INVITATION TO BID FOR CAMPUS WATER TESTING AND TREATMENT
FOR THE FACILITIES DEPARTMENT LOCATED

AT

OKLAHOMA CITY COMMUNITY COLLEGE
7777 SOUTH MAY AVENUE
OKLAHOMA CITY, OK 73159

BID NO: 4-B-15-004
BID OPENING TIME: 2:00 P.M.
BID OPENING DATE: SEPTEMBER 18, 2014
August 14, 2014

Dear Bidder:

Oklahoma City Community College is inviting you to bid on the Campus Water Testing and Treatment for the Facilities Department”, located at 7777 S. May Avenue, Oklahoma City, Oklahoma. The following list of terms must be submitted in order for it be valid:

1. Invitation to Bid.
2. Certification for Competitive Bid and Contract Signed.
3. Suppliers Contract Affidavit, signed and notarized
4. Reference Sheet- List specific companies, colleges, etc.
5. Proof of insurance (see terms and conditions).
6. Price sheet (s).

The forms attached to this letter and listed above must be completed and returned to the Oklahoma City Community College Purchasing Office located at the Main Campus in the John Massey Building by 2:00 p.m. September 18, 2014. Incomplete bids or bids received after the opening time and date will not be accepted and will result in disqualification of your bid.

Please feel free to call me at 405-682-7555 or email me at skingsbury@occc.edu, if I can be of any assistance.

Sincerely,

[Signature]

Sheri Kingsbury
Senior Buyer

Attachments
Enclosure
GENERAL INFORMATION

1. All bids must be in the Purchasing Office at the following address before the
   final closing time shown on this invitation to bid.

   Oklahoma City Community College
   7777 S May Avenue
   Oklahoma City, Oklahoma 73159

2. The unit price must be stated on all items and all totals extended. Bidder
   guarantees unit price to be correct.

3. Quotations must be written in ink, and corrections initialed.

4. Bids must be received in a sealed envelope. Bids will not be accepted
   through email or by fax.

5. If bidding "all or none", this must be stated on the invitation to bid.

6. All bids are public records and are available for inspection during regular
   office hours.

7. Unless the specifications given below are altered, the bidder will be
   expected to deliver merchandise as bid.

8. Alternate bids will be considered. If bidding an alternate, this must be shown
   on the Invitation to Bid, and the merchandise must be described fully.

9. All items bid are to be identified with manufacturer's name and number.

10. If an approved equal is bid, literature and technical information must be
    supplied.

11. All merchandise is awarded by item or group of items, whichever is in the
    best interest of the College.

12. Oklahoma City Community College reserves the right to reject any or all bids
    or parts of bids.

13. Delivery: F.O.B. Delivery Point: Oklahoma City Community College

14. Prices must remain in effect for 90 days

15. For questions please contact:

   Sheri Kingsbury Senior Buyer

   405-682-7555

   skingsbury@occc.edu
TERMS AND CONDITIONS

CONTRACT PROVISIONS BY REFERENCE

It is mutually agreed by and between the College and the bidder: that the College’s acceptance of the bidder’s offer by the issuance of a purchase order shall create a contract between the parties thereto containing all specifications, terms and conditions in the invitation to bid and the bid form, except as amended in the purchase order. Any exceptions taken by the bidder, which are not included in the purchase order will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this bid and information submitted by a bidder, the terms and conditions of this bid and resulting purchase order will govern.

BID RECEIPT/AWARDING OF BID

Bid received after the time set for opening of bids will not be considered and will be returned unopened. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least thirty 30) days.

DELIVERY DATE: November 1, 2014

If the delivery date appearing on page 1 of this bid/quote cannot be met, bidders should specify the best possible delivery date based upon the number of days after receipt of a purchase order. If no alternate delivery information is provided, the successful bidder shall be expected to meet the delivery date indicated.

RESPONSIBILITY OF THE CONTRACTOR

The Contractor shall keep himself fully informed of and shall faithfully observe all laws, federal and state, and all ordinances and regulations affecting his responsibility to the College or affecting the rights of his employees, and he shall protect and indemnify the College, its officers, and agents against any claims of liability arising form or based on any violation thereof.

All phases of the work shall be performed within special regulations that may be imposed by the owner. Bidders shall be presumed to have ascertained the full extent of all-applicable codes and regulations prior to submitting bids.

REPAIR OF PROPERTY DAMAGE

Existing facilities damaged during this work shall be repaired and left in as good a condition as found. All repairs shall be completed without cost to the College.

