

Title: Reverse Osmosis Membranes for Water Treatment Plant



BID DOCUMENT

CITY OF BEVERLY HILLS
PURCHASING DIVISION
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210
(310) 285-2473

**LEGAL NOTICE - REQUEST FOR
QUOTATION**

Sealed bids are requested on the list of materials, supplies, and equipment set forth herein, subject to all conditions outlined in the Bid Document, including:

- SECTION I:** REQUEST FOR QUOTATION
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** SPECIFICATIONS
- SECTION IV:** BID FORM

(IF YOU CHOOSE NOT TO SUBMIT A BID, PLEASE COMPLETE PAGE 17)

Sealed bids will be received only at the Office of the City Clerk, 455 North Rexford Drive, Beverly Hills, until 2:00 p.m. local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

**SECTION I - REQUEST FOR
QUOTATION**

Date of Request: March 8, 2016

Bid Number: 16-06

Item Description: Reverse Osmosis Membranes for Water Treatment Plant

Bid Opening: 2:00PM, PST March 17, 2016

All bids must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

BID DEPOSIT - NONE REQUIRED WITH THIS BID
PERFORMANCE BOND AND PAYMENT BOND ARE NOT REQUIRED FOR THIS BID

**THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT
CAUSE AND/OR ELECT NOT TO AWARD A BID.**

**CITY OF BEVERLY HILLS
SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. The vendor's bid may be withdrawn at any time prior to the bid opening. No bid may be withdrawn after the bid opening.
2. Bidders are advised to become familiar with all conditions, instructions and specifications governing this RFQ. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this RFQ shall not be cause to alter the original bid or for vendor to request additional compensation.
3. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this RFQ.
4. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
5. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
6. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the proposal and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
7. Each bidder shall submit in full this completed original REQUEST FOR QUOTATION DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or supplies vendor proposes to furnish.
8. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
9. Upon the award of the bid to the successful bidder, insurance will be required by the terms of this bid, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of proposal award. The amounts and types of coverage will be specified in Section IV of this proposal. **All insurance forms must be in a format acceptable to the City.** See Section IV for the City's Insurance Requirements.
10. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any liability or financial loss including, without limitation, attorneys' fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this agreement.

Title: Reverse Osmosis Membranes for Water Treatment Plant

11. Every supplier of materials and services and all vendors doing business with the City shall be an "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, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
12. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
13. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
14. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
15. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
16. "Vendor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, **when applicable**, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization."
17. For any questions regarding this bid, please contact **Derek Nguyen, Ph.D., P.E., Project Manager, Public Works Services Dept. – Water Supply Division at 310-285.2473.**

SECTION III –SPECIFICATIONS

IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID.

Full replacement option

Description	QTY	u/m	Unit Cost	Extended Cost
RO membrane elements (8 x 40 inches) complete with all spare parts as specified in Section 11402	210	EA		
Total				

Partial replacement option

Description	QTY	u/m	Unit Cost	Extended Cost
RO membrane elements (8 x 40 inches) complete with all spare parts as specified in Section 11402	105	EA		
Total				

The following items must be included in the quote:

1. All transportation and delivery fees including freight charges, fuel charges or any related charges.
2. Quote must include unit price, total price, taxes, and any delivery charges.
3. Confirm that all membrane elements can be delivered within 28 calendar days (no later than May 9, 2016) upon acceptance of the quote.
4. Membrane performance submittals in accordance with paragraphs 1.05 B and C of Specification Section 11402.
5. Membrane warranty in accordance with Part 3.04 of Specification Section 11402.

SECTION 11402

RO MEMBRANE ELEMENTS

1PART 1 - GENERAL

1.01 DESCRIPTION

- A. The membrane element manufacturer, herein called Manufacturer, shall provide replacement membrane elements and appurtenances for use at the City of Beverly Hills Water Treatment Plant.

