

INVITATION TO BID

The Sanitary District of Decatur, Illinois will receive bids as follows:

Product: **28 Percent Liquid Nitrogen Fertilizer (28 Percent Urea Ammonium Nitrate or 28 Percent UAN)**

Purchase Period: 1 year: May 1, 2018 through April 30, 2019
3 year: May 1, 2018 through April 30, 2021
Bid submissions for 1 year is required; up to 3 year is optional.
Bid price shall remain in effect for entire purchase period.

Bid Time and Date: 10:00 a.m., C. D. T., April 12, 2018
Bids will be opened immediately thereafter.
Late bids will be returned unopened.

The Sanitary District of Decatur reserves the right to reject any and all bids or to accept any bid considered advantageous to the District.

Bid Submission: Sealed envelope to:

Director of Operations and Compliance
Sanitary District of Decatur
501 Dipper Lane
Decatur, IL 62522

Marked on the outside of the envelope:

Bid for 28 Percent UAN
Due: 10:00 a.m.
April 12, 2018

**SPECIFICATIONS FOR ANNUAL CONTRACT
TO SUPPLY
28 PERCENT LIQUID NITROGEN FERTILIZER**

The Contractor shall supply and deliver 28 Percent Liquid Nitrogen Fertilizer to the Sanitary District of Decatur as specified herein.

I. Bidder's Responsibilities

The bidder shall satisfy all conditions and qualifications set forth in the invitation to bid, instructions, and specifications. Failure to do so may render the bidder's proposal invalid and unacceptable.

The bidder shall explain and describe any and all exceptions to these bid specifications. The explanation and description shall be submitted in duplicate with the Bidder's bid. Please note that the taking of any exception may result in the bid being deemed non-responsive if it is determined by the District to be a material variance from the specifications and bidding documents.

The bidder shall fill out and sign the attached bid summary sheet.

No minimum or maximum quantity to be purchased under this agreement is stated or implied herein. The District estimates annual usage to be approximately 36,000 gallons of solution. The actual quantity will depend on treatment plant flow (which is influenced by rainfall) and operating conditions.

Questions pertaining to these specifications may be directed to David Collard at 217/422-6931, ext. 214.

II. Technical Specifications

A. General Process Description

Liquid Nitrogen Fertilizer is used to aid in disinfection of treated municipal wastewater from May 1 through October 31 annually.

B. Product Specifications

The 28 Percent Liquid Nitrogen Fertilizer shall contain:

| | |
|----------------|-------------------------------------|
| Total Nitrogen | minimum 28 % by weight |
| pH | minimum 6.5, maximum 7.5 std. units |

The bidder shall supply a specification or typical analysis sheet, and a Safety Data Sheet with the bid.

C. Shipping and Delivery

District is able to accept bulk deliveries by semi-tanker.

The Contractor shall deliver Liquid Nitrogen Fertilizer as herein specified regardless of work stoppage, strike, or other labor dispute. Deliveries shall be made within 2 business days of notification by the District and conducted between the hours of 8 a.m. and 2 p.m.

The Contractor's vehicles shall have all pumps, air compressor, hoses, fittings, and other equipment necessary for prompt and orderly transfer of Liquid Nitrogen Fertilizer to District storage facilities.

Defective vehicles which permit Liquid Nitrogen Fertilizer to escape or prevent the Liquid Nitrogen Fertilizer from being properly unloaded will be rejected. Deliveries may also be rejected due to product crystallization.

The Contractor is responsible for providing delivery employees with all necessary safety equipment, training, and procedures for the safe unloading of Liquid Nitrogen Fertilizer.

The Contractor is responsible for the cleanup of any spills which are not due to faulty District actions, equipment or connections. The District shall be properly compensated for any damage to equipment, property, or appurtenances due to faulty contractor actions, equipment or connections.

The bid price shall be stated as dollars per ton of 28 Percent Liquid Nitrogen Fertilizer solution delivered to the Sanitary District of Decatur, Illinois.

Deliveries that are rejected for any reason listed above shall not be reimbursed in any manner or portion by the District.

D. Method of Payment

A weight ticket shall accompany each delivery.

Each invoice shall be for an amount equal to the number of tons of 28 Percent Liquid Nitrogen Fertilizer solution multiplied by the base bid price.

The District reserves the right to analyze any or all deliveries for 28 Percent Liquid Nitrogen Fertilizer to determine actual concentrations. Discrepancies between the District's analysis and invoiced quantities shall be promptly brought to the attention of the Contractor.

E. Cancellation of Agreement

The District reserves the right to cancel any purchase agreements due to three deliveries of material not meeting specifications.

F. Fuel Surcharge Adjustment

The U.S. Energy Information Administration reported a diesel fuel price of \$2.92 on March 5, 2018 (http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm, Diesel (on highway), Midwest Area, Weekly Price) If, during the contract period, the price reported by the same source increases by more than 50 percent over the March 5, 2018 price for four weeks in which a sodium bisulfite delivery is made, the Contractor may request a contract amendment to include a fuel surcharge for product delivery to the District. The Contractor must provide delivery cost information to the District substantiating a proposed surcharge. Amendment of the contract to include a surcharge (and conditions for discontinuing the fuel surcharge) is solely at the District's discretion and if an amendment is not agreed upon, the Contractor will be required to provide the product at the bid price.

28 Percent Liquid Nitrogen Fertilizer

Manufacturer* _____

Bidder's storage location for 28 Percent Liquid Nitrogen Fertilizer _____, IL

Year 1 Bid price*: \$ _____ per ton of 28 Percent Liquid Nitrogen Fertilizer
(Section II.D. of specifications)

Year 2 Bid price: \$ _____ per ton of 28 Percent Liquid Nitrogen Fertilizer
(Section II.D. of specifications)

Year 3 Bid price: \$ _____ per ton of 28 Percent Liquid Nitrogen Fertilizer
(Section II.D. of specifications)

This Bid Summary sheet shall be returned with all other Bid Documents.

Complete specifications and a Safety Data Sheet shall be included with the Bid Documents.

Any exceptions to the specifications shall be submitted with the Bid Documents.

The Bidder declares that he has examined the specifications for "28 Percent Liquid Nitrogen Fertilizer" and all other bid documents and has full knowledge of the work to be performed and the materials to be supplied and the conditions under which the work shall be performed and the material supplied.

Further, the Bidder agrees to comply with all provisions of these Specifications, the Invitation to Bid, Bid Summary, and all other Bid Documents.

COMPANY NAME*: _____

REPRESENTATIVE'S NAME*: _____

REPRESENTATIVE'S SIGNATURE*: _____

REPRESENTATIVE'S EMAIL ADDRESS*: _____

DATE*: _____ TELEPHONE*: _____

MAILING ADDRESS*: _____

*These fields are required.