



PRE-BID MEETING AGENDA
Project Title: RFP27-23 DEWATERING POLYMER

I. INTRODUCTIONS [Jesus Hernandez, Purchasing Agent]

Jesus Hernandez, Purchasing Agent
Mirtha Solis, Senior Purchasing Agent
Rose Guevara, Utility Purchasing & Contracts Manager
David Ornelas, Project Manager

A. Meeting Sign In

- This pre-bid meeting will be recorded
- Please mute your microphones.
- We will open up for questions at the end of the pre-bid meeting
- Please sign-in by including your name, company, phone number and email in the chatroom message.

B. Bid Schedule Dates are as follow [Jesus Hernandez, Purchasing Agent]:

Activity	Date	Time
Questions Deadline	02/15/2023	5:00pm
Answers Post	02/22/2023	5:00pm
Bid Deadline	04/26/2023	10:30am
Bid Opening	04/26/2023	11:00am

C. Cone of Silence

The Cone of Silence is in effect.

Answers furnished during the pre-bid meeting are not official. Questions must be submitted in writing via email and answered with an addendum to be posted on our website.

Email questions to:

TO: Jesus Hernandez, Purchasing Agent
Email Addresses: purchasing.info@epwater.org
Subject for Email: Bid No. RFP27-23 Dewatering Polymer

II. INSTRUCTIONS TO BIDDERS [Jesus Hernandez, Purchasing Agent]:

A. Bid Documents:

- Checklist – First page of the solicitation
- Bidders are required to submit one (1) original proposals signed in blue ink
- Attachment B – Phase II

PRE-BID MEETING AGENDA

B. USB Drive – Save the following to USB drive:

- Bid Proposal - Signed PDF Electronic Version
- Attachment B – Phase II in Excel
- USB Drive must have the bid number and company name written on the USB Drive.

C. Delivery of Hard copies of Bid Proposal

Deliver Hard copies in person in a sealed envelope to the EPWater Purchasing Clerk at the Purchasing and Contracts Department (First floor).

Check-in with the Security Guard. He will let you in to the Purchasing and Contracts Department for Acceptance. The Bid will need to be Date and Time stamped by the Purchasing Clerk or Purchasing staff.

Include the following on the sealed envelope:

“BID ENCLOSED”

Bid No. RFP27-23 DEWATERING POLYMER
El Paso Water Utility
Attn: Jesus Hernandez, Purchasing Agent
Purchasing & Contracts Administration
1154 Hawkins Blvd.
El Paso, TX 79925

III. **PROJECT DESCRIPTION AND SCOPE OF WORK** [David Ornelas, Project Manager]

A current Safety Data Sheet (SDS) for Dewatering Polymer shall be provided with the proposal. Failure to provide the Safety Data Sheet (SDS) with the proposal submittal may result in the disqualification of the proposal submittal.

A. **PHASES OF TESTING:**

There will be two phases of testing as described below. Phase I bench testing IS MANDATORY for Contractors wishing to submit a proposal for Dewatering Polymers. Phase I bench testing for emulsion polymers is optional for Contractors. Contractors who do not participate in Phase I testing for Dewatering Polymers will be disqualified from this bid.

B. **PHASE I TESTING:**

The purpose of Phase I Testing is to allow each Contractor to bench test and select from their product lines one (1) Dewatering Polymers per plant to be submitted for Phase II testing and have the option to also submit up to one (1) emulsion polymer for Phase II testing. Contractors are allowed to recommend Polymer Dosage and Concentration by filling out **Attachment B**.

Contractors may bench test their products (dry and/or emulsion polymers) in the plant laboratory or other plant area designated by the Plant Superintendent or Assistant Superintendents. Contractors may use bench top procedures of the Contractor's choosing, during a four (4) week period not to exceed seven (7) hours per day, Monday through Friday, 8:00 AM to 3:00 PM at any of the four wastewater plants. Basic laboratory equipment, such as beakers, graduated cylinders, scales, etc. must be provided by the Contractor. Contractors will not be allowed to test their products on EPWU dewatering or thickening equipment.

PRE-BID MEETING AGENDA

Phase I testing will be available to Contractors by appointment only during the period from **March 6, 2023, thru March 31, 2023**. Contractors must schedule an appointment for Phase I testing at the plants listed below by contacting the Purchasing Agent listed on page 1 of this proposal. Frequently Asked Questions (FAQ) sheet is being provided as **Attachment A** with this proposal. All requests for additional information or questions shall be submitted to the Purchasing Agent in writing.

C. PHASE II TESTING:

The purpose of Phase II Testing is for EPWater to test one (1) Dewatering Polymers and at the Contractor's option (1) emulsion polymer for each plant. Contractors, at their own expense, will provide sufficient quantity of polymer required for Phase II testing by EPWater or otherwise be disqualified from bidding. If Contractors select to also provide emulsion polymers, Contractors will provide sufficient emulsion polymer and metering and make-down equipment to test for Phase II testing. Failure to provide emulsion or metering and make-down equipment for emulsion polymer testing will not disqualify Contractors from the Dewatering Polymer bid but Contractors will be disqualified from the emulsion polymers bidding portion of this RFP.

