

## **ADVERTISEMENT FOR BIDS**

Sealed proposals will be received in the Office of the Procurement Manager, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 pm (EDST) on October 29, 2024 and immediately thereafter publicly opened and read for the furnishing of Sodium Hydroxide Bulk Chemicals.

Instructions for submitting bids and complete specifications will be available in the Office of the Procurement Manager, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina during regular office hours, which are 8:30AM – 5:00PM Monday through Friday.

Greenville Utilities Commission reserves the right to reject any or all bids. **Late Bids will not be considered.**

## SECTION I

### GENERAL INSTRUCTIONS FOR FORMAL BIDS

#### RELATED TO THE PURCHASE OF APPARATUS, SUPPLIES,

#### MATERIALS, AND EQUIPMENT

##### **1.0 NOTICE TO BIDDERS**

Sealed bids, subject to the conditions made a part hereof, will be received in the Office of the Procurement Manager, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 pm (EDST) on October 29, 2024, the day of opening. **Bids submitted in a fax or e-mail in response to this Invitation for Bids will not be acceptable. Late Bids will not be considered.**

##### **2.0 STANDARD FORMS REQUIRED**

Each bidder must submit a proposal on the enclosed bid forms. **The bid must be signed by an authorized official of the firm. Return only the attached Proposal Form. Do not return the Advertisement for Bids, Instructions to Bidders or Specifications.**

##### **3.0 PREPARATION OF BID**

Bids must be in sealed envelopes clearly marked on the outside with the name of the bid and the bid opening date and time. Bid shall be addressed to PROCUREMENT MANAGER, GREENVILLE UTILITIES COMMISSION, P. O. BOX 1847, 401 S. GREENE STREET, GREENVILLE, NORTH CAROLINA 27835-1847.

##### **4.0 TIME FOR OPENING BIDS**

Bids will be opened promptly and read at the hour and on the date set forth in the advertisement in the Office of the Procurement Manager, Greenville Utilities Main Office, 401 S. Greene Street, Greenville, North Carolina. Bidders or their authorized agents are invited to be present.

##### **5.0 DEPOSIT**

A deposit is **NOT** required for this bid.

##### **6.0 NC SALES TAX**

Do **not** include NC sales taxes in bid figure; however, Greenville Utilities Commission (GUC) does pay sales tax. Sales tax should be added to the invoice as a separate item.

##### **7.0 FEDERAL EXCISE TAX**

GUC is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate upon request to the successful bidder.

## **8.0 EXCEPTIONS TO BE CLEARLY STATED**

If bid is not in strict accordance with Section II, "Specifications," bidder must list or note all exceptions **on the Request for Proposal Form**, otherwise, it is fully understood that the successful bidder will furnish equipment and/or materials exactly as specified. GUC reserves the right to accept or reject bids with noted minor deviations from specifications and to determine the lowest responsible, responsive bid from the standpoint of quality, performance, and price.

## **9.0 EVALUATION AND AWARD OF BIDS**

GUC reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. In evaluating bids, GUC shall consider whether the bids comply with the prescribed requirements, plus all alternates or options requested. GUC reserves the right to include or exclude any option or alternative in GUC's opinion is in GUC's best interests. If a bid is to be awarded, it will be awarded to the lowest responsible, responsive bidder whose evaluation by GUC indicates that the award will be in GUC's best interests. Only firm prices will be considered for award of this bid.

## **10.0 PROMPT PAYMENT DISCOUNTS**

Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it may be considered in the award of the contract.

## **11.0 NUMERICAL ERRORS**

In the case of a discrepancy between a unit price and the extension (the unit price multiplied by the number of units), the unit price governs. In the case where numerical bids are stated both in numbers and in words, the words govern.

## **12.0 BID WITHDRAWAL**

A bidder must notify GUC in writing of its request to withdraw a bid within seventy-two (72) hours after the bid opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the bid was submitted in good faith.

## **13.0 MINORITY BUSINESS PARTICIPATION PROGRAM**

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

## **14.0 QUANTITIES**

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

## **15.0 DELIVERY, DELIVERY LOCATION, DELIVERY REQUIREMENTS**

**Shipments will be made to GUC only upon releases from a purchase order issued by GUC in accordance with its current needs.**

Time is of the essence with respect to all deliveries under this Agreement.

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) to Greenville Utilities Water Treatment Plant-1721 Waterway Road, Greenville, NC 27834.

