

## **BID FORM INSTRUCTIONS**

Sealed bids will be received at the office of the City Auditor, City Hall, 200 3rd Street North, Fargo, North Dakota 58102, until 11:30 o'clock a.m., Wednesday, April 4th, 2018 and then opened and read for the furnishing of chemicals for the City of Fargo Water Treatment Plant to be delivered as ordered between the hours of 7:30 am to 4:00 pm Monday through Friday from April 10, 2018 through December 31, 2018.

Please use only one bid form for all of the items you plan to bid, whether you are bidding one item or all items. Also, please be sure to label the outside of your envelope "**Fargo Water Treatment Plant Chemical Bid.**"

**If addendums are issued, the bidder must acknowledge receipt of the addendum on the outside of the bid envelope, or the bid will be rejected and returned to the bidder unopened.**

On the bid form there are five columns. The first two columns describe the products being bid. In the last three columns (#4, #5, and #6), the bidder is **required** to enter information for all the items being bid. Below is a description of the information contained in, or required for each column.

1. Column #1 – This column contains the item number of the product being bid.
2. Column #2 – This column lists the name of the product being bid.
3. **Column #3** – *In this column you are required to acknowledge that you have read the bid specifications for the product you are bidding. The bid specifications page for each product contains the specific product requirements. Do this for each chemical you are bidding. Failure to acknowledge the bid specification will result in the bid being rejected.*
4. **Column #4** – *In this column you are required to verify whether or not your company will accept a credit card as payment. If your company does not accept credit card payment, write "NA" (not acceptable) in the cells for the chemicals you are bidding and will not accept credit card payment. If your company does accept credit cards as payment, list the amount that will be charged for the product using a credit card as payment. If there are service fees for using a credit card, be sure to include them in your price. Do this for each chemical you are bidding.*
5. **Column #5** – *In this column you are required to list your bid price for payment by purchase order. Do this for each chemical you are bidding.*
6. *On the bottom of the form, you must enter the company name as well as the signature of the authorized representative submitting the bid on the lines labeled:*  
"Bid Submitted by (company): \_\_\_\_\_"  
"Signature of Authorized Representative \_\_\_\_\_"

In the example below, there are five products being bid. The bidder has acknowledged the bid specifications for the products the bidder is bidding. Credit cards are acceptable as payment for four of the five products (the bidder doesn't accept credit cards for ferric chloride). Credit card payment and purchase order payment are the same for sulfuric acid, 93%, citric acid, 50%, and sodium bisulfite, 38%, but the bidder has included service fees for credit card payment of polyaluminumchloride. Lastly, the bidder has signed and listed his company name on the bottom of the page.

**BID FORM**

Bid to supply chemicals for the City of Fargo, ND, Membrane Water Treatment Plant  
 from April 10, 2018 through December 31, 2018  
**Bid opening - 11:30am Wednesday April 4th, 2017**  
**Centennial Hall Lobby in the lower level of City Hall**

For each item bid, be sure to enter information in yellow cells				
Item #	Item	Acknowledgement of bid specifications (x)	Guaranteed Bid Price Per Unit	
			Credit card payment (NA) if not acceptable	Purchase order payment
1	Sulfuric Acid, 93%	X	\$/pound= 0.35	\$/pound= 0.35
2	Sulfuric Acid, 40%		\$/pound=	\$/pound=
3	Polyaluminum Chloride	X	\$/pound= 0.075	\$/pound= 0.072
4	Ferric Chloride	X	\$/pound= NA	\$/pound= 0.040
5	Citric Acid, 50%	X	\$/pound= 0.55	\$/pound= 0.55
6	Hydrogen Peroxide, 34%		\$/pound=	\$/pound=
7	Sodium Bisulfite, 38%	X	\$/pound= 0.092	\$/pound= 0.092
8	Sodium Hydroxide, 50%		\$/pound=	\$/pound=
9	Sodium Hypochlorite, 12.5%		\$/pound=	\$/pound=
10	Aluminum Sulfate (Tote)		\$/pound=	\$/pound=
11	Aluminum Sulfate (Bulk)		\$/pound=	\$/pound=

Bid Submitted by (company): Joe's Chemical Warehouse

Signature of Authorized Representative: 