



# City of Alvin Public Services

## ADVERTISEMENT AND INVITATION FOR BIDS

Notice is hereby given that sealed bids addressed to the Honorable Mayor and City Council of the City of Alvin, Texas, will be received in the office of the City Secretary, 216 West Sealy Street, Alvin, TX 77511 no later than 2:00 P.M., Tuesday, April 17, 2018.

Bids will then be publicly opened and read aloud at 2:15 P.M., April 17, 2018 in the City Council Chambers, Alvin City Hall, 2<sup>nd</sup> Floor, 216 West Sealy, Alvin, TX 77511.

### **POLYPHOSPHATE B-18-09**

Specifications and proposal documents may be obtained in the office of the City Secretary, 216 West Sealy Street, Alvin, Texas, 77511.

For proposal information and clarifications contact, Francesca Ramirez, Executive Secretary, at 281-388-4336.

The City of Alvin reserves the right to reject any and all bids, or parts of bids to waive any and all technicalities, and to accept any bids, or parts of bids, which it deems advantageous to the City.

\_\_\_\_\_  
Dixie Roberts, City Secretary

## INSTRUCTION TO BIDDERS

To be considered, bids must be made in accordance with these instructions to bidders.

An award letter will be sent designating the execution date of the contract awarded by the Council.

Bidders are requested to submit their lowest and best net price. The unit price for each item offered should include all discounts. Discounts should not be shown as such, but rather included in the net bid price. Prices are to remain firm for the length of the agreement.

At the option of the City of Alvin, service will be awarded on the basis of the best qualified bid, including full consideration of unit prices, time and method of delivery, conformity of specifications and service.

The city reserves the right to reject any or all bids, to waive formalities, and to award the bid to the either the lowest responsible bidder or the bidder who provides goods or services at the best value for the City. In determining the best value the City may consider the following:

- (1) The purchase price;
- (2) The reputation of the bidder and the bidder's goods or services;
- (3) The quality of the bidders goods or services;
- (4) The extent to which the goods or services meet the City' needs;
- (5) The bidder's past relationship with the City;
- (6) The impact on the ability of the city to comply with laws and rules relating to contracting the historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (7) The total long-term cost to the City to acquire the bidder's goods or services; and
- (8) Any other criteria specifically listed in this request for bids.

Prices shall be net including all exempt taxes, all allowed discounts and F.O.B. Alvin, Texas.

The City reserves the right to increase or decrease the quantities specified by 25%.

Bids must be completed and submitted in TRIPLICATE.

The BID SHEET must be completed and submitted along with the complete bid package. The bids will be submitted in a sealed envelope address to:

Office of the City Clerk  
City of Alvin  
216 West Sealy  
Alvin, Texas 77511

And Marked:           SEALED BID: Polyphosphate  
                              Bid No: B-18-09

To Be Opened:         2:15PM, April 17, 2018

Only bids submitted on the BID SUMMARY SHEET furnished by the City of Alvin will be considered.

Bidders may withdraw their proposals at any time prior to the time specified as the closing time for acceptance of bids.

The City of Alvin retains the option to re-bid at any time if it's in the best interest and is not automatically bound to renew a contract awarded under the bid.

Any and all financial obligations of the City under a proposed contract are subject to an appropriation being made for that purposed. The Bidder understands and agrees that the City's obligations will be solely payable out of current revenues.

## POLYPHOSHATE

### B-18-09

1. Product Napco 214 or approved equal
2. No Sodium based products
3. Must be a blended corrosion inhibitor
4. The function is corrosion and scale control
5. Maximum feed rate 40 mg/l

POLYPHOSPHATE BID SUMMARY SHEET

B-18-09

EST IMATED QUANITY	\$/GALLON	TOTAL
6240		

No additional charges of any kind will be allowed charged during the term of the contract if not noted in bid proposal. Any variations from the detailed specifications must be noted. The City of Alvin reserves the right to increase or decrease the estimated quantities. The City reserves the rights to award this contract to the lowest or best bidder of each item or the entire bid to one lowest or best bidder, whichever is in the best interest of the City.

*Special Note: Altered bids will not be accepted.*

**Term of Contract:** The term of this contract shall be awarded for one (1) year contract from the award date with an option to extend for one (1) year contract at the same prices and conditions.

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

Mail / deliver bid to: City of Alvin  
Attn: City Clerk (Polyphosphate)  
216 West Sealy  
Alvin, Texas 77511

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person doing business with local governmental entity.

**2**

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3**

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

**4**

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

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**5** Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each affiliation or business relationship.

**6** Describe any other affiliation or business relationship that might cause a conflict of interest.

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date