Liquid chemicals shall be delivered by bulk tanker trucks designed and licensed to transport the chemical. All tanker trucks used shall comply with all safety regulations specified by the North Carolina Department of Transportation. The tanker trucks shall be in suitable condition for hauling the chemical and shall not contain any substances that might affect the usefulness of the chemical for drinking water treatment. Tanker trucks must be equipped with appropriate systems to off-load the chemical at each location.

Delivery hours are Monday-Friday 8am-3:30pm except for Holidays, when no deliveries will be accepted.

The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

## **16.0 DELIVERY TIME**

Delivery time is to be stated by the bidder and will be a factor in the evaluation of bids.

## **17.0 CONTRACT PERIOD**

It is the intent of Greenville Utilities Commission (GUC) to enter into a multi-month contract at the time the contract is awarded by GUC to the successful bidder for a total contract period not to exceed (24) months. **Prices shall remain fixed during the first (6) months** with option for 6 month extensions at the same or negotiated unit prices for up to (24) additional months if market and service conditions so warrant and prove to be in the best interest of GUC.

## **18.0 MANUFACTURER**

Bidder is to specify the manufacturer of items being quoted.

## **19.0 CONTACT INFORMATION**

Questions regarding this bid request should be directed to Cleve Haddock, Lifetime CLGPO, Procurement Manager, Finance Department at (252) 551-1533, [haddocgc@guc.com](mailto:haddocgc@guc.com). Final day for submitting questions is Wednesday, 10/16/2023 by noon.

## **20.0 UNIFORM GUIDANCE**

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

## **21.0 TERMS AND CONDITIONS**

**The attached Terms and Conditions apply to all purchases made by Greenville Utilities Commission (GUC) and must be considered as part of the bid proposal.**

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**SECTION II**

**GREENVILLE UTILITIES COMMISSION**

**SPECIFICATIONS FOR BULK CHEMICALS**

<b><u>Chemical</u></b>	<b><u>Percent %</u></b>	<b><u>Specific Gravity</u></b>	<b><u>Typical Delivery</u></b>
Sodium Hydroxide	50	1.52	45,000 to 48,000 lbs TL

Unit and extended price must be in same units of estimated purchase volumes (See Proposal Form)

**Delivery Charge Must Be Included in The Unit Price-Greenville Utilities Commission will not pay a fuel surcharge**

**Bidder is to provide Safety Data Sheets AND chemical specifications concerning concentration/purity of the chemicals with bid package.**

**Include contact phone number for placing orders.**

The contract term for chemical products will be for 6 months. This contract term will be from January 1, 2025 through June 30, 2025. It is the intent of Greenville Utilities Commission (GUC) to enter into a multi-month contract at the time the contract is awarded by GUC to the successful bidder for a total contract period not to exceed **24 months**. **Prices shall remain fixed during the first 6 months** with option for **6 month** extensions at the same or negotiated unit prices for up to **24 additional months** if market and service conditions so warrant and prove to be in the best interest of GUC.

**Chemical Specification**

All item(s) proposed must meet or exceed the requirements for chemicals intended for use in drinking water treatment as set by the North Carolina Department of Environment Quality, and of NSF/ANSI Standard 60 and 61 and the recommendation of the American Water Works Association.

**ITEM NO. 1  
SODIUM HYDROXIDE WATER TREATMENT  
(Caustic Soda)-Bulk**

**Sodium Hydroxide – Caustic soda supplies under this name shall conform to all the provisions of ANSI/NSF 60 and AWWA B501-98. An affidavit of compliance as per section 2 shall be supplied with the bid. An Affidavit Form has been provided.**

**1. Scope**

This specification pertains to Sodium Hydroxide, liquid, for use in the treatment of municipal water supplies.

The estimated six-month usage is 330 Dry Tons. Bid Price and Billing price shall be on a dry ton's basis only.

**2. Affidavit of Compliance**

The purchaser requires an affidavit with the bid from the manufacturer or supplier that the liquid Sodium Hydroxide furnished accordingly to these specifications, complies with all the requirements of ANSI/NSF 60 and AWWA B501-98 standard and product specification. The purchaser requires that the supplier provide a certified analysis of the liquid Sodium Hydroxide with each shipment. The purchaser receives the right to use in-house analytical equipment or a laboratory of the purchaser's choice to analyze the product to ensure compliance with the ANSI/AWWA B501-98 Standard. The purchaser reserves the right to test the product if contaminant levels increase in drinking water based on historical records.