1.02 SCOPE OF WORK

- A. Provide proposal for the option to either:
 - 1. Furnish a quantity of 210 membrane elements (8 x 40 inches) as specified in Part 2 of this Exhibit for full replacement configuration.
 - 2. Furnish a quantity of 105 membrane elements (8 x 40 inches) as specified in Part 2 of this Exhibit for partial replacement configuration.
- B. Furnish new membrane element inter-connectors, end-cap adapters, o-rings for original installation and related spare parts, as specified in Part 2 of Section 11402, herein.
- C. Provide technical data related to proper installation, operation, cleaning and storage of the products supplied.
- D. Provide on-site representation during membrane installation (approximately one day) per section 3.02 below.
- E. Provide a membrane element warranty for all elements furnished in this contract, as specified in Section 3.04 below.

1.03 PROCESS DESCRIPTION

- A. Feed water to each RO unit will be well water that has been further treated by scale inhibitor, sulfuric acid, and 1 micron cartridge filters. The pH set point for controlling sulfuric acid addition may range from 6.0 to 6.8 at the RO feed, and is set to ensure a permeate pH of less than 6.0 for hydrogen sulfide removal via stripping tower. A summary of the feed water quality is found in attachment A to this document.
- B. The RO unit consists of 30 eight-inch diameter pressure vessels, configured in a 20:10 array.
- C. Consideration will also be given to reconfiguration of the unit to a 10:5 array, due to lower well capacities available than originally designed.
- D. The design permeate flow for the train is 856 gpm at 78 percent recovery.
- E. Due to reduced feed well capacity, the RO train may be required to operate with RO **feed flow** rates from 486 gpm. Vendor is to provide recommendations on RO

Title: Reverse Osmosis Membranes for Water Treatment Plant

operation, with particular consideration to minimum element feed flow requirements.

- F. Each train has a dedicated R.O. feed pump equipped with a variable frequency drive. The maximum available pump discharge pressure is approximately 300 psig.
- G. A hydraulic turbocharger PEI/FEDCO HTB-480 is driven by second stage concentrate pressure and provides an approximate 20 psi boost to the second stage feed pressure.

1.04 REFERENCE STANDARDS

- A. American Society for Testing and Materials (ASTM): ASTM-D-4516
- B. American Nation Standards Institute (ANSI)/ National Sanitary Foundation (NSF) Standard 61

1.05 SUBMITTALS

- A. Vendor shall submit drawings and other information necessary to completely describe the membrane elements and related appurtenances, including dimensions, weight, element construction details (e.g., active membrane surface area and feed channel dimensions), standard performance parameters, installation instructions, interconnection instructions, storage and handling requirements. Information provided shall be sufficient to document compliance with all requirements specified herein. Included shall be standard commercial part numbers for the interconnector o-rings and u-cup brine seals.
- B. Vendor shall submit reverse osmosis membrane performance projections for the flow ranges and recoveries noted below with a full 20:10 array.
 - 1. Feed flow – 486 gpm, 600 gpm, 720 gpm, 1100 gpm
 - 2. Recoveries – 65%, 70%, 78%
- C. Vendor shall submit reverse osmosis membrane performance projections for the following flow ranges and recoveries with a partially loaded 10:5 array:
 - 1. Feed flow – 486 gpm, 550 gpm
 - 2. Recoveries 65%, 70%, 78%
- D. Also included with the shop drawings shall be standard operating and maintenance data and instruction sheets for the membrane elements, covering such topics as recommended cleaning solutions as well as long and short-term storage protocols.

Vendor shall submit proof of NSF 61 Certification.

- E. Certified Test Data
 - 1. The vendor shall submit certified wet test data for each element furnished as specified herein.

Title: Reverse Osmosis Membranes for Water Treatment Plant

2. The test data (including productivity, rejection, and differential pressure for each element) shall be submitted at least 7 days prior to shipment of the membrane elements in Microsoft Excel spreadsheet format. The test data shall be accepted upon written approval from the City or its representative. The elements shall not be shipped to the site until such approval is obtained.

