

**COUNTY OF BRUNSWICK, NORTH CAROLINA
INSTRUCTIONS TO BIDDERS**

1. Each bidder must submit a proposal on the Bid Proposal Form herewith provided. All proposals must be signed by a duly authorized individual.
2. Proposals will be opened promptly and read at the hour and on the date as set forth in the advertisement in the Conference Room at the Brunswick County Public Utilities Operations Center located at 250 Grey Water Road, Supply, North Carolina 28462. Bidders or their authorized agents are invited to be present. Any bid received after the date and hour specified will not be accepted or considered.
3. The County shall be the sole judge as to the suitability of the item(s) offered for the use intended. Factors to be considered in awarding the contract will be price, timing of delivery, quality, and service.
4. The names of a certain brand, make, or definite specifications are to denote quality standards, but does not restrict bidders to the specific brand, make, or manufacturer name; it is to set forth and convey to the prospective bidders the general style, type of character, and quality of the item(s) desired. All items proposed shall meet or exceed the requirement for chemicals used in the treatment of potable water or wastewater treatment as set forth by the North Carolina Department of Environmental Quality.
5. The bidder must furnish with the bid, detailed specifications of the item(s) proposed to be furnished. If the item(s) offered differs from the provisions contained in these specifications, such difference must be explained in detail. Material Safety Data Sheets (MSDS) and technical data sheets shall be provided for each item bid and should be included with the bid form at the time of bid opening. Where a certain brand has been identified, the prospective bidder who wishes to submit a bid on an alternative substitute item must provide information to the Brunswick County Public Utilities that demonstrates to the satisfaction of the Public Utilities Department staff that the item is equal to brand listed.
6. No proposal will be considered or accepted unless, at the time of its submission, the same shall be accompanied by cash, cashier's check, or certified check drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation, in an amount of not less than five percent (5%) of the total proposal and payable to the County of Brunswick. In lieu of making the cash deposit as described above, the bidder may file a bid bond executed by a corporate surety, licensed under the laws of North Carolina to execute such bonds, in the amount of five percent (5%) of the bid proposal amount.
7. Prices quoted shall include all discounts to be considered in making the award and shall be net, and also shall include delivery to the facilities of County of Brunswick, North Carolina. State and local taxes, as applicable, shall not be included in the base bid price, but shall be listed separately on the bid form.
8. The County of Brunswick shall have a period of forty-five (45) days after the opening of bids in which to award the contract to the lowest responsible bidder after taking into consideration servicing capability, workmanship, and a history of satisfactory service.
9. The County reserves the right to reject any and all bids and to waive informalities.

10. If bidders have questions, please direct them to Jerry W. Pierce, P.E., Public Utilities Director, (910) 253-2657 <jerry.pierce@brunswickcountync.gov>; Glenn Walker, Northwest Water Treatment Plant Superintendent, (910) 371-3490 <glenn.walker@brunswickcountync.gov>; Donald Dixon, Wastewater Treatment Superintendent, (910) 755-7921 <donald.dixon@brunswickcountync.gov>, or Jeremy Sexton, 211 Water Treatment Plant Superintendent, (910) 454-0512, <jeremy.sexton@brunswickcountync.gov>.
11. Bidders shall state terms of manufacturer's warranty on the Bid Proposal Form, along with any other warranties provided by the bidder.
12. Bidders shall provide on the Bid Proposal Form guaranteed delivery time from date of notification of award.
13. Unless otherwise noted on the Bid Proposal Form, the supplier/contractor guarantees delivery to the County facility indicated within twenty-four (24) hours of placement of an order by the County.
14. It shall be the responsibility of the bidder to visit the existing water and wastewater treatment plant sites to determine the connections and adapters that may be required for delivery. The cost of furnishing such connections or adapters shall be the responsibility of the bidder and should be included in the price bid for the item.
15. The Estimated Annual Quantity is an estimate based upon the expected amount of water production and/or amount of wastewater treated for the next twelve (12) months. The quantities are shown to give the bidder an estimate of the approximate quantity to be purchased. The County does not guarantee a minimum quantity of any item to be purchased.
16. Unless otherwise noted on the Bid Proposal Form by the bidders, the bid prices shall be guaranteed through June 30, 2017. The contract period begins with the approval of the contract by the Board of Commissioners and ends on June 30, 2017, with an option to extend the contract up to two (2) additional years upon mutual agreement of both parties.
17. All chemicals shall meet or exceed the requirements of *ANSI/NSF (NSF) Standard 60 and 61* and the recommendations of the *American Water Works Association (AWWA)*.
18. Each shipment of chemicals shall be delivered to the County's facilities with an accompanying Material Safety Data Sheet (MSDS).
19. Please provide copies of technical data sheets, material safety data sheets, and a list of references including contact person, phone number, facsimile number, and e-mail address (if available) with each bid submittal.
20. Supplier or supplier's transportation contractor shall provide photographic identification to the County of each delivery personnel that may be responsible for delivery of product to any County facilities. Prior to each delivery, it shall be the supplier's or the supplier's transportation contractor's responsibility to notify appropriate County staff as to which delivery personnel will be assigned to the delivery. Each delivery personnel shall also be required to provide appropriate identification to County staff upon arrival.