



ROCK RIVER WATER RECLAMATION DISTRICT

ROCKFORD, ILLINOIS

INVITATION TO BID

**ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY**

Bid #17-207

BOARD OF TRUSTEES

Donald Massier.....	President
Lloyd Hawks.....	Vice-President
Rick Pollack.....	Clerk/Treasurer
Elmer Jones.....	Trustee
John Sweeney.....	Trustee

OFFICIALS

Timothy S. Hanson .....	District Director
Larry McFall .....	Plant Operations Manager
Chris Black.....	Business Manager

February 2017

FOR REVIEW PURPOSES ONLY

## ROCK RIVER WATER RECLAMATION DISTRICT

## NOTICE

## INVITATION TO BID

**ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY**

The Rock River Water Reclamation District will receive sealed, signed bids for District's **Annual Ferric Chloride Solution Supply** at the District's offices, 3501 Kishwaukee Street, until 2:00 P.M. on Friday, March 3, 2017.

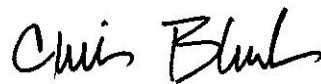
The scope of this bid involves furnishing and delivering the District's **Annual Ferric Chloride Solution Supply**.

No bid shall be withdrawn after the opening of bids without consent of the Rock River Water Reclamation District for a period of 60 days after the scheduled time of receiving bids.

The District reserves the right to reject all or part of any and all bids, for any reason. The District may accept all or part of any bid or waive any formalities if it decides such action is in the best interest of the District.

Copies of the Invitation to Bid for review purposes only are available through the Rock River Water Reclamation District web site, [www.rrwr.dst.il.us](http://www.rrwr.dst.il.us). Bid documents for submittal are available by contacting Melinda Roach at the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109 (815) 387-7425.

The District will confirm any award decision in writing, to the successful bidder.



Chris Black  
Business Manager  
Rock River Water Reclamation District

GENERAL SPECIFICATIONS AND INSTRUCTIONS

INVITATION TO BID

**ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY**

**2.1 Bid Preparation**

Where applicable, the bidder shall submit his bid on the forms the District provides in this document. **The bidder shall complete all applicable blanks.** He may submit additional information as he believes necessary on his stationery, under signature of the authorized representative who completes this document's forms.

If this Invitation to Bid contains inconsistencies between sections, Section III - Detailed Specifications shall supersede Section II - General Specifications, which shall supersede Section I - Notice. **No warranty is made or implied as to information contained in these specifications.**

An authorized officer or individual must sign the bid. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or the corporation officer who is authorized to sign for a firm and whose title is affixed

All prices and notations shall be in ink or typewritten. The bidder may cross out mistakes and type corrections adjacent to the point of error. The person who signs the bid shall initial such corrections, in ink. **If the District finds a bidder's entry to be illegible, at its sole discretion, it may reject the bid.**

**2.2 Submission of Bids**

The District will not receive bids in electronic format or by facsimile. The bidder shall return his bid in a sealed envelope, clearly marked as "**Bid No. 17-207: Annual Ferric Chloride Solution Supply**". The District can not ensure that the sealed bid will not be prematurely opened if the bidder does not clearly identify his bid envelope.

Mailing labels should be addressed to:

Rock River Water Reclamation District  
P.O. Box 7480  
Rockford, IL 61126-7480

Bids sent via package delivery service should be addressed to:

Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

If the bidder chooses to hand-deliver his bid, he shall deposit it with the Main Entrance Receptionist, 3501 Kishwaukee Street, Rockford, IL 61109, between the hours of 8:00 A.M. and 4:30 P.M.

### **2.3 Illinois Department of Human Rights Registration Number**

All bidders inside and outside of Illinois must provide an Illinois Department of Human Rights Registration Number at the time bids are due. This number shall be written or typed on the line in the Fair Employment Affidavit of Compliance (included in the documents you receive). **Any bid that does not include this number in the Fair Employment Affidavit of Compliance will be considered non responsive and will not be read.** The following link may be used to access the website where the number can be obtained:

[http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor\\_On\\_Line\\_Renewal.aspx](http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor_On_Line_Renewal.aspx)

### **2.4 Taxes**

The District is exempt, by law, from paying bidder Federal Excise Tax and Illinois Retailers' Occupational Tax. Therefore, the bidder shall exclude those taxes from his bid. The District's tax exemption number is E9992-3696-07. The bidder shall include all applicable taxes in his bid price.

### **2.5 Withdrawal of Bids**

At any time prior to the scheduled bid opening, the bidder may withdraw his bid. In order to do so, he shall submit a written request to the Business Manager.

### **2.6 Acceptance of Bid**

The District may reject all or part of any or all bids, for any reason. The District may accept all or part of any bid or waive any bidding formalities if it decides such action is in the District's best interest.