PAYMENTS

Itemized invoices listing hours worked at normal time, hours worked at overtime, and material must be submitted to the College in triplicate, for approval. If approved, the invoice will be forwarded for payment. Submission of an invoice in triplicate will be required and must be accompanied with the Payment Affidavit.
LIMITS OF LIABILITY

The Oklahoma Constitution prohibits the inclusion of clauses in any Oklahoma City Community College or other State contract, which limit the liability of the vendor. Bids containing limitation of liability provisions may be rejected as non-responsive.

PRODUCTS LIMITATION OF LIABILITY

In the event that the provider specifies additional terms and conditions or clauses that conflict with this contract in an electronic license agreement notice, the additional terms and conditions or conflicting clauses will not be binding on Oklahoma City Community College or the State of Oklahoma, and the provisions of this contract or purchase order will prevail.

INSURANCE

The contractor shall procure and maintain at his expense, using a company or companies acceptable to Oklahoma City Community College, the following insurance coverage for the period of the contract. Evidence of such insurance shall be required prior to the award of a contract or purchase.

Commercial Liability in amounts not less than the values indicated below:

Bodily Injury - $1,000,000 per occurrence

Property Damage- $1,000,000 per occurrence

Workers Compensation - with limits required by the State of Oklahoma and with Employer's Liability limits of $500,000 per accident.

Comprehensive Automobile Liability- owned, hired and non-owned

Bodily Injury - $1,000,000 per person, $1,000,000 per occurrence.

Property Damage - $1,000,000 per occurrence.

The contractor shall hold harmless and defend Oklahoma City Community College, its Regents, administration, students, and any agent from any and all damages to persons and property resulting from or alleged to result from the activities or contractors acts or omissions, and also, to hold harmless from any losses or damages which should arise due to failure of any utility service or any act causing interruption of contractors operation outside the control of the College.
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FORMS FOR BID SUBMITTAL
Supplier Contract Affidavit

Solicitation # __________________________

__________________________, of lawful age, being first duly sworn on oath says:

In accordance with 74 O.S. 85.42(B), the supplier certifies that no person who has been involved in any manner in the development of this contract while employed by Oklahoma City Community College shall be employed by the supplier to fulfill any of the services provided for under said contract.

__________________________
Signature

__________________________
Date

__________________________
Printed Name

__________________________
Title

STATE OF __________________________ )
COUNTY OF __________________________ )

Subscribed and sworn to before me this ____ day of ______, 20____ by _______________________

Notary Public (or Clerk or Judge) Signature

My Commission Number _______________________

My Commission Expires _______________________

Oklahoma City Community College
Certification for Competitive
Bid and Contract
(Non-Collusion Certification)

Solicitation # __________________________

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of ____________________________,
the bidder submitting the competitive bid herewith, for the purpose of certifying
the facts pertaining to the existence of collusion among bidders and between
bidders and state officials or employees, as well as facts pertaining to the giving
or offering of things of value to government personnel in return for special
consideration in the letting of any contract pursuant to said bid;

2. I am fully aware of the facts and circumstances surrounding the making of the
bid to which this statement is attached and have been personally and directly
involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has
been a party:

   a. to any collusion among bidders in restraint of freedom of competition by
      agreement to bid at a fixed price or to refrain from bidding
   b. to any collusion with any state official or employee as to quantity, quality
      or price in the prospective contract, or as to any other terms of such
      prospective contract, nor
   c. in any discussions between bidders and any state official concerning
      exchange of money or other thing of value for special consideration in
      the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the
contractor nor anyone subject to the contractor's direction or control has paid,
given or donated or agreed to pay, give or donate to any officer or employee of
Oklahoma City Community College any money or other thing of value, either
directly or indirectly, in procuring this contract herein.

Authorized Signature

Printed Name

Phone Number

Certified this Date

Title

Fax Number
SPECIFICATIONS

FOR

Oklahoma City Community College
Campus Water Testing and Treatment

AT

OKLAHOMA CITY COMMUNITY COLLEGE
7777 SOUTH MA Y AVENUE
OKLAHOMA CITY, OKLAHOMA 73159
Scope of Work: The purpose of this project is to locate and secure a vendor who will provide complete turn-key chemical treatment services for all condensers and closed loop heating and chilled water systems at Oklahoma City Community College. Also, included in the bid, Vendor to provide monthly comparative testing services for the College's Aquatic Facility's lap pool and diving well.

The successful vendor shall provide the following materials and services:

A. Provide all chemicals, service labor, test equipment and treatment materials for a complete water treatment program for all specified water-based heating and cooling systems. Equipment, chemicals and service shall be supplied by a single water treatment company for undivided responsibility.

B. Determine which chemicals to use based on the results of a water sample analysis taken from the building domestic water supply and available system history.

C. The goal of the treatment program shall be to inhibit scale, sludge, corrosion, and bio-growth and to conserve water of the specified water systems.

