



## Public Works & Development Services

14200 Washington Avenue

Sturtevant, WI 53177

262-886-8440

fax: 262-886-8480

### Finance Department

Racine County Courthouse    Duane McKinney  
730 Wisconsin Avenue      Purchasing Coordinator  
Racine, WI 53403-1238  
Phone (262) 636-3700  
Fax (262) 636-3763

May 12, 2017

Dear Prospective Bidder:

You are invited to submit a bid to provide the annual supply of Road Salt, approximately **38,100 tons**, for Racine County and surrounding local municipalities. Sealed bids are due on or before 2:00 p.m. on Thursday May 25, 2017 at the above address. Late bids will not be accepted.

Responses must be in a sealed envelope or box and show the firm's name, address, and solicitation number on the cover. Your response must be manually signed and dated and include all requested information.

Any questions regarding this Invitation for Bid must be directed to:

Duane McKinney  
Purchasing Coordinator  
Telephone: 262-636-3700  
Facsimile: 262-636-3763  
Duane.McKinney@RacineCounty.com

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a vendor to any Racine County employee or elected official should be made during this process unless authorized by Racine County Finance.

General questions may be directed to the Purchasing Coordinator at 262-636-3700 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

Sincerely,

*Duane McKinney*

Duane McKinney  
Purchasing Coordinator  
Encl: Bid Package

**INVITATION FOR BID**  
Bid # 17-PW-007

**ANNUAL SUPPLY OF ROAD SALT**

**A. INSTRUCTIONS TO BIDDERS**

1. BIDDER'S QUESTIONS

Bidders are reminded to carefully examine the bid and specifications upon receipt. If the Bidder does not fully understand the Invitation for Bid (IFB) or is in doubt as to the County's ideas or intentions concerning any portion of the IFB, any/all questions shall be submitted in writing to Duane McKinney, Purchasing Coordinator, by 4:00 p.m. on Thursday May 18, 2017, either by fax or e-mail for interpretation or correction of any printed material.

Fax: 262-636-3763

E-mail: Duane.McKinney@racinecounty.com

2. ADDENDA

Any changes made as a result of a written request will be issued via bid addenda to all prospective bidders and if necessary, an extension will be made to the bid opening date. Addenda will be posted to the Racine County Website (racinecounty.com) under Bids/Proposals. Bidders are responsible for checking this website for any future addenda, etc. prior to the opening date. All addenda must be signed and returned with your bid. Bidders who do not return the addenda may have their bids rejected. If you are unable to access the internet, contact Racine County Finance Department at 262-636-3129 for a hard copy.

If the bidder receives a proposal packet from any source or entity other than Racine County Finance, the bidder is responsible for contacting Racine County Finance and requesting the firm's name be put on the bid list for the project. Failure to do so in no way obligates the County to send out addendum or other information concerning this request to the firm.

3. METHOD OF BID

Bidders shall submit bids on the Bid Form provided. A legally authorized representative of the bidder shall sign the Certification of Vendor section of the Bid Form. Bids written in pencil or in a format other than the attached worksheets will be rejected. Erasures or corrections of mistakes on Bid Form will be initialed or signed by bidder. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

Any information held to be proprietary by a bidder must be plainly marked as such and may not include pricing.

4. INCURRING COSTS

Racine County is not liable for any costs incurred in replying to this IFB.

5. TWO COPIES ARE REQUIRED

Unless otherwise specified, one (1) original and one (1) copy of your bid response are required. At least one response must have an original signature in blue ink under Certification of Vendor.

6. ADDITIONAL DATA WITH BID

Bidders may include any additional information deemed advantageous to Racine County. Consideration of additional data and information is to be held optional to Racine County.

7. ADDRESSING OF BIDS

The bid shall be submitted in a sealed envelope. Sealed envelope shall be marked with bidder's return address and shall be addressed as follows:

TO: PURCHASING COORDINATOR  
RACINE COUNTY COURTHOUSE  
730 WISCONSIN AVE  
RACINE, WI 53403-1238

On the front of the envelope write: **ROAD SALT**  
**DUE: May 25, 2017**

8. DUE DATE

Sealed bids will be accepted by Racine County Finance until 2:00 P.M. CDT, Thursday, May 25, 2017. The bids will then be publicly opened and read aloud.