1.06 QUALITY CONTROL / QUALITY ASSURANCE (QA/QC)

A. General

1. All equipment furnished under this specification shall be new and shall be the standard product of a manufacturer who is fully experienced, reputable, qualified and regularly engaged in the manufacture of the equipment to be furnished.

B. Equipment Factory Testing and Inspections

1. Hazen and Sawyer will act as the City's Representative during Membrane Element Factory Testing.

2. Membrane Elements

- a. Each membrane element shall be factory tested by the Manufacturer and certified test data for each membrane element shall be supplied to the City and Representative prior to shipment. The test data shall be accepted by the Representative in writing prior to shipment.

1) The elements shall be tested under the following conditions:

- a) The test equipment instrumentation for data collection shall be configured such that there are no more than two elements in parallel or in series.
- b) The feed water to each element shall contain between 500 and 2,000 mg/l of sodium chloride (as per manufacturer's standard test conditions) and it shall be at a temperature of 25°C (77°F) with a pH of between 6.5 and 8.0.
- c) The feed water shall contain no foreign substance, such as large dye molecules, that will mask performance of the element.
- d) The elements shall be under test at either 110 or 150 psig, whichever is the Manufacturer's standard, for a period of 20 - 30 minutes prior to data collection.
- e) The recovery in each element under test shall be set from 10 to 15 percent.

- 2) When tested under these conditions, individual elements shall be certified to have rejection equal to or better than the rejection specified below, the productivity shall fall within the range

Title: Reverse Osmosis Membranes for Water Treatment Plant

specified below, and the differential pressure shall be equal to or less than that specified below:

<i>Manufacturer</i>	<i>Model No.</i>	<i>Minimum Productivity [gpd]</i>	<i>Minimum Rejection [%]</i>	<i>Maximum dP [psi]</i>
Hydranautics	As recommended by vendor	As recommended by vendor	99.5	15
Toray	As recommended by vendor	As recommended by vendor	99.5	15
Lanxess	As recommended by vendor.	As recommended by vendor	99.5	15
Dow	As recommended by vendor	As recommended by vendor	99.5	15

- 3) While an individual element must have the test performance specified above, the average performance of all the elements shall meet the following average performance criteria:

<i>Contractor</i>	<i>Model No.</i>	<i>Average Productivity [gpd]</i>	<i>Average Rejection [%]</i>	<i>Average dP [psi]</i>
Hydranautics	As recommended by vendor	As recommended by vendor	99.5	≤5
Toray	As recommended by vendor	As recommended by vendor	99.5	≤5
Dow	As recommended by vendor	As recommended by vendor	99.5	≤5
Lanxess	As recommended by vendor	As recommended by vendor	99.5	≤5

- 4) Refer to SECTIONS 3.03 and 3.04 for system performance requirements for the 30-day acceptance test as well as the 3-year warranty period.
- 5) Certified test data shall consist of the element serial number, productivity, rejection, and differential pressure for each element.

Title: Reverse Osmosis Membranes for Water Treatment Plant

If normalized test data is provided, the reference conditions shall be indicated.

- 6) The City reserves the right to have a representative observe factory testing at any time during regular testing by the Manufacturer. In addition, the City reserves the right to request retesting by the Manufacturer of a random choice (by the City's Representative) of two of the elements at no additional cost to the City. On retest, should any of the elements fail to meet the performance specified above, the City reserves the right to require the Manufacturer to retest up to 100% of the elements at no additional cost to the City or reject the proposed shipment, at the sole discretion of the City.

1.07 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Containers: All membrane elements shall be individually vacuum sealed in polyethylene bags containing 1.0% sodium bisulfite preservative. Bagged membrane elements shall be packaged in cardboard boxes designed to prevent damage during shipping.
- B. The City reserves the right to return membrane elements damaged during shipping.
 1. If damaged elements are to be returned to the Manufacturer, the Manufacturer shall cover the cost of freight.
- C. Membrane elements shall be packaged for up to one year of storage in an indoor conditioned storage area.