Phase II testing will be conducted by EPWater and may include assistance from a third party contracted by EPWater at no expense to the Contractors. The procedures and results for Phase II testing shall be solely at the discretion of EPWater as well as the calculations used for the Basis of Award for each polymer.

Dewatering equipment specifications are included with **Attachment A**. EPWater will test each polymer and have the discretion to determine the optimal operating set points for ranking each polymer for the basis of award of this RFP.

D. MATERIAL REQUIREMENTS:

1. The viscosity and other physical/chemical characteristics of the polymers shall be compatible with the existing polymer storage and feed equipment, metering devices, pumps, gravity belt thickeners, belt presses, centrifuges and any other equipment associated with the existing sludge thickening and/or dewatering operations at El Paso Water Utilities (EPWU).
2. The polymers shall not contain substances that are inhibitory or toxic to bacteria characteristic of the anaerobic digestion process or the composting process.
3. The polymers shall be suitable for storage in plastic vessels and shall not be corrosive to the polymer storage, pumping or hauling equipment, and the thickening/dewatering equipment.
4. Contractors shall be responsible for visiting and inspecting the EPWU to determine that their polymer products are compatible with existing thickening and dewatering equipment and will not inhibit performance, operation, and/or damage existing equipment.
5. The Contractor shall ensure their polymers are acceptable for use in the existing thickening and dewatering installations. (Changes to existing equipment/set-up will not be allowed.) If damage occurs as the result of using a polymer that is not compatible with existing equipment, the Contractor shall be responsible for any and all repairs and/or equipment replacement costs.

PRE-BID MEETING AGENDA

6. The polymers shall be classified as a non-hazardous material for shipping and use. In addition, the polymers shall be non-toxic when in contact with the skin and eyes, accidental ingestion or inhalation and shall not require special precautions in handling other than reasonable care and cleanliness.
7. Polymer performance shall not be significantly altered due to weather or temperature conditions.
8. Polymers shall have a shelf life of not less than 12 months and shall maintain at least 90% strength. The physical and chemical characteristics of the polymers shall not change during the contract period.
9. Polymers shall have good mixing characteristics and produce minimum nuisance conditions such as scum or foam. The polymer shall be miscible with water in all dilutions and capable of being diluted to any ratio desired to meet dosage requirements.

E. BASIS FOR AWARD

Contractors will submit their polymer pricing on **Attachment B**. Each line item on **Attachment B** will be awarded separately to the responsible, responsive Contract bidder with the lowest Total Annual Cost as described in **Attachment C**. The lowest Total Annual Cost will be calculated by EPWater based on the Contractor's polymer price, hauling and disposal costs and using the annual wet tons listed in Attachment C. The annual wet tons listed on Attachment C are a projected estimate of wet tons within the next 5 years but are not a guaranteed amount. The Contractor has the option of providing a polymer concentration and dosage for Phase II Testing on **Attachment B**. However, EPWater will have the right to use the dosage rate, concentration, and dewatering equipment set points it deems necessary to calculate the lowest Total Annual Cost obtainable during Phase II testing.

- F. ALLOWANCE** – The allowance shall be used for any unanticipated or unforeseen services required that is not listed in the contract line items or specifications at the owner's direction only.

G. TECHNICAL SUPPORT SERVICES:

1. In the event that the quality of either polymer appears to change, or consumption of either polymer exceeds the performance testing results in pounds of polymer per ton of dry solids by 20% at the thickening or dewatering applications, the Contractor shall provide technical assistance within 48-hours of request by EPWU Plant Superintendent(s) or designee. The Contractor shall have 10 business days to determine and correct any problem due to polymer quality at no additional cost to EPWU.
2. Contractor upon request by EPWater shall send a representative to jar test polymer products on-site up to twice per year per plant to recommend any adjustments to dewatering to achieve optimal dewatered sludge.
3. The Contractor shall have a qualified technical service representative residing in the United States throughout the contract period and shall include with the proposal submittal the representative's contact information. To include but not limited to, the technical representative's name, office telephone number, cell number, fax number and email address.

PRE-BID MEETING AGENDA

IV. **FREQUENTLY ASKED QUESTIONS (FAQS)**

The solicitation documents contains a section of frequently asked questions.

V. **QUESTIONS FROM ATTENDEES**

Reminder: Answers furnished during the pre-bid meeting are not official. Questions must be submitted in writing via email, answered with an addendum, and posted on our website.

VI. **THIS MEETING HAS CONCLUDED** [[Jesus Hernandez, Purchasing Agent](#)]:

I will now stop the recording; thank you for attending our pre-bid meeting for Bid No. 27-23 DEWATERING POLYMER