative of the proposer may also withdraw its Proposal in person prior to the closing upon presentation of appropriate identification and evidence of authority satisfactory to the City. In that case, the City may release an unopened Proposal withdrawn consistent with this paragraph to the proposer or its authorized representative after voiding any date and time stamp mark. The proposer shall mark the written notice to withdraw its Proposal's email with the subject line as follows: "**PROPOSAL WITHDRAWAL – CONTRACT NO. 2025-007**".

3. Withdrawal of a Proposal shall not disqualify the proposer from submitting another Proposal, provided the time for receipt of Proposals has not expired.
4. The City will include all documents relating to the modification or withdrawal of Proposals in the appropriate procurement file.

F. Receipt, Opening, and Recording of Proposals

1. The City shall electronically or mechanically time-stamp or hand-mark each Proposal and any modification upon receipt. The City shall not open the Proposal or modification upon receipt, but shall maintain it as confidential and secure until the opening. If the City inadvertently opens a Proposal or a modification prior to the opening, the City shall return the Proposal or modification to its secure and confidential state until opening. The City shall document the resealing for the procurement file (e.g., *City inadvertently opened the Proposal due to improper identification of the Proposal*).
2. Any Proposal received after closing is late. A proposer's request for withdrawal or modification of a proposal received after closing is late. The City will not consider late Proposals, requests for withdrawals, or modifications.
3. The City shall publicly open Proposals and modifications made to Proposals consistent with **Section B**.

G. Protests and Judicial Review

1. A prospective proposer may protest the procurement process or the RFP for a contract solicited under ORS 279B.060 as set forth in ORS 279B.405(2)(a) and LCRB Rule X(D). Pursuant to ORS 279B.405(3), before seeking judicial review, a prospective proposer must file a written protest with the City and exhaust all administrative remedies.
2. A prospective proposer must deliver a written protest to the City not less than ten days prior to closing. The City shall not consider a prospective proposer's solicitation protest submitted after this deadline. The City shall consider the protest if it is timely filed and meets the conditions set forth in ORS 279B.405(4) and LCRB Rule X(D).
3. In addition to the information required by ORS 279B.405(4) and LCRB Rule X(D), a prospective proposer's written protest shall include a statement of the desired changes to the procurement process or the RFP the prospective proposer believes will remedy the conditions upon which the prospective Proposer bases its protest.

4. The City shall issue a written disposition of the protest in accordance with the timeline set forth in LCRB Rule X(D).
5. If the City upholds the protest, in whole or in part, the City may in its sole discretion either issue an addendum reflecting its disposition or cancel the procurement or RFP.
6. If the City receives a protest from a prospective proposer in accordance with these rules, the City may extend closing if the City determines an extension is necessary to consider and respond to the protest.
7. Judicial review of the City's decision relating to a solicitation protest shall be in accordance with ORS 279B.405 and LCRB Rule X(D). Any violation of ORS Chapter 279A or 279B by the City for which no judicial remedy is otherwise provided in the Public Contracting Code is subject to judicial review as set forth in ORS 279B.420.

H. Evaluation

1. Adherence to specifications, compliance with Proposal conditions and instructions, price, annual cost, product purity and effectiveness, and proposer responsibility are material Proposal evaluation factors. Effectiveness of a proposed product may be determined, in part, based upon criteria related to the City's compliance with drinking water regulations promulgated by the Oregon Department of Human Services Drinking Water Program and the United States Environmental Protection Agency. Specifically, these criteria may include relative dosage rates, resultant sludge quality and volumes, water quality monitoring frequencies and costs, product evaluation costs, annual treatment costs, product stability, length of filter runs, or any other anticipated operational or economic impacts. A responsible proposer means not only a person who is financially responsible, but one who can be expected to deliver promptly and, in all respects, perform reliably under any contract entered into with the City.
2. Cost, although a significant factor, will not be the sole factor upon which the award is based. Cost may become important in the event other evaluation criteria appear to indicate potential proposers are ranked relatively equal.
3. An Evaluation Committee consisting of the Public Works Director and Water Quality Manager will be responsible for initially reviewing the competing Proposals based upon the criteria set forth in this Section III. The Evaluation Committee will select the Proposal determined to be in the best interest of the City and its recommendation will be forwarded to the appropriate Department Manager or City Manager where appropriate.