**3. Rejection**

**Notice of nonconformance.** If the liquid Sodium Hydroxide delivered does not meet the requirements of ANSI/AWWA B501-98 standard, a notice of nonconformance must be provided to the supplier within 10 working days after receipt of the shipment at the point of destination. The results of the purchaser's tests shall prevail unless the supplier notifies the purchaser within five working days after receipt of the notice of complaint that a retest is desired. On receipt of the request for a retest, the purchaser shall forward the supplier one sample. If the results obtained by the supplier on retesting do not agree with the results obtained by the purchaser, a sample shall be forwarded, unopened, for analysis to a third-party laboratory agreed upon by both parties. The result of the third-party analysis shall be accepted as final. The supplier shall pay the cost of the third-party analysis.

Greenville Utilities reserves the right to terminate contract due to nonconformance.

**4. Description of Sodium Hydroxide**

Sodium Hydroxide is a compound commonly produced in the electrolytic manufacture of chlorine. Liquid Sodium Hydroxide is a solution of anhydrous Sodium Hydroxide and water.

**5. Chemical Requirements**

Liquid Sodium Hydroxide supplied under provisions of this specification shall contain approximately 50 percent hydroxide (NaOH).

## 6. Impurities

**General Impurities.** The Sodium Hydroxide supplied according to this specification shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the Sodium Hydroxide.

## 7. Product Certifications

Sodium Hydroxide is a direct additive used in the treatment of potable water. This material should be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals- Health Effects. Evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in ANSI/NSF Standard 60. Certification shall be accomplished by a certification organization accredited by the American National Standards Institute.

## 8. Product Specifications

If Chemicals received do not meet the below specs it is up to the discretion of the buyer to refuse the shipment.

<b>Element</b>	<b>Range</b>
Total alkalinity as Na <sub>2</sub> OH	38.00 – 39.60 %wt
Hydroxide alkalinity as NaOH	49.00 – 51.00 %wt
Sodium Chloride as NaCl	1.20 %wt max
Sodium Carbonate as Na <sub>2</sub> CO <sub>3</sub>	0.20 %wt max
Sodium Chlorate as NaClO <sub>3</sub>	0.30 %wt max
Sodium Sulfate as Na <sub>2</sub> SO <sub>4</sub>	0.075 %wt max
Iron as Fe	9.0 ppm by wt max
Copper as Cu	0.30 ppm by wt max
Nickel as Ni	3.00 ppm by wt max
Specific Gravity	1.52

## 9. Sampling

### 9.1 Sampling point

Samples may be taken at the point of destination.

9.2 Samples will be taken by the driver and placed in a container that will be provided by the Greenville Utilities Commission. The sample will be given to an operator for processing. Additional samples shall be furnished upon request.

## 10. Shipping

**10.1 Liquid Sodium Hydroxide.** Liquid Sodium Hydroxide shall be shipped in properly cleaned, insulated trucks and shall arrive at the destination in liquid form.

**10.2** Tank trucks shall be in suitable condition for hauling liquid Sodium Hydroxide and shall not contain any substances that might affect the use or usefulness of the liquid Sodium Hydroxide in treating municipal or industrial water supplies.



## PRODUCT DELIVERY

### Delivery Location:

Greenville Utilities Water Treatment Plant-1721 Waterway Road, Greenville, NC 27834

### Delivery Requirements

Liquid chemicals shall be delivered by bulk tanker trucks designed and licensed to transport the chemical. All tanker trucks used shall comply with all safety regulations specified by the North Carolina Department of Transportation. The tanker trucks shall be in suitable condition for hauling the chemical and shall not contain any substances that might affect the usefulness of the chemical for drinking water treatment. Tanker trucks must be equipped with appropriate systems to off-load the chemical at each location.

Contractor must email and/or fax the name of the delivery driver, the trailer number, and the seal number on the fill port and discharge line of the trailer. This **must** be done **after** the truck is loaded at the terminal and **prior** to arriving to Greenville Utilities Commission to prevent any delays in unloading product. Product will not be offloaded until Owner verifies this information. Delivery will not be accepted if Owner finds any discrepancies.

Email Ryan Gregory [gregorm@guc.com](mailto:gregorm@guc.com). Julius Patrick [patricje@guc.com](mailto:patricje@guc.com) and Laura Evans [evanslb@guc.com](mailto:evanslb@guc.com) Brooks Nobles [noblesbt@guc.com](mailto:noblesbt@guc.com) Will Hardison [hardiswj@guc.com](mailto:hardiswj@guc.com) Brian Shannon [shannodb@guc.com](mailto:shannodb@guc.com)

Contractor has the option of using Owner air or truck supplied air for offloading chemicals. If two chemical deliveries arrive at the same time, the second driver may choose to wait to offload with the facility air, however, Owner will not accept any charges for delays caused by waiting for facility air.