The District will only consider bids that conform to the intent of this document. The District will reject bids that contain one or more exceptions if the District determines that non-conforming bids deviate from the intent of these specifications. The District's decision shall be final, and the District's procurement procedures contain no appeal provision.

### **2.7 Laws and Regulations**

The bidder who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional service, material or equipment supplied is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

### **2.8 Terms**

**A. Payments to the Successful Bidder.** If the District receives an acceptable invoice for conforming service, material or equipment prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month. An original invoice(s) and any additional backup documentation must be mailed or delivered to the District for payment(s) to be issued. No payment(s) shall be processed from a faxed or electronic copy.

**B. Default.** In case of default, the District will procure the service, material or equipment described in this Invitation to Bid from other sources. The District shall hold the defaulting successful bidder responsible for any excess cost incurred. The defaulting successful bidder shall make such payment no more than 60 calendar days after the District notifies him, in writing, of such an occurrence.

**C. Brand Substitutions.** Bids will be considered for items complying substantially with specifications, provided deviations to the specifications are stated and items are described in detail. When offering alternate products, it is the responsibility of the bidder to outline alternatives and provide performance and technical data for evaluation. The Rock River Water Reclamation District will be the sole judge of whether such alternates are equivalent to the items specified. The District reserves the right to waive immaterial variations in the specifications.

**D. Delivery Hours.** Unless otherwise specified, all items must be delivered to the Rock River Water Reclamation District, 3333 Kishwaukee Street, Rockford, Illinois, 61109, Monday through Friday, between the hours of 7:00 A.M. and 2:00 P.M., excluding holidays.

**E. F.O.B. Point and Shipping Charges.** All prices shall be quoted F.O.B. destination, Rock River Water Reclamation District, Rockford, Illinois. All shipping, handling and freight charges must be included in the bid amount.

**F. Use of District Name Prohibited.** In the absence of the District's written permission, the successful bidder shall not use the District's name in any form or medium of public advertising.

## **2.9 Investigation**

It shall be the responsibility of the bidder to make any and all investigations necessary to become thoroughly informed of what is required and specified in the bid document. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist, as a result of failure or omission on the part of the bidder to make necessary examinations and investigations will be accepted on a basis for varying the requirements of the District or the compensation of the bidder.

## **2.10 Addenda**

If the District issues written addenda, such addenda shall become part of the contract documents. The District will distribute the addenda:

- A.** Not less than 3 working days prior to the bid opening date;
- B.** Via mail or facsimile transmission;
- C.** To each recipient of the specifications, at either the:
  1. Address to which the District mailed the original bid document;
  2. Corrected address the prospective bidder subsequently furnished; or
  3. Facsimile number the prospective bidder sent the District.

In the absence of the prospective bidder's written notice of his facsimile number, the District will provide addenda via mail.

A bidder that does not receive the District's addenda, and who has previously submitted a bid, shall not be relieved from any obligation in the bid he submitted.

### **2.11 Contract Form Completion**

No more than 10 business days following the bid award, the successful bidder shall submit a completed Contract Form to the District's Business Manager. The Contract Form is part of this Invitation to Bid. By their mutual agreement, the successful bidder and District may supplement this contract form or replace it with an alternative document. If the successful bidder fails to complete the agreed upon Contract Form within the specified time, he shall be in material default.

### **2.12 Contract Termination**

**A. Bidder's Unacceptable Performance.** If the successful bidder fails to perform services in conformity with this Invitation to Bid, the District shall notify him in writing. If the successful bidder fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful bidder's temporary correction, the successful bidder shall likewise be in default. The District may, at its sole discretion, terminate the **Annual Ferric Chloride Solution Supply** contract with the defaulting successful bidder, and remedy the matter under provisions set forth in Section 2.8B of this Invitation to Bid.

**B. Early Termination.** The District may, in its sole option, terminate the **Annual Ferric Chloride Solution Supply** contract prior to the expiration date. In such an event, the District shall notify the successful bidder in writing no less than 10 calendar days prior to the revised termination date. District shall likewise state the reason(s) for termination. If early termination occurs for the District's convenience and the successful bidder is in compliance with all of the terms and conditions of the contract, the District will not hold said bidder to be in material default.

**C. District's Action Following Contract Termination.** If the contract is terminated, the District may, at its sole option:

- \* request new **Annual Ferric Chloride Solution Supply** bids or
- \* designate the next-low bidder to provide the **Annual Ferric Chloride Solution Supply**, provided that said next-low bidder agrees to his original bid terms.

The District may repeat this option until it obtains an acceptable **Annual Ferric Chloride Solution Supply** contract.