9. AMENDMENTS TO BIDS

Each bidder will be allowed a period of forty-eight (48) hours after the time and date set for receipt of bids to notify the County in writing of a material mistake in the bid. Failure of bidder to notify the County in the manner and within the time limit specified above will constitute a waiver by the bidder of all rights and remedies relative to a material mistake.

Formal bid amendments thereto, or requests for withdrawal of bid received by Racine County after time specified for opening will not be considered.

10. LATE BIDS

Late bids will not be accepted and will be returned unopened.

11. WITHDRAWAL OF BIDS

Bids may be withdrawn by written or electronic request received from bidder prior to time and date fixed for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened. Bids that are withdrawn prior to the time and date set for bid opening will be returned unopened.

12. BIDS BINDING – 60 DAYS

Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid-opening date.

## **B. TERMS AND CONDITIONS**

### **1. VENDOR ELIGIBILITY**

Bids will only be accepted from bona-fide manufacturers or authorized manufacturer's agents. Satisfactory evidence of bidder's qualifications and available tonnage of material will be required prior to acceptance of bid.

### **2. REQUIRED DATA**

The information listed below shall be detailed on the Bid Form. Additional information may be attached.

- a. Vendor's name and address
- b. Payment Terms
- c. Name, address and phone number to place orders
- d. Person(s) responsible for invoicing, specification (quality), and delivery problems (quantity, timing, etc.)
- e. Material available per shipping point
- f. Price of material F.O.B. shipping point (loaded on customer trucks)
- g. Daily trucking capacity available from each shipping point
- h. Sample billing and shipping forms
- i. Chemical analysis and gradation (optional)

**Note:** Items 'a' through 'h' must be provided. Incomplete information can cause bid to be rejected.

### **3. QUANTITIES**

The estimated quantities required are detailed in the SPECIFICATIONS. It is estimated that the County and the other listed municipalities shall purchase approximately **38,100 tons** during the period commencing on **May 1, 2017 through April 30, 2018**. The County and the other listed municipalities make no guarantees of any specific minimum purchase. The vendor shall supply each municipality **up to 150%** of the quantity required at the price quoted in this bid.

### **4. METHOD OF ORDERING**

Deliveries will be authorized by telephone orders placed by the appropriate municipal contact person.

### **5. METHOD OF MEASUREMENT**

It shall be the obligation of the vendor to obtain and provide copies of weigh bills and delivery tickets to the municipal inspector as deliveries progress. Payment for quantities shall be determined from the approved weigh bills and delivery tickets.

### **6. DELIVERY INFORMATION**

Deliveries shall commence within delivery time stated on the Data Sheet or within five (5) business days from a telephone order, whichever is less. Delivery time will commence on the date of the telephone order. The delivery time may be extended by the contact person at each municipality, upon request of the vendor, in the event of inclement weather.

Delivery shall be made using end dump trucks and/or trailers of a size that will enter a building with a door ten (10) feet wide and twelve (12) feet high. The sodium chloride shall be effectively protected from moisture at all times and shall be covered while in transit from the vendor's shipping point to the delivery points. When requested, delivery shall be made with equipment capable of unloading the material a minimum of fifteen (15) feet from the hauling unit and a minimum of ten (10) feet above ground.

All deliveries shall be made at the destinations between the hours of 8:00 a.m. and 3:00 p.m., excluding Saturdays, Sundays, and holidays, unless specific prior arrangements have been made with the municipality representative.

7. DELIVERY TICKETS

A delivery ticket, in triplicate, must accompany each delivery and must show the name of the trucking firm, the gross, tare, and net weight of the delivery, the delivery date, and the signature(s) of those responsible for weighing and accepting the load at the time of delivery. Weight information shall be imprinted on the delivery ticket by means of an indelible recording device or typed registering beam. When unloading, equipment is used, the delivery ticket shall indicate its use and be verified by the person accepting delivery.