Delivery hours are Monday-Friday 8am-3:30pm except for Holidays, when no deliveries will be accepted.

Greenville Utilities Commission reserves the right to refuse all goods and to cancel all or any part of the contract if contractor fails to meet delivery or performance dates.

If the vendor is unable to provide the current chemical contract as awarded, then Greenville Utilities will have the right to void existing contract and negotiate with another vendor of our choice.

The contractor shall bear the responsibility for safe delivery of the chemical into the storage tanks.

The contractor shall notify the owner of all spills and the contractor shall also be responsible for proper cleanup and disposal of any spills and all required regulatory reporting of such spills.

The contractor is responsible to make sure that tank connection, hose length, etc. is compatible with the existing storage systems. The Contractor is responsible to hose down and otherwise clean any spills at no cost to the Owner. The risk from any cause shall be borne by the Contractor until actual delivery and acceptance by Owner.

Vendors will need to include relative information concerning concentration/purity of the chemicals they are providing with the bid. Documents to be included with delivery include Certificate of Analysis (CoA), Bill of Lading, and appropriate weight tickets.

Guaranteed delivery date may be considered in making the award. Any vendor who submits a bid on these specifications agrees to accept our purchase order and agrees to guarantee complete deliver for each order within five (5) days of the order date, or as otherwise specified. If vendor feels he cannot meet requested delivery/completion date, he shall so state and give revised date with bid proposal.

The Contractor is obligated to supply chemicals, when ordered, as specified above and in case of emergencies. The packaging and shipping of said product shall conform to current federal, state, and local regulations.

### **Chemical Specification**

All item(s) proposed must meet or exceed the requirements for chemicals intended for use in drinking water treatment as set by the North Carolina Department of Environment Quality, and of NSF/ANSI Standard 60 and 61 and the recommendation of the American Water Works Association.

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Email to:

Ryan Gregory [gregorm@guc.com](mailto:gregorm@guc.com), Julius Patrick [patricje@guc.com](mailto:patricje@guc.com) Laura Evans [evanslb@guc.com](mailto:evanslb@guc.com) Brooks Nobles [noblesbt@guc.com](mailto:noblesbt@guc.com) Will Hardison [hardiswj@guc.com](mailto:hardiswj@guc.com)  
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The contractor shall notify the owner of all spills and the contractor shall also be responsible for proper cleanup and disposal of any spills and all required regulatory reporting of such spills.

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Guaranteed delivery date may be considered in making the award. Any vendor who submits a bid on these specifications agrees to accept our purchase order and agrees to guarantee complete deliver for each order within five (5) days of the order date, or as otherwise specified. If vendor feels he cannot meet requested delivery/completion date, he shall so state and give revised date with bid proposal.

The Contractor is obligated to supply chemicals, when ordered, as specified above and in case of emergencies. The packaging and shipping of said product shall conform to current federal, state, and local regulations.

### **Delivery Quantity**

The quantity of liquid chemicals delivered at one time, shall be a full truckload quantity (please refer to attachment).

Certified net weight tickets must accompany each shipment; said certification to be signed by the name of the certifying authority.

## **Delivery Oversight**

No chemicals shall be delivered unless witnessed by appropriate plant personnel.

Upon discovery of any materials which have been delivered which does not meet the Greenville Utilities minimum specifications, such material shall be immediately removed from the site by the vendor and replaced with material meeting the minimum standards.

## **PRODUCT INSPECTION**

Greenville Utilities reserves the right to have any chemical shipment inspected.

Greenville Utilities may sample and test any shipment to determine the concentrations of active ingredients. The bidder shall provide instructions in writing accompanying the sample for the laboratory procedures required to perform the test for the determination of active ingredients.

Greenville Utilities reserves the right to reject and return, at vendor's expense (to include re-stocking fees and risk), any unacceptable shipment.

Prior to offloading of liquid chemicals staff will provide the vendor with an appropriate sample container. It is the responsibility of the vendor to provide Greenville Utilities staff with a sample of liquid chemical from the shipment. Samples will be pulled from the top of the tanker load for chemicals with specific gravity greater than 1.0 and from the bottom of the tanker load for chemicals with a specific gravity less than 1.0. After laboratory analysis the vendor will be allowed to begin the offloading of bulk chemicals.

