



## Finance Department

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[www.cityofmadison.com/finance/purchasing](http://www.cityofmadison.com/finance/purchasing)

**Purchasing Services**

### REQUEST FOR QUOTATION

RFQ #: 5304-0-2024-BP  
For: Fluorosilicic Acid and Liquid Chlorine  
Released Date: Thursday, February 29, 2024  
Due Date: Thursday, March 14, 2024 @ 2:00 PM CST  
City Agency: Water Utility

#### Method of Delivery Options

Email Quotation to: [bids@cityofmadison.com](mailto:bids@cityofmadison.com)

## 1 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### 1.1 Applicable Terms and Conditions

- Products or Equipment. All quotations for supplies and/or equipment must be submitted in accordance with the specifications contained in this solicitation and City of Madison Standard Terms and Conditions.
- Services. All quotations for services must be submitted in accordance with; the specifications contained in this solicitation, City of Madison Standard Terms and Conditions, and Purchase of Services Contract.
- Copies. Copies of above-referenced forms are available from the Purchasing Office or from the following link:  
<https://www.cityofmadison.com/finance/purchasing/vendor-resources>

### 1.2 Delivered Prices Only

Prices quoted must include shipping charges, FOB Madison.

### 1.3 Substitutes

If offering a substitute item, include manufacturer, number, model, specifications and product literature. The City will evaluate substitutes and make the final determination of equivalency.

### 1.4 Partial Order

Unless otherwise noted, it will be assumed that bidder will accept an order for all or part of the items priced.

## 1.5 Award

The City will award the bid to the responsive and responsible bidder whose bid is most advantageous to the City. In determining the most advantageous bid, the City will consider criteria such as, but not limited to, cost, quality/workmanship, compatibility, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, past experience, installation, equality, discount, customer satisfaction, bidder's past performance and/or service reputation, and service capability. The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards. After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.

## 2 CONTACTS

Technical:	For questions regarding technical specifications.	Joe Demorett City of Madison Water Utility (608) 267-4902 <a href="mailto:jdemorett@cityofmadison.com">jdemorett@cityofmadison.com</a>
Buyer:	For questions regarding instructions, terms & conditions.	Brian Pittelli City of Madison Purchasing Services (608) 267-4969 <a href="mailto:bpittelli@cityofmadison.com">bpittelli@cityofmadison.com</a>

## 3 BID DISTRIBUTION NETWORK

Please note that the City no longer maintains an in-house bidders' list. **Notification of bid opportunities, addenda, tabulations and awards will only be made to subscribers via these networks.**

State of Wisconsin VendorNet System: [State of Wisconsin and local agencies bid network. Registration is free. http://vendornet.state.wi.us/vendornet](http://vendornet.state.wi.us/vendornet)

DemandStar by Onvia: National bid network – Free subscription is available to access bids from the City of Madison and other Wisconsin agencies, participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.

Bid Opportunities: [www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm](http://www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm)

Home Page: [www.demandstar.com](http://www.demandstar.com)

To Register: <https://www.demandstar.com/app/registration>

Please note when registering: Pick the **Wisconsin Association of Public Procurement (WAPP)** to select all current Wisconsin government agencies.

## 4 LOCAL VENDOR PREFERENCE

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website.

[www.cityofmadison.com/business/localPurchasing](http://www.cityofmadison.com/business/localPurchasing)

## 5 SPECIFICATIONS

### 5.1 General

This specification describes the minimum requirements for the purchase of Fluorosilicic Acid and Liquid Chlorine to be used during the water treatment process. Preference will be given to bidders who are able to supply all of the following items: Fluorosilicic Acid and Liquid Chlorine.

### 5.2 Fluorosilicic Acid

- a) All Fluorosilicic Acid shall conform fully to AWWA Standard B703-11 Standard, NSF/ANSI Standard 60, and be suitable for use in the water treatment process.

Material Specifications:           H<sub>2</sub>SiF<sub>6</sub> - Minimum 24%; Maximum 27½ %  
Filterable Residue - Less than 10.0 ppm  
Color – White  
Non-Staining

Each bid shall be accompanied by a recent Certificate of Analysis and MSDS sheet.