When delivery is made, the original ticket shall be signed and retained by the representative of the Municipality accepting shipment. A copy of the signed ticket shall be retained by the vendor for inspection by the municipality during the contract period or until final payment.

8. PRICING / PAYMENTS

The Bid Form must indicate the price per ton FOB any delivery point in the County. The price must be firm for the contract period and for the amounts ranging from the quantities listed in the Specifications up to 150% of the quantities shown.

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt of final acceptance of goods, whichever is later.

Vendors who wish to quote a discount for early payment may do so by noting the discount in the Payment Terms on the Invitation For Bid Form; for example – 2/15 net 30. Discounts will be considered when evaluating costs.

9. INVOICING

Invoice amounts must be supported by delivery tickets signed by municipal representatives or authorized agents. Invoices must include delivery ticket numbers, the tonnage for each delivery, the purchase order number, the project ID number and the name of the trucking firm delivering the invoiced material.

Invoices will be adjusted by the municipality to reflect any liquidated damages, any short weights discovered, or any gross weights in excess of the statutory limits.

Thirty (30) day payment of invoices is standard. However, this schedule will be voided by any need to seek corrected invoices for moisture content, inadequate or inaccurate information on the invoice, or any other situation that results in the need to request re-invoicing.

#### 10. LIQUIDATED DAMAGES

##### **Delivery**

- a. Five (5) percent of the shipment price shall be deducted from the invoice amount for each delivery that arrives at the delivery site uncovered.
- b. Five (5) percent of the shipment price shall be deducted from the invoice amount for each delivery that arrives at the delivery site outside the delivery hours specified.
- c. Failure to deliver within the time specified may result in procurement from alternate sources. Added cost due to procurement from alternate sources shall be the liability of the vendor.
- d. No payment shall be made for any quantities delivered that, together with the tare weight, exceed statutory weight limitations for the delivery vehicle(s).

##### **Material Specifications**

- a. Ten (10) percent of the shipment price shall be deducted from the invoice amount for each delivery received which exceeds two (2) percent moisture content. Alternatively, at the purchaser's option, deliveries exceeding two (2) percent moisture may be rejected.
- b. Materials not meeting other physical and chemical specifications shall not be shipped and may be rejected.
- c. All rejected materials shall remain the property of the vendor and no compensation for transportation, demurrage charges or any other costs will accrue to the vendor. The vendor shall promptly take custody of rejected material at the destination and make arrangements for disposition and removal of the material within ten (10) days. If vendor fails to remove the material within ten (10) days, the purchaser may dispose of the material at the vendor's expense.

#### 11. BASIS OF PAYMENT

**Requests for payment shall be submitted to the individual municipalities receiving delivery of the road salt.** The vendor shall make arrangements with the individual municipalities as to where payment requests shall be submitted. Individual municipalities shall be responsible for payment of deliveries made to their respective locations. Racine County shall not be responsible for payment of deliveries to any municipality other than Racine County's Ives Grove Shop or Rochester Shop.

#### 12. AFFIRMATIVE ACTION

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor on the Bid Page, you indicate your acceptance and compliance.

### C. ROCK SALT SPECIFICATIONS

The requirements identified in this section represent the product(s) currently being used and is the basis for the resulting contract.

The following specifications are minimum acceptable requirements. The material specified is rock salt to be used for winter road maintenance purposes. Bid specifications may not be revised without an official written addendum issued by Purchasing.

1. DESCRIPTION OF WORK

The work under this bid is for the estimated annual supply of salt for ice control in the amount of approximately **38,100 tons**. Bid shall be based on salt delivered to the designated municipality sites. The bid must contain a statement of agreement to furnish Racine County's requirements for the period May 1, 2017 to April 30, 2018. The bid shall also show the guaranteed chemical analysis, the gradation of the salt offered and the approximate delivery time requirements.