1.08 BID EVALUATION

- A. Bids shall be evaluated based on the cost per membrane meeting the specifications.

2PART 2 – PRODUCTS

2.01 MEMBRANE ELEMENTS

- A. Manufacturers (or equal):
 1. The following membrane products are known to have the performance characteristics required for this project (sodium and TDS rejection and operating pressure requirement). The City will not consider alternate products.
 - a. Hydranautics
 - b. Dow
 - c. Lanxess
 - d. Toray

Title: Reverse Osmosis Membranes for Water Treatment Plant

B. Element Construction

1. The materials used in the fabrication of the membrane elements must be NSF 61 certified for the production of potable water.
2. The membrane elements shall be spiral wound with feed and reject flow through the element parallel to the product water tube of the element. Elements shall have a reinforced fiberglass outer wrap. The element serial number and direction of feed/reject flow shall be clearly marked on each element.
3. The element permeate connection design and dimensions shall be the same for all elements supplied in this contract.
4. The elements shall have nominal dimensions of eight inches in diameter. The active membrane area of the elements shall be 365 or 400 square feet, minimum for 40 inch long elements.
5. The feed/reject spacer material shall have a nominal thickness of between 0.028 and 0.031 inches.
6. Each element shall be furnished complete with element-to-element interconnector, inter-connector o-rings, and u-cup brine seal. O-rings and brine seals shall be constructed of ethylene propylene rubber, and shall be standard products available from vendors other than the Manufacturer.
7. The elements shall be fully compatible with Advance Structures Codeline Model 80A30-7-element multi-ported pressure vessels.
8. Prior to installation of the anti-telescoping device (ATD) on the feed and reject ends of each element, the rolled membrane sheets shall be flush-cut through the cured glue line to prevent the formation of membrane flaps or separation of the membrane sheets at the feed and reject ends of the element.
9. The vendor shall provide all adapters and adapter o-rings necessary to properly install the supplied elements in pressure vessels (including o-ring providing seal between adapter and pressure vessel end cap). Any required pressure vessel adapters will be procured by the Pressure Vessel Manufacturer. The pressure vessels are Advance Structures Codeline Model 80A30-7 element multi-ported pressure vessels.
10. Packing slips shipped with each container shall contain Material Safety Data Sheets (MSDS) indicating the properties and safe handling of chemical solutions entrained within the elements as a preservative.
11. Performance: Nominal membrane performance shall be as required under Article 1.06. B hereinbefore.

2.02 SPARE PARTS

- A. The Manufacturer shall furnish the following spare components, in addition to those required for original installation of the elements. Spare parts packaging shall

Title: Reverse Osmosis Membranes for Water Treatment Plant

indicate both an explicit written description (as shown below) and part number of the contents.

1. Ten (10) u-cup brine seals.
2. One hundred (100) o-rings for the element interconnectors.
3. Ten (10) o-rings for seal between pressure vessel end adapters and element.
4. Ten (10) o-rings for seal between pressure vessel end adapters and end cap.
5. Ten (10) element interconnectors.
6. Four (4) pressure vessel end adapters.

3PART 3 - EXECUTION

3.01 SHIPMENT, HANDLING AND STORAGE

- A. All equipment, including spare components, shall be delivered complete by the date specified herein. Shipment shall be made only after the City's written acceptance of contractor's certified test data.
- B. Weight, handling instructions, type of storage required, and instructions for protective maintenance during storage shall be included with each shipment to the project site.