## **ENVIRONMENTAL REGULATION COMPLIANCE**

The Contractor shall, at Contractor's expense, comply with any present or hereafter enacted environmental laws, rules and regulations, including those of the Environmental Protection Agency (EPA), the United States Occupational Safety and Health Administration (OSHA), the North Carolina Department of Transportation (NCDOT) and any other local, state or federal authority that regulates environmental matters, including environmental clean-up responsibility laws.

### **Method of Award:**

GUC, in its sole discretion, may award this bid as individual item(s) or as a total bid for item(s) I.

**SUBMIT BIDS ON ATTACHED PROPOSAL FORM(S)**

**GREENVILLE UTILITIES COMMISSION**

**PROPOSAL FORM**

The undersigned bidder hereby declares that it has carefully examined the enclosed detailed specifications for furnishing GUC with the below listed items. The undersigned bidder further agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish any or all of the items upon the quoted price. Unit and extended price must be in same units of approximate purchase volumes

ITEM NO.	ESTIMATED ANNUAL QUANTITIES	DESCRIPTION	DELIVERY TIME DAYS	UNIT PRICE	EXTENSION
1	330 DRY TONS	Sodium Hydroxide-Caustic 50%	_____	\$ _____	\$ _____

**Complete and Check All Math:** It is the responsibility of the Bidder to extend bid prices and supply a total for each bid item for consideration.

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## Letter of Compliance to E-Verify for Greenville Utilities Commission

1. I have submitted a bid for contract or desire to enter into a contract with the Greenville Utilities Commission;
2. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
3. \_\_\_\_ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or
4. \_\_\_\_ I employ less than twenty-five (25) employees in the State of North Carolina.
5. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this bid and/or contract, are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
6. \_\_\_\_ After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or
7. \_\_\_\_ Employ less than twenty-five (25) employees in the State of North Carolina.

Specify subcontractor: \_\_\_\_\_

\_\_\_\_\_ (Company Name)

By: \_\_\_\_\_ (Typed Name)

\_\_\_\_\_ (Authorized Signatory)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Date)



### **SECTION III**

## **TERMS AND CONDITIONS FOR THE PURCHASE OF APPARATUS, SUPPLIES, MATERIALS, LABOR AND EQUIPMENT**

These Terms and Conditions, made and entered into on this the \_\_\_ day of \_\_\_\_\_, by and between GREENVILLE UTILITIES COMMISSION OF THE CITY OF GREENVILLE, PITT COUNTY, NORTH CAROLINA, with one of its principal offices and places of business at 401 S. Greene Street, Post Office Box 1847, Greenville, Pitt County, North Carolina 27835-1847, hereinafter referred to as "GUC" and \_\_\_\_\_, a \_\_\_\_\_ organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, with one of its principal offices and places of business at \_\_\_\_\_, hereinafter referred to as "PROVIDER";

### **1.0 TAXES**

No taxes shall be included in any bid prices. GUC is exempt from Federal Excise Tax. GUC is not exempt from North Carolina state sales and use tax or, if applicable, Pitt County sales and use tax. Such taxes shall be shown as a separate item on the invoice.

### **2.0 INVOICES**

It is understood and agreed that orders will be shipped at the established contract prices and quantities in effect on dates orders are placed. Invoicing at variance with this provision may subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate line item. All invoices must bear the GUC purchase order number. Mail all invoices to Greenville Utilities Commission, Finance Department, P. O. Box 1847, Greenville, NC 27835-1847.

### **3.0 PAYMENT TERMS**

Payments for equipment, materials, or supplies will be made after the receipt and acceptance of the equipment, materials, supplies or services and after submission of a proper invoice. GUC's normal payment policy is thirty (30) days. GUC will not be responsible for any goods delivered without a purchase order having been issued. Payment will be made in U. S. currency only.

### **4.0 QUANTITIES**

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

### **5.0 AFFIRMATIVE ACTION**

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

## **6.0 CONDITION AND PACKAGING**

Unless otherwise indicated in the bid, it is understood and agreed that any item offered or shipped shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

## **7.0 SAMPLES**

Samples of items, if required, must be furnished free of expense to GUC, and if not destroyed, will, upon request, be returned at the Provider's expense. Request for the return of samples must be made at the bid opening, otherwise, the samples will become GUC's property. Each individual sample must be labeled with Provider's name.