2. DELIVERY CONTACT, SITES and QUANTITIES

The following is a list of the locations and approximate quantities to which the vendor shall deliver salt. The quantities are estimates based on previous year's usage. **Racine County does not guarantee these quantities will be purchased during the contract period.**

- a. Dave Prott, Superintendent  
Racine County Department of Public Works and Development Services  
**Ives Grove Shop.....7,500 tons**  
14200 Washington Ave., Sturtevant, WI 53177  
(262) 886-8440
- b. Dave Prott, Superintendent  
Racine County Department of Public Works and Development Services  
**Rochester Shop.....5,000 tons**  
31929 Academy Rd., Rochester WI 53167  
(262) 886-8440
- c. Bill Folstrom, Superintendent  
City of Racine Department of Public Works  
**D.P.W. Street Maintenance Field Office.....8,000 tons**  
800 Marquette St., Racine WI 53404  
(262) 636-9130 or (262) 636-9126
- d. Dave Larson, Superintendent  
Town of Burlington  
**Highway Department Garage.....1,800 tons**  
32288 Bushnell Rd., Burlington, WI 53105  
(262) 763-3070 or (262) 210-3258

- e. Blaine Pfeffer, Highway Foreman  
Village of Caledonia  
**Village Hall and Highway Shop.....5,000 tons**  
6922 Nicholson Rd., Caledonia WI 53108  
(262) 835-6408 or (262) 939-3201
  
- f. Mark Benish, Highway Foreman  
Village of Mount Pleasant  
**Highway Department Garage.....4,000 tons**  
8700 Campus Drive, Racine, WI 53406  
(262) 664-7843 or (262) 770-1525
  
- g. Scott Laux, Foreman  
Town of Norway  
**Town Of Norway Garage.....1,800 tons**  
Shipping: 4021 E. Wind Lake Rd. Wind Lake WI 53185  
Invoice: 6419 Hegg Park Rd., Wind Lake WI 53185  
(262) 492-1106 or (262) 534-3025
  
- h. James Bergles , Director of Public Works  
City of Burlington  
**City of Burlington Garage ..... 1,000 tons**  
2200 South Pine Street, Burlington, WI 53105  
(262) 342-1181 or (262) 342-1182 or 262-758-0095
  
- i. John Ertl, DPW Foreman  
Town Of Raymond  
**Town Of Raymond Garage.....1,800 tons**  
Shipping: 2563 S. 76<sup>th</sup> Street, Franksville, WI 53126  
Invoice: 2255-76<sup>th</sup> Street, Franksville, WI 53126  
(262) 835-2426 or (262) 770-8959
  
- j. Lillian Engel, Purchasing Supervisor  
**Southern Wisconsin Center.....300 tons**  
Department of Health Services  
21425 Spring Street, Union Grove, WI 53182  
(262) 878-6673 or Caren Moore (262) 878-6676 or  
Peter Scheckel (262) 878-6658
  
- k. Mark Osmundsen, Director of Public Works  
**Village of Union Grove.....400 tons**  
Shipping: 19326 County Line Rd. Union Grove, WI 53182  
Billing: 925 15<sup>th</sup> Ave. Union Grove, WI 53182  
(262) 878-1511 or Cell (262) 770-1587



- l. Jake Isaacson, Superintendent  
**Town of Dover**.....**500 tons**  
 4110 S. Beaumont Ave. Kansasville WI. 53139  
 262-206-1319 or Jeff Busch 262-206-3822
  
- m. Ken Hintz, Public Works Director  
 415 N Milwaukee st, Waterford Wi 53185  
 262-492-2119 or 262-492-2119  
**Town of Waterford**.....**1,000 ton**

**Note:** The vendor shall notify the Municipality contact to make arrangements for shipment quantity, time of delivery and direct billing information.

3. COMMODITY: SODIUM CHLORIDE

- a. Classification: This specification covers sodium chloride intended for use as a deicer for road maintenance purposes, commercially designated as sodium chloride, rock salt, Type I, Grade 1.
  
- b. The standard specifications for sodium chloride as set forth in American Society Testing and Materials (ASTM) Specifications, Designation D-632, 5.1.1, is hereby incorporated herein by reference as if set forth in full.
  
- c. Chemical and mixture Specification:
  - The delivered product may be a mixture and shall be comprised of no less than ninety-five percent rock salt by weight.
  