### **2.13 Deliveries**

The successful bidder shall ship all merchandise as follows: F.O.B. Rock River Water Reclamation District, 3333 Kishwaukee Street, Rockford, Illinois, 61109, freight paid by seller. All deliveries shall conform to the requirements stated in this Invitation to Bid. The successful bidder shall deliver all merchandise without spillage. He shall immediately clean up any accidental spillage, using USEPA and Illinois EPA approved methods, notify the Illinois Emergency Management Agency (800-782-7860), and shall compensate the District for any and all spillage-related losses, injuries, or expenses. The

successful bidder shall make such compensation within 60 days of the District's written notice explaining the loss. Refer to Exhibit A for delivery procedures.

In the unlikely event that the District is picketed by its employees or by a third party, or if any labor-management dispute between the District and its employees or third parties becomes known to the successful bidder, then in such event and during the course of any such picketing or labor-management dispute, the successful bidder shall continue to carry out the terms and conditions of this contract as if such pickets were not present or such labor-management dispute did not exist.

**Time of delivery is part of the District's consideration of each bid.**

#### **2.14 "No Bid" Response Form**

In the event you elect not to bid, please fill out and return the attached "No Bid" form.

#### **2.15 Indemnification Clause**

Successful bidder shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the successful bidder or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful bidder or subcontractor, whether such loss, damage, injury or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful bidder shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

#### **2.16 Force Majeure**

The obligations of either the District or the successful bidder shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful bidder being rendered unable wholly or in part by force majeure to carry out its obligations under the **Annual Ferric Chloride Solution Supply** contract, other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.

#### **2.17 Insurance**

**A.** The successful respondent/contractor shall, for the duration of the contract, maintain the following:

**General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply

separately to this project or the general aggregate limit shall be twice the required occurrence limit.

**Auto Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage including coverages for owned, hired or non-owned vehicles, as applicable.

**Workers' Compensation and Employers' Liability:** Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

**Umbrella:** \$2,000,000 per occurrence/aggregate.

The policies shall contain, or be endorsed to afford Contractual Liability coverages for the following provisions in the General Liability and Automobile Liability coverages:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insureds as respects liability arising out of activities performed by or on insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.
2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful respondent's/contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.

The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**Proof of Insurance – Certificate of Insurance.** No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance to prove that it has obtained all required insurance and bonds. The District shall be the sole judge as to the acceptability of any such proof.

**Correction of Successful Bidder's Insurance Deficiencies.** If the District determines that the successful bidder's insurance or documentation does not conform to these specifications, the District shall inform said bidder of the non-conformity. If said bidder fails to provide conforming insurance or documentation within five calendar days of the



District's notice, he shall be in default.

### **Best's Ratings.**

1. Alphabetical Rating. For purposes of this Request for Bids, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or bond for the successful respondent/contractor. No insurer or surety rated lower than "A-," Excellent, in the current Best's Key Rating Guide shall be acceptable to the District.
2. Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.
  - a. If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.
  - b. If Best classifies the insurer as smaller than XII, but larger than VI, said insurer shall be submitted to the District's Business Manager and/or the District's insurance consultant for review.

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

**E. Suitability of Insurance.** The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

### **2.18 Responsive/Responsible Bidder**

**A. Evaluation of Responsiveness.** The responsiveness of bidders will be judged on the basis of the completeness of the bid submitted. To be responsive, a Bid must be submitted on the forms provided as part of the Bid Documents and comply with all the requirements of the Invitation to Bid.

**B. Evaluation of Responsibility.** To be judged as responsible, the bidder shall:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities, or a firm commitment to obtain such by subcontracts;
2. Be able to comply with the required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, including, in particular, any prior performance on contracts from the District;
4. Have an adequate financial management system and audit procedures, that provide efficient and effective accountability and control of all property, funds, and assets;
5. Conform to the civil rights, equal employment opportunity and labor law requirements of the Bid Documents.

## DETAILED SPECIFICATIONS

## INVITATION TO BID

**ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY****3.1 Purpose**

This Section contains a detailed description so that qualified bidders may submit formal **Annual Ferric Chloride Solution Supply** bids.

**3.2 Minimum Requirements**

**A. Contract Duration.** The successful bidder shall provide the District's Ferric Chloride Solution Supply for a:

- **Base Bid:** 12-month period, beginning at 12:00 A.M. on May 1, 2017, and continuing through 11:59 P.M. on April 30, 2018;
- **Alternate A:** 24-month period, beginning at 12:00 A.M. on May 1, 2017, and continuing through 11:59 P.M. on April 30, 2019;
- **Alternate B:** 36-month period, beginning at 12:00 A.M. on May 1, 2017, and continuing through 11:59 P.M. on April 30, 2020.