I. Award

1. The award of the contract or contracts will be made to the responsible proposer whose Proposal is, in the opinion of the City Council or its designee, in the most advantageous to the City consistent with ORS 279B.060(8) and the LCRB Rules. The City reserves the right to reject all Proposals or to reject any Proposal not in accordance with this solicitation.
2. When proposers submit an item different than specified in the RFP documents, the City shall determine whether the proposed item shall be considered an approved equal. If the

item is not determined to be an approved equal, the Proposal shall be rejected. This determination shall be made prior to the award of the Proposal.

3. The City shall award each individual contract to the successful proposer(s). The City reserves the right to accept or reject any and all Proposals.
4. The City's obligation to award a contract or contracts under this RFP is contingent upon appropriation or approval of funds. The City's obligation to pay any amounts due for those fiscal periods succeeding the 2025-2026 fiscal year are contingent upon appropriation and approval of funds for that purpose. Any contract awarded under this RFP shall expire at the end of the 2025-2026 fiscal year unless the City has allocated funds for the following fiscal year and has provided prior written notification to the Proposer.

J. Exceptions

1. Any exceptions to the specifications of this RFP must be clearly identified in writing in the Proposal and referenced in the cover sheet.

K. Procurement Description

1. Description of Goods

- a. All water treatment chemicals must meet specifications of the American Water Works Association (AWWA), the National Sanitation Foundation Standard 60 (NSF-60) as certified Drinking Water Treatment Chemicals or its Underwriters Laboratory (UL) equivalent, and the Oregon Health Authority Drinking Water Program (OHA-DWP).
- b. Water treatment chemicals will be provided for the duration of the contract extending from July 1, 2025, to June 30, 2026. Proposals must be firm through this period unless otherwise specified. In any case, no less than quarterly price protection must be provided in the prices quoted in the Proposals and must be defined as such in each Proposal.
- c. All Proposals to supply water treatment chemicals must be FOB to the delivery location as specified on the "PROPOSAL" Form: Wicks Water Treatment Plant or City of The Dalles Water Distribution Division. Proposals received without the appropriate FOB destination as indicated herein will be rejected.
- d. The City may require the submittal of analytical results of contaminant presence from the chemical product being proposed. Samples of the proposed treatment chemical may be requested by the City from the proposer for analysis of contaminant levels including, but not limited to, US-EPA primary metals as they relate to sludge quality. Proposals for water treatment chemicals determined to be of unacceptable quality will be rejected.
- e. The City reserves the right to cancel this RFP or reject any and all Proposals not meeting the specifications of the Proposal outlined above.
- f. Freight delivery must be by the best methods and must have a response time necessary to maintain treatment processes without interruption. Typical lead-time from

ordering to delivery should be stated in the Proposal.

- g. Delivery/fuel surcharges should be stated. No less than quarterly price protection must be provided in the prices quoted in the proposals and must be defined as such in each proposal.
- h. Literature defining the products on which proposals are made must be submitted in the Proposal email along with product SDS information and proof of NSF-60 listing or its UL equivalent.