3.02 INSTALLATION

- A. The vendor shall be present to ensure proper installation of membrane elements to be performed by City staff and to help evaluate initial operation of the system as it impacts the performance of the membrane elements.
 1. In particular, the vendor shall witness train conductivity profiling and shall help identify individual vessels which are producing permeate of unacceptable quality (vessels producing permeate with conductivity 50% higher than the average). The vendor shall identify these vessels, and shall be present when the train is taken off-line to inspect the off-spec vessels and help identify problems with element adapters, rolled brine seals, or other like causes. If warranted, the vendor shall participate in conducting a conductivity probe of the vessel to locate the problem area within the vessel. The Vendor will help identify if the vessel is out of spec due to a predominance of lower-rejection elements within the vessel and shall help to redistribute the elements throughout the train in an effort to decrease the vessel permeate conductivity to within the range of average values
- B. Cleaning the Pressure Vessels
 1. The City shall be responsible for cleaning, disinfection and dechlorination of the pressure vessels prior to installation of membrane elements.

3.03 MEMBRANE PERFORMANCE TESTING

Title: Reverse Osmosis Membranes for Water Treatment Plant

- A. Following installation of the membrane elements a 30-day acceptance test shall demonstrate successful operation of the membrane, at the selected flow conditions, as described in Part 1 of this document. This is for feed water quality as described in Attachment A.
 - 1. At these conditions, the normalized specific flux must not reduce more than 20% below the baseline condition established after the first four days (96 hours) of operation.
 - 2. At these conditions, the permeate of each train shall meet the quality indicated below, based on the average of grab-samples taken once per week over the 30 days.

CITY OF BEVERLY HILLS RO PERMEATE

Total Dissolved Solids	≤ 50 mg/L
Chloride	≤ 15 mg/L
Sodium	≤ 15 mg/L

In order to determine the membrane performance at warranted conditions, the actual RO permeate quality will be normalized to the design conditions and average feed water quality detailed in Attachment A.

- B. Successful completion of the acceptance test will be determined at the end of the 30-day test. Any observed deficiency in performance of the membrane elements shall be corrected to the satisfaction of the City at no additional cost to the City. If the average permeate quality exceeds the 30-day performance test requirements by no more than 30% and this is the only deviation from the specification requirements, the vendor may elect to delay final acceptance of the membrane for up to 60 days following startup. If all requirements of the specification, including the initial 30-day specific flux and water quality, are not met within 60 days of startup corrective action must be taken until the requirements of these specifications are satisfied.

3.04 WARRANTIES

- A. The vendor shall furnish a warranty for the RO membrane elements. This warranty must be signed by an individual authorized to execute contracts on behalf of the membrane manufacturer (vendor) and shall state the following provisions with no additional conditions or exceptions:
 - 1. The vendor shall warrant the performance of the membrane elements for a minimum period of three (3) years from completion of the 30-day acceptance test. The vendor shall guarantee the membrane elements during that three (3) year period in accordance with the performance requirements specified herein and the following prorated replacement conditions if the elements fail to meet the warranted performance.
 - A. At all times during the warranty period, the RO system train shall require a TMP of no more than 30% higher than that provided in projections (provided in section 1.05) to produce design permeate capacity when operated under the conditions stated in Parts 1.03 Process Description.

Title: Reverse Osmosis Membranes for Water Treatment Plant

- B. The vendor must recommend an acceptable operational envelope for the unit in terms of RO unit feed flow and recovery accounting for the lower operating ranges of flow.
- C. At all times during the warranty period, the normalized RO permeate quality from the train shall meet the limits listed below, when operated under the conditions stated in Parts 1.03 Process

Description. The actual RO permeate quality will be normalized to these design conditions as well as the feed water quality listed in Attachment A.