The bidder **must** submit a bid for the base bid. He **may** submit bids for Alternative A and/or Alternative B. The District may, at its sole discretion, reject any bid that does not include the base bid. However, if the District determines that Alternatives A or B offer optimum prices or other advantages, it may, at its sole discretion, limit consideration of bids to those that include such options. The District encourages bidders to bid on all three alternatives. Whenever referenced in this document, "contract year" means a 12-month period beginning on May 1 and extending through the subsequent April 30, within the 12-, 24-, or 36-month contract term to which the District and successful bidder might agree.

The District will select the base or one of the above alternatives and the successful bidder shall provide the District's **Annual Ferric Chloride Solution Supply** for that period of time. By their mutual written contract, the District and the successful bidder may extend the **Annual Ferric Chloride Solution Supply** contract beyond the termination date of the contract.

**B. Per-gallon Pricing.** Ferric Chloride Solution Supply prices shall be on a per gallon basis of Ferric Chloride solution, delivered F.O.B. to the District's 3333 Kishwaukee Street location.

Product will be delivered in bulk unless the District is experiencing difficulties with tanks and/or pumping equipment. The alternate pricing requested below will only be used in times when the District is unable to repair equipment in a timely manner.

The Bidder shall also provide an alternate price for providing the product in returnable plastic totes that range from 200 to 300 gallons in size. Totes must be shipped such that they can be unloaded and handled by a forklift. This alternative shall only be requested by the District in emergency situations when bulk tanks and/or equipment are out of service

for unforeseen reasons.

Successful bidder shall not charge the District deposits on returnable containers. The District agrees to return, in reusable condition, all plastic totes in which product is received. District agrees to pay to vendor the sum of \$50.00 for any tote not returned in usable condition or any tote not returned. The District typically releases a minimum of 4 totes per order or shipment.

**C. Price Increases are Prohibited.** The successful bidder's bid price shall be firm for purchases during the awarded contract period.

**D. Quantity.** If past patterns prevail, the District expects to use approximately 41,500 gallons of Ferric Chloride solution annually. **However, the District makes absolutely no warranty as to the quantity, if any, of Ferric Chloride it will purchase from the successful bidder.** In the event the District places an order, said order will typically be bulk delivery.

**E. Weigh-In Procedures and Laboratory Analysis.**

1. For purposes of analysis, each truckload shall be a unit and the successful bidder shall provide a sample at the delivery point, upon the District's request. The District may analyze such a sample by methods it determines to be appropriate. The successful bidder shall allow the District to weigh each truckload before delivery and after delivery. The District's scale is located at its 3333 Kishwaukee Street entrance. If the District's scale malfunctions, the successful bidder shall, at his own expense, drive his truck to an alternative scale, both prior to and following delivery. Such alternative weighing procedures shall be in effect until the District's scale is repaired, and the District shall make every effort to repair its scale expeditiously. Standard delivery procedures shall be followed as outlined in Exhibit A.
2. The successful bidder shall provide a written laboratory analysis with each truckload of Ferric Chloride. The successful bidder's driver shall present the analysis to the District's guard at the point of delivery. Such analysis shall be prepared under laboratory methods acceptable to the District, and shall certify that the delivered Ferric Chloride meets or exceeds any and all of the requirements contained in this Invitation to Bid. The District's delivery-point representative shall determine whether or not the delivered Ferric Chloride is acceptable. Rejected loads shall be returned to the successful bidder at the bidder's expense. No more than 48 hours following such a load rejection, the District shall inform the successful bidder in writing as to why the authorized representative rejected the load. Please refer to Exhibit A for delivery procedures.
3. In conformity with 40 CFR Part 503.13,(b),(3) of the USEPA Sewage Sludge Regulations, the District's biosolids shall not exceed the following pollutant concentrations:

## HEAVY METAL POLLUTANT CONCENTRATIONS

Pollutant	Monthly Average Concentration (milligrams per kilogram)*
Arsenic	41
Cadmium	39
Copper	1500
Lead	300
Mercury	17
Molybdenum	75
Nickel	420
Selenium	100
Zinc	2800

\* Dry weight basis

The Ferric Chloride the successful bidder provides shall be sufficiently free of the above-stated heavy metal pollutants to ensure that said Ferric Chloride does not cause the District's biosolids to exceed the "Heavy Metal Pollutant Concentrations" listed above. In order to demonstrate that his Ferric Chloride conforms to this specification, the successful bidder shall provide the District with quarterly analysis sheets for representative samples of the Ferric Chloride he is providing the District. The heavy metal pollutant concentrations shall be reported in milligrams per kilogram of Ferric Chloride solution. The successful bidder shall likewise demonstrate that he has incorporated approved standard methods in performing such analysis. He shall extract and analyze such samples so that the analysis will be delivered to the District on, or before, the following dates:

June 1, 2017; September 1, 2017; December 1, 2017; and March 1, 2018.