2. Specific Chemicals, Quantities, and Quality

- a. Sodium silicofluoride Product must meet or exceed the current AWWA Standard B702-24 for sodium fluorosilicate. Purity = 60% Fluoride ion. Granular. Purchased in 1,000-kg pallet lots, 25-kg bags; approx. 5,000 kilograms per year
- b. Activated carbon, powdered Product must meet or exceed the current AWWA Standard B600-24 for powdered activated carbon. Powdered (for cyanotoxin removal, and taste and odor control). Purchased in 2,500-lb lots, 50-lb bags; approx. once per year
- c. Aluminum chlorohydrate Liquid only. $\text{Al}_2(\text{OH})_x\text{Cl}_{6-x}$, Aluminum chlorohydrate = 50% or bench tested proprietary blends. Minimal trace metals contamination will be tolerated. No recycled or reclaimed products will be allowed. Sample analytical results for US-EPA Primary Metals required. Only NSF-60, bench tested and plant pilot run tested products; currently limited to: M-1883 (NSP-5), CC-2000, Suma Clear 803-B or Suma Clear 1000. Quote per wet pound (and equivalent price per gallon). Deliveries of 2000 to 4000 gallons; approx. 15,000 gallons per year.
NOTE: Load limitations on the County access road may affect order quantity. Contact Tyler Mitchell for details.
- d. Sodium hypochlorite, 12.5%
 - a. Product must meet or exceed the current AWWA Standard B300-24 for sodium hypochlorite
 - b. Not less than 12.5% available chlorine
 - c. $\text{pH} > 11$
 - d. 0.1 – 0.4 wt% excess caustic
 - e. Ni^{2+} and $\text{Cu}^{2+} < 0.05 \text{ mg/L}$
 - f. Iron $< 0.5 \text{ mg/L}$
 - g. Specific gravity > 1.14
 - h. ClO_3^- concentration $< 1.5 \text{ g/L}$
 - i. Filtered
 - j. Delivery within 72 hours of manufacture.Mini-bulk shipments of 100 – 400 gallons to the Lone Pine, Jordan, Riverside and Marks Wells; and 300 -

1,200 gallons to Wicks WTP; estimated use of ~20,000 gallons per year. To be quoted per CWT of available chlorine and equivalent price per gallon.

NOTE: Load limitations on the County access road may affect order quantity. Contact Tyler Mitchell for details.

- e. Sodium polyphosphate Product must meet or exceed the current AWWA Standard B502-23 for sodium polyphosphate. No sodium hexametaphosphate. Liquid product to be 32 – 40% phosphate as received. Products with heavy metals as binders are not acceptable. Quoted product must have a minimum three-years of experience in Municipal Potable Water Treatment and be formulated from food grade phosphate materials (verification to be provided upon request). To be quoted “per CWT of phosphate (PO₄)” and the equivalent price per 55-gallon drum. Proposals must specify any drum deposits or charges which may apply. To be purchased in 55-gallon drums by 16 drum lots; approx. 5 lots per year.
- f. Phosphoric Acid Product must meet or exceed the current AWWA Standard B507-23 for phosphoric acid. Product to be 75% food grade phosphoric acid. To be quoted per CWT of 75% phosphoric acid product and equivalent price per 55-gallon drum. Proposals must specify any drum deposits or charges which may apply. To be purchased in 55-gallon drums, 1-4 drums per year.
- g. Sodium hydroxide, 25% Product must meet or exceed the current AWWA Standard B501-19 for 25% sodium hydroxide (NaOH-caustic soda). The liquid sodium hydroxide supplied shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effect on the health of those consuming water that has been treated properly with the sodium hydroxide. To be purchased by IBC Tote of approximately 300-gallon volume/tote. One to two totes per year. Empty totes shall be returnable to the vendor. Bid should detail the refundable cost of the tote deposit.

3. Delivery of Goods

- a. All water treatment chemicals will be delivered during the regular business hours of the Public Works Department unless specific permission is granted by the Department for outside business hours deliveries.
- b. Normal working hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Pacific Prevailing Time.

- c. Proposers are directed to follow instructions listed in the Contract Documents for Proposal submittal.

4. Non-Performance

- a. As required by ORS 279B.060(2)(h), any contract awarded under this solicitation may be terminated for non-performance of its terms and conditions, including failure to perform the scope of work or failure to meet performance standards established in the contract. The consequences resulting from non-performance may include, but are not limited to:
 - (1) the City's reduction or withholding payment under the resulting contract;
 - (2) the City's right to require the awarded contractor to perform, at the awarded contractor's expense, any additional work necessary to perform the scope of work or to meet the performance standards established by the resulting contract; and
 - (3) the City's rights, which the City may assert individuals or in combination, to declare a default of the resulting contract, to terminate the resulting contract, and to seek damages and other relief available under the resulting contract or applicable law.

5. Standard of Performance

- a. Consistent with ORS 279B.060(2)(c), the successful proposers awarded a Contract or Contracts under this solicitation shall meet the highest standards prevalent in the industry or business most closely involved in providing the goods the City is purchasing.

L. Forms

Form 1 Proposal Form

Form 2 Certification of Non-Discrimination