  - The rock salt shall be comprised of no less than ninety-five percent (95%) sodium chloride (NaCl).
  
- d. Physical Requirements: The delivered product shall conform to the American Society of Testing Materials Specifications, Designation D-632, 5.1.1 (Type 1, Grade 1) when tested by means of laboratory sieves as follows:

<u>SIEVE</u>	<u>WEIGHT PERCENT PASSING</u>
3/4" (19.05MM)	100
1/2" (12.5mm)	98 to 100
3/8" (9.5mm)	95 to 100
No. 4 (4.75mm)	20 to 90
No. 8 (2.36mm)	10 to 60
No. 30 (600um)	0 to 15

**e. Condition:**

- The delivered product at the time of delivery at a requested destination shall be free-flowing in usable condition with sufficient non-caking additive incorporated into mixture to keep it free flowing.
- The delivered product at the time of delivery at a requested destination shall contain no more than two percent (2%) moisture. (ASTM E-534)
- Product shall be free from any foreign material at the point of delivery. Residue from truck beds such as coke, grain, coal, gravel, etc., or other materials not germane to sodium chloride may be cause for rejection. Any residue materials used in the production of the product or any oversized materials found in the delivery order may be cause for rejection.

**D. AWARD INFORMATION**

1. CONDITIONS OF AWARD

All bidders, by submission of their respective bids, agree to abide by the rules, regulations, procedures, and decisions of Racine County.

2. QUALIFYING BIDDERS

Prior to awarding of the bid, the County may require submission of complete financial statement and questionnaire describing bidder's financial ability and experience in performance of similar work.

3. AWARD

It is the intent of the County to award the Contract to the lowest responsive responsible Bidder provided the bid has been submitted in accordance with the requirements of the Contract Documents and does not exceed the funds available. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts a bid.

The County of Racine, through its duly authorized agents, reserves the right to reject any or all bids, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County. Work schedule, competency of bidder, ability to render satisfactory service and past performance will be considered in determining award. Vendor reputation for providing a quality product and timely delivery shall also be considered.

4. TIE BIDS

If two (2) or more bidders submit identical bids, the decision of the County to make award to one or more of such bidders shall be final.

5. NOTICE OF ACCEPTANCE

Written notice of award to bidder in the form of a letter and/or purchase order will be mailed to the address shown on the bid and will be considered sufficient notice of acceptance of bid.

Racine County Specifications for:  
Road Salt  
April 2017

## ON OF VENDOR

Bid #17-PW-007

### ANNUAL SUPPLY OF ROAD SALT

I fully understand the requirements of this bid and certify on behalf of my company that we can meet the requirements stated throughout this Invitation for Bid.

COMPANY: \_\_\_\_\_

TYPE/PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

## BID FORM

Bid # 17-PW-007

### ANNUAL SUPPLY OF ROAD SALT

#### BASE BID

Bid for furnishing annual supply of **Road Salt** for Racine County Municipalities covering the period from May 1, 2017 to April 30, 2018.

What is the size of the truckload to be delivered at one time? \_\_\_\_\_

Dump truck delivery FOB Racine County, Wisconsin: \_\_\_\_\_ Price per ton

Location of the stockpile: \_\_\_\_\_

Delivery:

Minimum Order Delivered: \_\_\_\_\_

Number of Days to Receipt of Order: \_\_\_\_\_

Chemical analysis and gradation enclosed: \_\_\_\_\_  
YES NO

#### ADDITIONAL REQUIRED DATA:

**Payment Terms:** Vendors who wish to quote a discount for early payment may do so by noting the discount.

DISCOUNT \_\_\_\_\_% \_\_\_\_\_ DAYS; NET \_\_\_\_\_ DAYS

#### Contact Information

##### Orders:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

##### Invoices:

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

##### Specification / delivery problems:

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

#### Material available per shipping point:

Location: \_\_\_\_\_ Tons: \_\_\_\_\_

#### Daily trucking capacity available from each shipping point:

Tons per day: \_\_\_\_\_