## **8.0 SPECIFICATIONS**

Any deviation from specifications must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with specifications, and the Provider will be held responsible. Deviations must be explained in detail. **The Provider shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

## **9.0 INFORMATION AND DESCRIPTIVE LITERATURE**

Providers are to furnish all information requested. Further, as may be specified elsewhere, each Provider must submit with its proposal: cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid does not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

## **10.0 AWARD OF CONTRACT**

As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsible, responsive bid most advantageous to GUC as determined upon consideration of such factors as prices offered, the quality of the article(s) offered, the general reputation and performance capabilities of the Provider, substantial conformity with the specifications and other conditions set forth in the bid, the suitability of the article(s) for the intended use, the related services needed, the date(s) of delivery and performance, and such other factors deemed by GUC to be pertinent or peculiar to the purchase in question.

Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions, and specifications as shown on this set of Terms and Conditions and in this order or attached to and made a part of this order.

The conditions of this order cannot be modified except by written amendment in the form of "Amended Purchase Order," which has been approved by GUC's Procurement Manager.

In the event of a Provider's failure to deliver or perform as specified, GUC reserves the right to cancel the order or any part thereof, without prejudice to GUC's other rights. The Provider agrees that GUC may return part of or all of any shipment at Provider's expense. GUC may charge the Provider with all reasonable expenses resulting from such failure to deliver or perform.

## **11.0 MEDIATION/BINDING ARBITRATION**

In the event of any dispute between the Parties, the Parties agree to submit any dispute to non-binding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation.

In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed-upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

## **12.0 GOVERNMENT RESTRICTIONS**

In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the successful Provider to notify the GUC Procurement Manager, at once, indicating in its letter the specific regulation which required such alterations. GUC reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or, in the sole discretion of GUC, to cancel the contract.

## **13.0 INSURANCE**

**13.1 Coverage** – During the term of the contract, the Provider at its sole cost and expense shall provide commercial insurance of such type and with the following coverage and limits:

**13.1.1 Workers' Compensation** – The Provider shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000 each accident, covering all Provider's employees who are engaged in any work under the contract. If any work is sublet, the Provider shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

**13.1.2 General Liability** – Commercial Liability Coverage written on an “occurrence” basis in the minimum amount of \$1,000,000 per occurrence.

**13.1.3 Automobile** – Automobile Liability Insurance, to include coverage for all owned, hired, and non-owned vehicles used in connection with the contract with a minimum combined single limit of \$1,000,000 per accident.

**13.2 Requirements** - Providing and maintaining adequate insurance coverage is a material obligation of the Provider. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in North Carolina by the Commissioner of Insurance. The Provider shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any of such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Provider shall not be interpreted as limiting the Provider’s liability and obligations under the contract. It is agreed that the coverage as stated shall not be canceled or changed until thirty (30) days after written notice of such termination or alteration has been sent by registered mail to GUC’s Procurement Manager.

#### **14.0 PATENTS AND COPYRIGHTS**

The Provider shall hold and save GUC, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, including reasonable attorney fees, on account of any copyrighted articles or any patented or unpatented invention, device or appliance manufactured or used in the performance of this contract.

#### **15.0 PATENT AND COPYRIGHT INDEMNITY**

The Provider will defend or settle, at its own expense, any action brought against GUC to the extent that it is based on a claim that the product(s) provided pursuant to this agreement infringe any U.S. copyright or patent; and will pay those costs, damages, and attorney fees finally awarded against GUC in any such action attributable to any such claim, but such defense, settlements, and payments are conditioned on the following: (1) that Provider shall be notified promptly in writing by GUC of any such claim; (2) that Provider shall have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise; (3) that GUC shall cooperate with Provider in a reasonable way to facilitate the settlement of defense of such claim; (4) that such claim does not arise from GUC modifications not authorized by the Provider or from the use of combination of products provided by the Provider with products provided by GUC or by others; and (5) should such product(s) become, or in the Provider’s opinion likely to become, the subject of such claim of infringement, then GUC shall permit Provider, at Provider’s option and expense, either to procure for GUC the right to continue using the product(s), or replace or modify the same so that it becomes non-infringing and performs in a substantially similar manner to the original product.

#### **16.0 EXCEPTIONS**

All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a Provider’s response will be waived and have no

effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Provider may be grounds for rejection of the Provider's proposal. The Provider specifically agrees to the terms and conditions set forth in this set of Terms and Conditions by affixing its name on the signatory page contained herein.

#### **17.0 CONFIDENTIAL INFORMATION**

Except as provided by statute and rule of law, GUC will keep trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Provider. Cost information shall not be deemed confidential. The determination of whether a matter is confidential will be determined by North Carolina law.