In the case of an extended contract, he shall also perform such extraction and analysis in ensuing months as District indicates.

The District may, at its sole discretion, extract samples of any and all incoming loads, for its own analytical purposes and may likewise retain them as long as staff believes necessary, for reference purposes.

**F. Chemical Properties.** All Ferric Chloride shall meet the following requirements:

1. Not less than 12.0 percent by weight ferric iron;
2. Not more than 0.5 percent free HCl;
3. Not more than 0.1 percent by weight insoluble matter;
4. Specific gravity not less than 1.400;
5. Delivery-point temperature shall not exceed 120° F.
6. Concentrations shall be between 38% and 45%, inclusive, depending on weather conditions. The District prefers concentrations as close to 45% as practical;
7. 99.99% by weight shall pass through a 100 micron sieve.

**G. Promptness, ICC and DOT Requirements.** The successful bidder shall make all deliveries F.O.B. Rock River Water Reclamation District, 3333 Kishwaukee Street,

Rockford, Illinois, no more than forty-eight (48) hours after said bidder receives the District's authorized request. The District's authorized representative may submit the request either by telephone or in writing, and will provide a purchase order number in either case. The successful bidder shall not honor any such requests in the absence of a purchase order number.

For any given week, the successful bidder shall make authorized deliveries between 7:00 A.M. and 2:00 P.M., Monday through Friday, except on a District holiday. The scheduled holidays for the current fiscal year (5/1/2017 through 4/30/2018) are as follows:

Memorial Day	Veterans Day	Christmas Day
Independence Day	Thanksgiving Day	New Year's Day
Labor Day	Friday after Thanksgiving	Presidents' Day
Columbus Day	Christmas Eve Day	Good Friday

All delivery procedures and transportation systems shall meet all applicable ICC and DOT requirements.

**H. SDS Sheets.** The successful bidder shall furnish the Rock River Water Reclamation District with a Safety Data Sheet for Ferric Chloride. Containers shall be properly marked in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals, as adopted by OSHA in March 2012.

**I. Compatibility with District Equipment.** All of the preceding specifications notwithstanding, all ferric chloride the successful bidder furnishes shall not adversely affect the operation of the District's ferric chloride handling equipment. If, during the course of this contract, the District in its sole option determines that the successful bidder's ferric chloride is adversely affecting the operation of the District's ferric chloride handling equipment, the District reserves the right to unilaterally terminate the **Annual Ferric Chloride Solution Supply** contract, in accordance with Section 2.12 of this Invitation to Bid, with no penalty accruing to the successful bidder after providing appropriate, substantiating documentation, and providing the successful bidder with a reasonable amount of time to remedy the situation.

### 3.6 Payments to the Successful Bidder

The successful bidder shall invoice the District monthly. Section 2.8A of this Invitation to Bid contains the District's general payment requirements.

### 3.7 Last Contract's Bid

The successful bidder for the **Annual Ferric Chloride Solution Supply** for the 2014 Invitation to Bid was as follows:

Bidder	Price
Kemira Water Solutions	\$0.85 per gallon

Interested parties may direct questions concerning this Invitation to Bid to Larry McFall, Plant Operations Manager, 815-387-7584. The District will not interpret specifications for individual bidders. If the District determines that the specifications need to be clarified or revised, it will issue an addendum to all prospective bidders.

BID FORM

INVITATION TO BID

**ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY**

TO: BOARD OF TRUSTEES  
ROCK RIVER WATER  
RECLAMATION DISTRICT  
P. O. Box 7480  
ROCKFORD, ILLINOIS 61126-7480

FROM: \_\_\_\_\_  
(Individual, Partnership or Corporation)

\_\_\_\_\_  
(Address of Individual, Partnership or

Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish District's **Annual Ferric Chloride Solution Supply** in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

1. That he (they) has (have) examined and is (are) familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

2. That he (they) has (have) carefully examined the scope of the required service, materials or equipment supplied, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the service, materials or equipment supplied or their performance.

3. That this bid is made without any understanding, contract or connection with any other person, partnership, or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from bidding as a result of a bid-rigging or bid-rotating conviction.

4. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

5. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the District's **Annual Ferric Chloride Solution Supply**, it will:

- complete all OSHA, ADA, and DOT required supervisory, employee and

- customer training,
- document compliance as required,
- ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
- prepare and make available all required information and documentation, and
- hold harmless and indemnify the District and the District's representatives as defined in Section 2.15 from all:
  - a. Suits, claims, or actions;
  - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
  - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages)

relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

6. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

- a. The illegality of sexual harassment;
- b. The definition of sexual harassment under Illinois State law;
- c. A description of sexual harassment, utilizing examples;
- d. My (our) organization's internal complaint process including penalties;
- e. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
- f. Directions on how to contact the Department and the Commission; and
- g. Protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in 6a through 6g above.

In submitting this bid, I (we) understand that the District may reject part or all of any and all bids. I (we) agree that I (we) shall not withdraw this bid for a period of 60 calendar days following the scheduled bid opening. I (we) have carefully examined the nature of the service and materials. The cost of all the service, materials, and equipment necessary to complete this contract is given in this bid.

**BID PRICES FOR DISTRICT'S ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY  
AS SPECIFIED IN THIS INVITATION TO BID**

**BASE BID – Twelve month supply: May 1, 2017 through April 30, 2018**

12-month price, expressed in figures, per gallon for Ferric Chloride Solution delivered F.O.B. Rock River Water Reclamation District, in concentrations between 38% and 45%, in full conformity with all specifications contained in this Invitation to Bid:

This section must be completed for a valid bid.

**Bulk Delivery Mandatory Entry \$ \_\_\_\_\_ per gallon**

**Tote Delivery Mandatory Entry \$ \_\_\_\_\_ per gallon**

\*\*\*\*\*

If an alternate bid is offered for either time period, both delivery prices must be completed by the bidder.

**ALTERNATE BID – Twenty-four month supply: May 1, 2017 through April 30, 2019**

24-month price, expressed in figures, per gallon for Ferric Chloride Solution delivered F.O.B. Rock River Water Reclamation District, in concentrations between 38% and 45%, in full conformity with all specifications contained in this Invitation to Bid:

**Bulk Delivery Optional Entry \$ \_\_\_\_\_ per gallon**

**Tote Delivery Optional Entry \$ \_\_\_\_\_ per gallon**

**ALTERNATE BID – Thirty-six month supply: May 1, 2017 through April 30, 2020**

36-month price, expressed in figures, per gallon for Ferric Chloride Solution delivered F.O.B. Rock River Water Reclamation District, in concentrations between 38% and 45%, in full conformity with all specifications contained in this Invitation to Bid:

**Bulk Delivery Optional Entry \$ \_\_\_\_\_ per gallon**

**Tote Delivery Optional Entry \$ \_\_\_\_\_ per gallon**

The undersigned acknowledges that he has received Addendum numbers \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and realizes that all Addenda are considered part of the Contract.

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

Bidder: \_\_\_\_\_  
(print name of firm)

By: \_\_\_\_\_  
(authorized rep's signature)

\_\_\_\_\_  
(print street address)

\_\_\_\_\_  
(print rep's name)

\_\_\_\_\_  
(print city, state, zip)

\_\_\_\_\_  
(print rep's title)

\_\_\_\_\_  
(area code and phone number)

\_\_\_\_\_  
(facsimile number)

**Note:** The Rock River Water Reclamation District, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The bidder shall exclude those taxes from his bid.



**“NO BID” RESPONSE  
TO  
INVITATION TO BID**

If your firm is unable to submit a bid at this time, would you please provide the information requested in the space provided below and return to:

Rock River Water Reclamation District  
P.O. Box 7480  
Rockford, IL 61126-7480

Responses can be delivered in person to:

Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

Responses can also be faxed to:

Rock River Water Reclamation District  
815-387-7538

We have received Invitation to Bid: **Annual Ferric Chloride Solution Supply**, opening at 2:00 P.M. on Friday, March 3, 2017.

Reason for not bidding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title, Typed or Printed

\_\_\_\_\_  
Company Name

V  
FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE  
INVITATION TO BID  
ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY

NOTE: THE BIDDER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED BID. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY BID WHICH DOES NOT CONTAIN THIS AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and says that:  
(Name of person making affidavit)

They are: \_\_\_\_\_ of \_\_\_\_\_  
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Departments Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contacts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)"

IL Dept. of Human Rights Registration No.: \_\_\_\_\_ Expiration: \_\_\_\_\_

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

VI  
FORMS OF AFFIDAVIT  
INVITATION TO BID  
ANNUAL FERRIC CHLORIDE SOLUTION SUPPLY

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

**This Section for Sole Proprietorship:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing bid and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

**This Section for Partnership:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a member of \_\_\_\_\_ (partnership name), the firm described in and which executed the foregoing bid; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