BEVERLY HILLS RO PERMEATE

Total Dissolved Solids	≤ 70 mg/L
Chloride	≤ 20 mg/L
Sodium	≤ 17 mg/L

- B. The warranty conditions specified above shall be valid under the following conditions:
 - 1. The RO system has been operated as designed in terms of product water recovery, array configuration, and feed water pH.
 - 2. The feed water has not contained chemicals that chemically or physically destroy the elements.
 - 3. The elements are periodically cleaned with an effective cleaning solution to remove membrane foulants.
 - 4. The elements are cleaned using standard cleaning solutions prior to performance testing for warranty purposes.
 - 5. Biological matter or sparingly soluble substances in the feed water have not irreversibly fouled the elements.
- C. Should the RO train performance not meet the warranty requirements, the membrane element vendor shall provide sufficient replacement elements to achieve the specified train performance. The replacement elements will be provided at the original purchase price, less a credit of 1/36 of the purchase price for each unused month of the warranty period. The vendor shall guarantee that future replacement elements will be sold to the City at a comparable price to the original purchase price per element at any time within three years from acceptance of the RO membrane elements.

-- END OF SECTION --

ATTACHMENT A - FEED WATER QUALITY

Constituent	Units	Design Value
Conductivity	µmhos/cm	1160
Temperature	°C	25 to 30
pH	-	7.6 – 8.5 ⁽¹⁾
Calcium	mg/l	59
Total Alkalinity	mg/l CaCO ₃	370
Sodium	mg/l	150
Bicarbonate	mg/l CaCO ₃	180
Chloride	mg/l	135
Fluoride	mg/l	1.1
Total Hardness	mg/l CaCO ₃	300
Sulfate	mg/l	81
Nitrate	mg/l	ND
Iron	mg/l	0.1 ⁽²⁾
Manganese	mg/l	0.4 ⁽²⁾
SDI	units	< 3
Total Silica	mg/l	45

- (1) pH to be adjusted using sulfuric acid to achieve pH of 6.0 in RO permeate or to manage RO scaling – whichever dose is higher.
 (2) Iron and manganese remain in reduced form at the RO.
 (3) Total alkalinity and bicarbonate are prior to sulfuric acid dose.

Title: Reverse Osmosis Membranes for Water Treatment Plant

SECTION IV - BID FORM
(Must be completed by vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the RFQ, including the general instructions and information to bidders, at prices indicated below:

Full replacement option

Bid Proposal: \$ _____

Partial replacement option

Bid Proposal: \$ _____

Warranty _____ Exceptions or Deviations attached **___YES ___NO**

Delivery _____ (Number of Days)

Company Name _____ Telephone _____

Address _____

Person submitting bid _____
Print Name Title

Signature _____

F.O.B.

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

TAX

All bid quotes shall include sales taxes.

ACCEPTANCE OF BID

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the proposed materials or equipment may be required to acknowledge by written confirmation that the minimum requirements of the specifications are included in the Bidder's proposal before the award of the bid.

Title: Reverse Osmosis Membranes for Water Treatment Plant

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

INSURANCE (applicable to successful bidder who may come into the City)

- (1) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- (2) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.
- (3) **Workers Compensation** Insurance as required by the State of California and **employers liability** insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.

All insurance coverages shall be provided by insurers with a rating of B+; VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

Work on City property covered by a purchase order cannot be commenced until certificates of insurance have been approved.

Please use the official City of Beverly Hills certificate of insurance form (attached). If you use another form, the following requirements must be met to make the certificates acceptable to the City:

1	Name the City of Beverly Hills as additional insured for both GENERAL liability and AUTO liability; and
2	have at least thirty (30) days written notice of cancellation.

All certificates of insurance must remain current until the purchase order expires or is sooner cancelled.

AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THIS DOCUMENT WILL CONSTITUTE THE LEGAL CONTRACT BETWEEN THE CITY AND THE SUCCESSFUL BIDDER.

Title: Reverse Osmosis Membranes for Water Treatment Plant

If your response is **"NO BID"**, please explain below:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: _____
Print Name

Signature

Title

Date

PLEASE RETURN TO:

CITY OF BEVERLY HILLS
OFFICE OF THE CITY CLERK, ROOM 290
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CA 90210

BidTEMPLATE.doc

Revised 03/08/16