#### **18.0 ASSIGNMENT**

No assignment of the Provider's obligations or the Provider's right to receive payment hereunder shall be permitted without the express written consent of GUC, provided however, upon written request approved by the GUC Procurement Manager, solely as a convenience to the Provider, GUC may:

- Forward the Provider's payment check directly to any person or entity designated by the Provider, and
- Include any person or entity designated by Provider as a joint payee on the Provider's payment check.
- In no event shall such approval and action obligate GUC to anyone other than the Provider, and the Provider shall remain responsible for fulfillment of all contract obligations.

#### **19.0 ACCESS TO PERSON AND RECORDS**

GUC shall have reasonable access to persons and records of Provider as a result of all contracts entered into by GUC.

#### **20.0 INSPECTION AT BIDDER'S SITE**

GUC reserves the right to inspect, at a reasonable time, the item, plant, or other facilities of a prospective Provider prior to contract award and during the contract term as necessary for GUC's determination that such item, plant, or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract. Provider may limit GUC's access to restricted areas.

#### **21.0 AVAILABILITY OF FUNDS**

Any and all payments of compensation of this specific transaction and any continuation or any renewal or extension are dependent upon and subject to the allocation of GUC funds for the purpose set forth in this Agreement.

## **22.0 GOVERNING LAWS**

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

## **23.0 ADMINISTRATIVE CODE**

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code and General Statutes and Laws of the State of North Carolina.

## **24.0 EXECUTION**

In the discretion of GUC, failure of a duly authorized official of Provider to sign the Signatory Page may render the bid invalid.

## **25.0 CLARIFICATIONS/INTERPRETATIONS**

Any and all questions regarding these Terms and Conditions must be addressed to the GUC Procurement Manager. Do not contact the user directly. **These Terms and Conditions are a complete statement of the parties' agreement and may only be modified in writing signed by Provider and the GUC Procurement Manager.**

## **26.0 SITUS**

The place of all contracts, transactions, agreements, their situs and forum, shall be North Carolina, where all matters, whether in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

## **27.0 TERMINATION OF AGREEMENT**

GUC or Provider may terminate this Agreement for just cause at any time. Provider will be paid for all time and expenses incurred as of the termination date. Termination for just cause by either party shall be by certified letter and shall be effective thirty (30) days after signed and acknowledged receipt of said letter. Just cause shall be based on reasonable grounds, and there must be a fair and honest cause or reason for such action. The causes for termination, include, but are not limited to: (1) Provider's persistent failure to perform in accordance with the Terms and Conditions, (2) Provider's disregard of laws and regulations related to this transaction, and/or (3) Provider's substantial violation of the provisions of the Terms and Conditions.

## **28.0 DELIVERY**

**Shipments will be made to GUC only upon releases from a purchase order issued by GUC in accordance with its current needs.**

Time is of the essence with respect to all deliveries under this Agreement.

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) to Greenville Utilities Water Treatment Plant-1721 Waterway Road, Greenville, NC 27834.

Liquid chemicals shall be delivered by bulk tanker trucks designed and licensed to transport the chemical. All tanker trucks used shall comply with all safety regulations specified by the North

Carolina Department of Transportation. The tanker trucks shall be in suitable condition for hauling the chemical and shall not contain any substances that might affect the usefulness of the chemical for drinking water treatment. Tanker trucks must be equipped with appropriate systems to off-load the chemical at each location.

Delivery hours are Monday-Friday 8am-3:30pm except for Holidays, when no deliveries will be accepted.

The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

### **29.0 INDEMNITY PROVISION**

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, shall be provided by Provider.

### **30.0 FORCE MAJEURE**

Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. In any such event of force majeure, the parties shall advise each other of such event, and the parties shall negotiate an equitable adjustment to their respective obligations under this Agreement.

### **31.0 WARRANTY(IES)**

The Provider hereby includes all warranties, whether expressed or implied, including, but not limited to, the Implied Warranty of Merchantability and the Implied Warranty of Fitness for a Particular Purpose.

### **32.0 INTEGRATED CONTRACT**

These Terms and Conditions, Instructions to Bidders, Specifications, and the selected Provider's bid represents the entire contract between the Parties. No verbal or other written agreement(s) shall be held to vary the provisions of this Agreement.

### **33.0 CONTRACT PROVISIONS**

Each of the provisions of these Terms and Conditions shall apply to the full extent permitted by law, and the invalidity in whole or in part of any provision shall not affect the remainder of such provision or any other provisions.

### **34.0 E-VERIFY**

E-Verify - I understand that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25 et seq. I am aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. To the best of my knowledge, any subcontractors employed by me as a part of this contract are in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.