**This Section for Corporation:**

We, \_\_\_\_\_ (representative who signed the Bid Form), and \_\_\_\_\_ (other corporate officer), being duly sworn, depose and say that we reside in the cities of \_\_\_\_\_ and \_\_\_\_\_, respectively, and that we are the \_\_\_\_\_ (representative's title) and the \_\_\_\_\_ (other corporate officer's title), respectively, of \_\_\_\_\_ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

\_\_\_\_\_  
(representative's signature)

\_\_\_\_\_  
(other corporate officer's signature)

**This Section for a Limited Liability Corporation:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a \_\_\_\_\_ (representative's title) of \_\_\_\_\_ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature \_\_\_\_\_

**Notarization (required for all successful bidders):**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

County \_\_\_\_\_

(Seal)

My Commission Expires \_\_\_\_\_

VII  
CONTRACT  
ROCK RIVER WATER RECLAMATION DISTRICT  
ROCKFORD, ILLINOIS

THIS CONTRACT, made and concluded this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the Rock River Water Reclamation District, Illinois, also known as "District," and \_\_\_\_\_ his/their executors, administrators, successors or assigns, known as "Contractor":

In consideration of the payments and contracts mentioned in the Bid attached hereto, to be made and performed by the District, the Contractor agrees with the District at his/their own proper cost and expense to do all the work, furnish all equipment, materials and all labor necessary to complete the work and furnish the merchandise in accordance with the specifications hereinafter described, and the District's requirements.

**1. Scope**

Both parties understand and agree that the Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, and Forms of Affidavit of the Invitation to Bid: **Annual Ferric Chloride Solution Supply**, all Addenda thereto (if any), and any and all provisions required by law, are all essential documents of the contract, and are a part hereof, as if herein set out verbatim or as if attached, except for titles, subtitles, headings, table of contents and portions specifically excluded.

Unless the Contractor and the District terminate the Contract by their mutual written Contract in conformity with Section 2.12 of the Invitation to Bid, the Contractor shall provide the District's **Annual Ferric Chloride Solution Supply** at the bid price, over a \_\_\_-month period, from 12:00 A.M. on May 1, 2017, through 11:59 P.M. on April 30, 20\_\_\_. If the District and the Contractor agree in writing, the Contract may be extended beyond the scheduled termination date, on a month-to-month basis.

**2. Contract Price**

The District shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, subject to any additions or deductions provided for hereby, in current funds, the contract unit price of:

\_\_\_\_\_ (\$ \_\_\_\_\_) per gallon.

The Contractor's bid price for **Annual Ferric Chloride Solution Supply** delivered F.O.B. 3333 Kishwaukee Street, freight paid by seller, in conformity to all specifications, shall be the only basis for payment.

The amount of Ferric Chloride the Contractor actually supplies over each given 12-month

Contract Year may vary, and is totally dependent on District needs. In the absence of changes to which the District and Contractor agree because of revisions to the scope of the **Annual Ferric Chloride Solution Supply**, this contract allows for no price increases.

The District shall make payments to the Contractor, in accordance with and subject to the provisions of Section 4 of this Contract.

### 3. Contract Execution

The Contractor shall:

- A. Perform all services in a responsible manner, supplying only service, materials, delivery, or equipment that meets or exceeds the District's specifications;
- B. Deliver the **Annual Ferric Chloride Solution Supply** in conformity with the specifications;
- C. Sustain all loss or damage arising out of the nature of the work to be done, or from any unforeseen obstruction or difficulty which he may encounter in the prosecution of the work, or from the action of the elements;
- D. Be responsible for all accidents he, his employees, or agents may incur in the contract's execution;
- E. Hold the District and its representatives harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Contract. The Contractor shall likewise hold harmless and indemnify the District and its representatives from all:
  - \* suits, claims, or actions,
  - \* costs, either for defense or for settlements, and
  - \* damages to which the District or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another:
    - \* in the execution of the Contract, or
    - \* from actions the District or its representatives take on the Contractor's behalf,except in cases where such suits, claims, actions, or costs are found to be based on the District's negligence. For purposes of this paragraph, "its representatives" means "the Rock River Water Reclamation District's trustees, employees, agents, assigns, and their heirs;"
- F. Comply with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act, and will:
  - 1. complete all OSHA, ADA, and DOT required supervisory, employee and

- customer training,
- 2. document compliance as required,
- 3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
- 4. prepare and make available all required information and documentation, and
- 5. hold harmless and indemnify the District and the District's representatives as defined in Section 2.15 from all:
  - a. Suits, claims, or actions;
  - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
  - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages)relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

- G.** Adopt and promulgate written sexual harassment policies that include, at a minimum, the following information:
- 1. the illegality of sexual harassment;
  - 2. the definition of sexual harassment under Illinois State law;
  - 3. a description of sexual harassment, utilizing examples;
  - 4. Contractor's internal complaint process including penalties;
  - 5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
  - 6. directions on how to contact the Department and the Commission; and
  - 7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, Contractor will provide the Illinois Department of Human Rights with the information described in G1 through G7 above.