D. Water treatment vendor to work with Facilities Management to determine what water treatment control equipment (cooling tower and boiler conductivity controllers, closed loop pot feeders, filters, etc.) should be installed for proper operation of all systems. It is not required that this equipment be purchased from water treatment contractor, but it may be.

E. Provide all water treatment products and labor for testing and dispensing products to achieve the required water quality for each system specified:

   1. Hot and/or chilled water closed circuit system(s).

   2. Cooling tower condenser water system(s).

F. To prevent waste, existing water treatment chemicals shall be incorporated and used in the water treatment program in accordance with industry standards until such products are exhausted.

G. Oklahoma City Community College's loop and tower systems are to remain free of treatment specific issues without exception and proper notice of concern and actions taken communicated.

H. Reports are to be provided to and signed off by the Building Maintenance and Operations Supervisor or his designated representative during absences.

I. Reports are to clearly document what actions have been taken by the vendor and what actions are required by Oklahoma City Community College. Reports provided are to clearly identify areas of concern and actions taken to address.
J. Chemical Testing results and corrective action reports are to be clear and concise and addressed separately.

K. When issues are communicated. A follow up e-mail is to be provided to the Director of Facilities Management. Contact information to be provided to vendor.

L. Aquatics Center Lap Pool, and Dive Well testing services are to be a comparison type test series as a side by side testing with OCCC personnel. Items to be tested are:
   - Total Chlorine
   - Free Chlorine
   - Combined Chlorine
   - PH
   - LSI Index (Saturation of PH)
   - Calcium Hardness
   - Total Alkalinity
   - Total Dissolved Solids

   Equipment to be used is of like type and quality and the report shall be separate in nature and submitted at the same time as the loop report submission.

   No aquatics chemicals are to be provided. (Testing Services Only)

SERVICE AND SUPPLIES

A qualified full-time water treatment service technician shall perform all work.

1) Water treatment service technician shall be a specialist in the field of industrial water treatment.

2) Vendor's facilities shall include a water analysis laboratory, development facilities and service department. Shall also have portable laboratory equipment to be used for testing water at the facility.

3) If needed, provide a test kit to be used to determine applied chemical level in water system being treated. Provide reagents as required, suitable for specific use with the treatment products employed.
(5) Iron level if system water showing signs of high iron
(6) Turbidity if system water showing any signs of contamination

COOLING TOWERS SERVICE

BB. Furnish a one-year supply of water treatment chemicals as required to control scale, corrosion, biological fouling and foaming in condenser water. Chemical quantities shall be based on equipment size and loading conditions supplied to prospective bidders by Facilities Management.

1) Liquid forms of chemicals to control scale formation and corrosion shall be provided. These chemicals shall be of the latest technology that has been proven effective in like waters and equipment. Control shall be by molybdate, phosphate or other residual testing method as appropriate. Chromates and formulations that alter the pH of the circulating water under nominal use shall not be acceptable unless specifically approved by Management.

2) The water treatment program must continuously prevent the buildup of adherent mineral deposits on the heat transfer surfaces to the equipment being treated. Periodic circulation of inhibited acids will not be considered as meeting these specifications.

3) To conserve water and chemicals, the cooling tower cycles of concentration shall be maintained as high as is practically possible considering the make-up water quality. The maximum cycles of concentration target shall be determined using the Ryznar or Practical Scaling Index. Bidders shall document the target cycles of concentration for the cooling tower systems in their bids and explain their results.

4) Two separate biocides shall be provided. Each shall be effective against both algae and bacteria. Biocide formulations shall be alternated as required to break immunity that develops if only a single biocide is used. All biocides shall be properly identified with the required EPA registration number and meet all current EPA regulations. Biocide chemicals to be fed into water circuits by automatic feeding equipment.

CC. During each monthly service call that cooling tower system is in operation:

1) Measure (as a minimum) the following water parameters and include results in report:

   (1) pH

   (2) Conductivity or Total Dissolved Solids

   (3) Total hardness

   (4) Cycles of concentration

   (5) M Alkalinity
(6) Inhibitor concentration

2) Check operation of, calibrate and adjust as needed all water treatment control and feed equipment.

3) Check level of chemicals in all feed and/or dispensing tanks and any other containers. Replenish chemicals in tanks and containers as needed. Operation personnel shall not be required to handle cooling tower chemicals.

4) Physically check cooling tower for visual biological growth and/or scale deposition on tower fill. Advise in written report and discuss with operating personnel any problems found.

5) All work, chemical storage and reporting shall be coordinated through the Facilities Management department personnel at Oklahoma City Community College.

Scope of supply by bidder:

1) Labor
2) Supervision
3) Standard PPE
4) Safety Training
5) Tools
6) Trash disposal/dumpsters
INVITATION TO BID
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