### **35.0 IRAN DIVESTMENT ACT CERTIFICATION**

By acceptance of this purchase order, Vendor/Contractor certifies that, as of the date of the purchase order or contract, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 143-6A-4. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 143C-6A-5(b), Vendor/Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

### **36.0 UNIFORM GUIDANCE**

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

### **37.0 SAFETY STATEMENTS**

#### **Safety Culture Commitment Statement:**

**At Greenville Utilities, we are committed to a culture of safety that prioritizes the well-being of our employees, contractors, and the communities we serve.**

We believe that everyone deserves to work in a safe environment, and we are dedicated to fostering a culture where **safety is a core value, not just a priority.**

#### **Here's what that means to us:**

- **Employee and Contractor Safety:** We are committed to providing a safe work environment for all employees and contractors. We will invest in safety training, resources, and equipment to prevent accidents and injuries.
- **Open Communication:** We encourage open and honest communication about safety concerns. We believe everyone has a right and responsibility to speak up about unsafe work practices and potential hazards.
- **Continuous Improvement:** We are committed to continuous improvement in safety performance. We will learn from incidents and near misses, and we will actively seek ways to improve our safety processes and procedures.
- **Accountability:** We hold ourselves and our contractors accountable for safe work practices. This includes providing clear safety expectations, enforcing safety rules, and recognizing safe behavior.



- **Collaboration:** We believe in working collaboratively with employees, contractors, and regulatory agencies to achieve the highest level of safety.

**Our commitment to safety extends beyond our employees. We work closely with our contractors to ensure they share our safety values.** We expect them to implement robust safety programs, train their workers thoroughly, and adhere to all safety regulations.

We are confident that by working together, we can create a culture of safety where everyone goes home safe and healthy every day.

**This commitment statement is a public declaration of our unwavering dedication to safety.** We will continue to strive for zero incidents while promoting a positive safety culture that prioritizes the well-being of everyone involved in our utility operations.

#### **Safety Management System Commitment Statement:**

At Greenville Utilities, we are unwavering in our commitment to delivering safe and reliable utility service through a robust Safety Management System (SMS). This system forms the foundation of our safety culture, ensuring the well-being of our employees, contractors, and the communities we serve.

#### **Our SMS commitment emphasizes:**

- **Zero Incidents:** We believe all incidents are preventable. We strive for zero incidents by proactively managing risks and continuously improving our safety practices.
- **Empowered Workforce:** We foster a culture where safety is everyone's responsibility. This includes providing comprehensive safety training for both employees and contractors, empowering them to identify and report hazards.
- **Data-Driven Decisions:** We utilize data from inspections, incident investigations, and performance metrics to make informed decisions for risk mitigation and continuous improvement of our SMS.
- **Leadership Engagement:** Our leadership team actively demonstrates a commitment to safety by participating in safety reviews, audits, and promoting safety as a core value.
- **Contractor Collaboration:** We extend our safety commitment to our contractors. We require contractors working on our system to adhere to SMS principles, participate in safety briefings, and maintain strong safety programs within their own organizations.
- **Transparent Communication:** We believe in open communication about safety. We encourage employees and contractors to report concerns without fear of reprisal. We also maintain transparent communication with stakeholders about SMS performance.

**This SMS commitment is a continuous journey, not a destination.** We are dedicated to regularly reviewing and updating our system to reflect best practices and emerging technologies. Through continuous improvement and a commitment to a positive safety culture, we aim to remain an industry leader in safe and reliable utility service.

### **38.0 NOTICES**

Notices to the Parties should be sent to the names and addresses specified below:

Cleve Haddock, Lifetime CLGPO  
 Procurement Manager  
 Greenville Utilities Commission  
 P.O. Box 1847  
 Greenville, NC 27835-1847

Vendor Specified on Page 1 of Section III when awarded.

GREENVILLE UTILITIES COMMISSION

By: \_\_\_\_\_  
Anthony C. Cannon

Title: General Manager/CEO  
(Authorized Signatory)

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Name (Print): Amy Wade

Title: Executive Secretary

Date: \_\_\_\_\_

(OFFICIAL SEAL)

COMPANY NAME:

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_  
(Authorized Signatory)

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: Corporate Secretary

Date: \_\_\_\_\_

(CORP. SEAL)

APPROVED AS TO FORM AND LEGAL CONTENT:

By: \_\_\_\_\_  
Phillip R. Dixon

Title: General Counsel

Date: \_\_\_\_\_