- b) Estimated Annual Quantity: 30,000 gallons. Fluorosilicic Acid shall be ordered as needed. Minimum order quantity shall be 800 gallons.
- c) Delivery Requirement: The bidder shall be able to deliver the product within 48 hours of the request. All deliveries shall be made between the hours of 6:30 AM and 5:00 PM, Monday through Friday.
- i The bidder shall deliver fluorosilicic acid every two weeks. The Madison Water Utility has 23 pumping stations located at different sites throughout the city. The actual number of sites for each delivery will depend on the amount of water pumped since the previous delivery.
  - ii The bidder shall deliver the fluorosilicic acid to each site and transfer the acid into bulk containers. The twenty-three stations have 165-gallon capacity bulk containers.
  - iii Driver must check in with the Water Operator at the Water Utility Main Office prior to delivery and upon completion of delivery. The delivery people shall keep detailed notes on the amount delivered to each site. Notes will be left for the Water Operator upon completion of delivery at the final delivery site.
  - iv The successful bidder will provide a means to secure each load from tampering, and will provide sufficient chain-of-custody paperwork to verify the security of the load while in transit. In addition, a Certificate of Analysis for the fluorosilicic acid shall accompany each delivery and be provided to the Operator upon completion.

### 5.3 Chlorine (150 lb cylinders)

- a) General:** All liquid chlorine and cylinders shall conform fully to AWWA Standard B301-10 Standard for Liquid Chlorine and be suitable for use as a disinfectant for potable water. Cylinders shall exhibit no evidence of leakage, structural damage, corrosion, metal fatigue, improper handling or filling, excessive layers of loose and peeling paint, or insufficient maintenance.
- i Cylinders shall not have a pressure exceeding the vapor pressure of the liquid chlorine.
  - ii Cylinders shall have screw-in-type fusible plugs and a safety cap that can be screwed off by hand.
  - iii All valves shall be clean, free of dirt, and able to be operated by the use of conventional tools designed for that purpose.
  - iv The successful bidder shall be responsible for all damage resulting from defective cylinders.
  - v Serial numbers, net and tare weights, and inspection numbers shall be legible and affixed to each cylinder in a secure manner.
  - vi Each bid shall be accompanied by a recent Certificate of Analysis and MSDS sheet.
- b) Estimated Annual Quantity:** 500 each - 150 lb cylinders. Chlorine shall be ordered as needed. Minimum and maximum individual order quantities shall be six (6) and eighteen (18), respectively.
- c) Delivery:** The bidder shall be able to deliver the product within 48 hours of the request. All deliveries shall be made between the hours of 6:30 AM and 5:00 PM, Monday through Friday.
- i The bidder shall deliver chlorine every two weeks. The Madison Water Utility has 23 pumping stations located at different sites throughout the city. The actual number of sites for each delivery will depend on the amount of water pumped since the previous delivery.
  - ii The bidder shall deliver the chlorine cylinders to each site and secure them to the building walls. The bidder shall pick up empty cylinders at the same location and time that it delivers new cylinders.
  - iii Driver must check in with the Water Operator at the Water Utility Main Office prior to delivery and upon completion of delivery. The delivery people shall keep detailed notes on the amount delivered to each site. Notes will be left for the Water Operator upon completion of delivery at the final delivery site.
  - iv The successful bidder will provide a means to secure each load from tampering and will provide sufficient chain-of-custody paperwork to verify the security of the load while in transit.



# Form A: Price Proposal

## RFQ #: 5304-0-2024-BP Fluorosilicic Acid and Liquid Chlorine

*This form must be returned with your response.*

Complete the requested information and return via instructions on Page 1 of RFQ.

All pricing includes shipping, delivery, and setup of new product and removal of empty cylinders.

Bidder hereby offers:

Item	Quantity	Description	Unit Price	Extended Price (Quantity x Unit Price)
1.	30,000 gallons	Fluorosilicic Acid, in conformance with the specifications described in this solicitation.  Fluorosilicic Acid shall be ordered as needed. Minimum order quantity shall be 800 gallons.	\$ _____/gallon	\$ _____
2.	500 cylinders	Chlorine, in conformance with the specifications described in this solicitation.  150 lb cylinders (75,000 lbs in total). Chlorine shall be ordered as needed. Minimum and maximum individual order quantities shall be six (6) and eighteen (18) cylinders, respectively.	\$ _____/cylinder	\$ _____

Future Year	% Increase
2025	_____ %
2026	_____ %

Above bid submitted by:

\_\_\_\_\_  
COMPANY NAME



# Form B: Bidder Information

## RFQ #: 5304-0-2024-BP Fluorosilicic Acid and Liquid Chlorine

*This form must be returned with your response.*

### BIDDER INFORMATION

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
BIDDER'S NAME		TITLE	
EMAIL			
SIGNATURE		TELEPHONE NUMBER	
DATE		FAX NUMBER	

### LOCAL VENDOR STATUS

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website.

CHECK ONLY ONE:

- Yes**, we are a local vendor *and* have registered on the City of Madison website under the following category: \_\_\_\_\_ [www.cityofmadison.com/business/localPurchasing](http://www.cityofmadison.com/business/localPurchasing)
- No**, we are not a local vendor or have not registered.