

BID DOCUMENTS
FOR
CITY OF NEW PORT RICHEY



Biosolids Hauling and Disposal Services

By

Public Works Department
Wastewater Treatment Division
4730 Main Street
New Port Richey, Florida 34652

Project No. ITB25-006

DECEMBER 4, 2024

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Section 1 INVITATION TO BID

Biosolids hauling and Disposal Services
Bid No. ITB25-006

Sealed bids to provide wastewater biosolids hauling and disposal services (approximately 7,700 tons) for the City of New Port Richey's Water Reclamation Facility. Bids shall be addressed to the City of New Port Richey, City Clerk's Office, 5919 Main Street, New Port Richey, Florida, 34652. Bids will be received at the office of the City Clerk until 2:00 p.m. local time on January 9, 2025. Any bids received after the time and date specified will not be considered.

The bid opening will be held promptly at 2:00 p.m. local time, on January 10, 2025 in the New Port Richey City Council Chambers, 5919 Main Street, New Port Richey, Florida 34652 at which time the proposals will be publicly opened and read aloud.

Complete details and copies of the documents may be obtained from the Purchasing Department 727-853-1055. Each bid must be submitted, in triplicate, on the proposal forms. The outside of the envelope must be clearly marked with the proposer's name and full address along with "ITB25-006 – Biosolids Hauling and Disposal Services."

All applicable bid bonds, contract bonds, insurance contracts and certificates of Insurance shall be either executed by or countersigned by a licensed resident agent of the surety or insurance company having his place of business in the State of Florida. Further, the said Surety or insurance company shall be duly licensed and qualified to do business in the State of Florida.


In order to perform public work, the successful bidder shall, as applicable, hold or obtain such Contractors' and Business Licenses as required by state statutes.

Before a contract will be awarded for the work contemplated, the Owner will conduct such investigations as is necessary to determine the performance record and ability of the apparent low bidder to perform the size and type of work specified under this Contract. Upon request, the Bidder shall submit such information as deemed necessary by the Owner to evaluate the bidder's qualifications.

The right is reserved to reject all bids or any bids not conforming to the intent and purpose of the Contract Documents, and to postpone the award of the contract for a period of time, which however shall not extend beyond 90 days from the bid opening date.

Dated this 11th and 18th day of December, 2024.
CITY OF NEW PORT RICHEY, FLORIDA
By Judy Meyers, MMC, City Clerk

Section 2 BID FORM

Submit Bids To: City Clerk's Office City of New Port Richey 5919 Main Street New Port Richey, Florida 34652-2785		INVITATION TO BID City of New Port Richey Purchasing Department	
Bid Title: Biosolids Hauling and Disposal Services		Type	Bid No. ITB25-006
Page 1 of 5	Bids are due by January 9th, 2025, at 2:00 pm and will be opened on January 10th, 2025, at 2:00 pm . Bids may not be withdrawn for 90 days after such date and time.		Issue Date:
Additional information City of New Port Richey			City Clerk Judy Meyers 727-853-1021

Section A General Terms and Conditions of Invitations to Bid

1. Preparation of Bids

Bids will be prepared in accordance with the following:

 - (a) Our enclosed Bid Proposal Form is to be used in submitting your Bid.
 - (b) All information required by the bid form shall be furnished. The Bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
 - (c) Unit prices shall be shown, and where there is an error in extension of price, the unit price shall govern.
 - (d) Alternate bids will not be considered unless authorized by the invitation to bid.
 - (e) Proposed delivery time must be shown and shall include Sundays and Holidays.
 - (f) Bidders will not include federal taxes nor State of Florida taxes, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
 - (g) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions, and all other contract documents.
 - (h) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery and equipment as required by the bid conditions. No plea of ignorance by the Bidder of conditions that exist or the may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
 - (i) Bidders are advised that all city contracts are subject to all legal requirements provided for on the purchasing ordinance and/or State and Federal Statutes
2. Description of Supplies
 - (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in such specifications are for the purpose of describing and establishing general quality levels. **Such references are not intended to be restrictive.** Bids will be considered for any brand which meets the quality of the specifications listed for any items.
 - (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.

- (c) Bidders will submit, with their proposal data necessary to evaluate and determine the quality of the item(s) they are bidding.
3. Submission of Bids
- (a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to the Purchasing Department, City of New Port Richey. The name and address of the Bidder, the date and hour of the bid opening and the material or service Bid shall be placed on the outside of the envelope.
 - (b) Bids must be submitted on the forms furnished. Electronic bids will not be considered. Bids, however, may be modified by electronic notice provided such notice is received prior to the time and date set for the bid opening.
4. Rejection of Bids
- The City may reject a bid if:
- (a) The Bidder misstates or conceals any fact in the Bid, or if,
 - (b) The Bid does not strictly conform to the requirements of the Bid, or if,
 - (c) The Bid is conditional, except the Bidder may qualify his Bid for acceptance by the City on an "all or none" basis or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
 - (d) The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of the Bid unless the Bid has been qualified. The City may also waive any minor informalities or irregularities in any bid.
5. Withdrawal of Bids
- (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
 - (b) Bids may not be withdrawn prior to the time set for the bid opening. Such request must be in writing.
6. Late Bids or Modifications
- (a) Bids and Modifications received after the time and date set for the bid opening will not be considered.
 - (b) Modifications in writing received prior to the time and date set for the bid opening will be accepted.
7. Clarification or Objection to Bid Specifications
- (a) If any person contemplating submitting a bid for this Contract is in doubt as to the true meaning of the specifications or any other bid documents of any part thereof, he may submit to the Purchasing Coordinator on or before five days prior to scheduled opening a request for clarification. All such request for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving an Invitation to Bid. The City will not be responsible for any other explanation or interpretation of the proposed Bid made or given prior to the award of the Contract. Any objection to the specifications and requirements as set forth in this Bid must be filed in writing with the Purchasing Coordinator on or before five days prior to scheduled opening.
8. Discounts
- (a) Bidders may offer cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices.
 - (b) In connection with an discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.
9. Samples
- (a) Samples, when required, must be submitted within the time specified at no expense to the City. If not destroyed or used up during testing, samples will be returned upon request at the Bidder's expense. Each individual sample must be labeled with the Bidder's name and manufacturer's brand name and number.
10. Award of Contract
- (a) The Contract will be awarded to the lowest responsible Bidder whose Bid, conforming to the invitation to bid, is most advantageous to the City, price and other factors considered.
 - (b) The City reserves the right to accept and award item by item, and/or by group, or in aggregate, unless the Bidder qualifies his Bid by specific limitations.
 - (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the Contract shall be awarded to a local bidder.
 - (d) Prices quoted must be F.O.B. with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
11. Delivery
- (a) Deliveries are to be F.O.B. Destination unless otherwise stated in the Invitation to Bid.