- H.** Maintain all specified insurance for the duration of the contract.
- I.** The Steel Products Procurement Act, Illinois Public Act 83-1030, requires that steel products used or supplied in performance of this Contract or subcontract shall be manufactured or produced in the United States with three exceptions, as explained in the Instructions to Bidders.
- J.** In the absence of the District's written permission, the Contractor shall not use the District's name in any form or medium of public advertising.

**4. Payments to Contractor**

**A. Deliveries, Packing Lists.** At the time the District awards the bid, the District will issue the successful bidder a purchase order number. The successful bidder shall affix the purchase order number to all packing lists, bills of lading, invoices and any other document related to the purchase order. The District may terminate the contract if the successful bidder fails to provide an acceptable packing list at the time of delivery.

**B. Invoicing Procedures, Payment to the Successful Bidder.** The successful bidder shall affix the appropriate purchase order number to all invoices. In the absence of an acceptable invoice, the District may delay payment until its eventual receipt. If the District receives an acceptable invoice for conforming materials prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month. If, despite the District's repeated reminders, the successful bidder fails to adhere to the specified invoicing procedures, said bidder shall be in default.

**5. Subcontracts**

No part of the work herein provided for shall be sublet or subcontracted without the express written consent of the District, and in no case shall consent relieve said Contractor from the obligation herein entered into, or change the terms of this Contract.

**6. Contractor's Responsibility**

This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

**7. Time**

The Contractor agrees to all delivery schedules specified in the Invitation to Bid.

FOR REVIEW PURPOSES ONLY

**8. Seals**

IN WITNESS WHEREOF, the parties have hereunto set their hands, and are duly authorized to enter into such contracts on behalf of their respective organizations.

\_\_\_\_\_  
Name of Firm - Contractor

By \_\_\_\_\_  
Authorized Signature

ATTEST:

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

Its: \_\_\_\_\_

Rock River Water Reclamation District  
Winnebago County, Illinois

By \_\_\_\_\_  
Director

ATTEST: \_\_\_\_\_  
Business Manager

STATE OF ILLINOIS )  
  )  
COUNTY OF WINNEBAGO )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a notary public within and for said County, personally appeared Timothy S. Hanson and Chris Black, to me personally known, who, being each by me duly sworn did say that they are respectively, the Director and Business Manager of the Rock River Water Reclamation District, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the District, and said Director and Business Manager acknowledge said instrument to be the free act and deed of said District.

(SEAL)

\_\_\_\_\_  
Notary Public



## EXHIBIT A

### Ferric Chloride Delivery Procedure

1. The tank truck delivering Ferric Chloride will stop at the security guard house and will be weighed in. The security guard on duty will contact the appropriate Plant Operations personnel advising on the arrival of the load of Ferric Chloride.
2. The appropriate Plant Operations personnel will meet the tank truck operator at the guardhouse.
3. Plant Operations personnel will review all paperwork regarding the shipment of Ferric Chloride while the tank truck is still located at the guardhouse. The Plant Operations personnel will verify from the shipping papers, the contents of the tank truck.
4. The Plant Operations personnel will circle the name of the chemical on the paperwork and initial the paperwork at the circle.
5. Once the contents of the tank truck has been verified as Ferric Chloride, the Plant Operations personnel will direct the tank truck to the appropriate unloading site at the Dewatering Building #9.
6. Once the tank truck is situated at the unloading site, the tank truck driver will chock the tanker wheels.
7. Plant Operations personnel will verify all unloading valves for the Ferric Chloride bulk tank are in the correct positions. The Plant Operations personnel shall then unlock the loading point connection for the driver of the tank truck to make his connection to the 2" male cam lock fitting. The driver will secure the unloading hose with cam lock straps. The unloading pressure shall not be allowed to exceed 30 psi.
8. The driver will remain in sight and within 25 feet of the unloading point connection at all times during the unloading process.
9. The Plant Operations personnel will remain with the driver until the Ferric Chloride being delivered has completely offloaded into the appropriate bulk storage tank.
10. Upon completion of unloading the Ferric Chloride into the storage tank, the Plant Operations personnel will close all fill valves and replace the lock back on the loading connection point.
11. Plant Operations personnel will escort the driver of the delivery truck to the guardhouse to be appropriately weighed out.
12. The Plant Operations personnel will deliver all paperwork, including the signed bill of lading, MSDS, and other manifests to the Operations Supervisor.