

**INVITATION TO BID**  
**CITY OF HOPKINSVILLE**

Office of the Procurement Specialist  
715 South Virginia Street  
P. O. Box 707  
Hopkinsville, Kentucky 42241-0707

TITLE: SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND  
ICE CONTROL

BID DOCUMENTS ENCLOSED

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***IMPORTANT: PLEASE ADVISE THE OFFICE OF THE  
PROCUREMENT SPECIALIST IMMEDIATELY IN THE EVENT  
ANY OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED.***

INVITATION TO BID  
CITY OF HOPKINSVILLE

Office of the Procurement Specialist  
715 South Virginia Street  
P. O. Box 707  
Hopkinsville, Kentucky 42241-0707

Sealed bids are being received for furnishing and delivering the following:

**SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL**  
**BID NUMBER: 2020-5110-9294**

Bids will be received by mail or hand-delivery to the Hopkinsville Municipal Center, ATTN: Procurement Specialist, 715 South Virginia Street, P.O. Box 707, Hopkinsville, Kentucky 42241-0707, **until 11:00 a.m., local time Monday, July 15, 2019** at which time bids will be opened and read aloud publicly in the Conference Room 214, Second Floor, at the same address. The following pages contain the bidding instructions, conditions and specifications.

GENERAL CONDITIONS

1. **INSTRUCTIONS, SPECIFICATIONS AND FORMS:**

Instructions, Specifications, and forms may be obtained, in person, or by mail, from the Procurement Specialist, City of Hopkinsville, 715 South Virginia Street, P. O. Box 707, Hopkinsville, Kentucky 42241-0707. Telephone: 270-890-0230.

- (a) All bids are to be submitted on and in accordance with the attached Bid Form. The form must be signed and dated in the appropriate space.
- (b) Each bid **must** be submitted in a sealed envelope and clearly and prominently marked on the outside of the envelope with the following:

**SEALED BID "SODIUM CHLORIDE (ROAD SALT) FOR SNOW AND ICE CONTROL  
BID NUMBER 2020-5110-9294"**

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope and marked "**SEALED BID SODIUM CHLORIDE (ROAD SALT) FOR SNOW AND ICE CONTROL BID NUMBER 2020-5110-9294**" and mailed to the City of Hopkinsville, ATTN: Procurement Specialist, 715 South Virginia Street, P.O. Box 707, Hopkinsville, Kentucky 42241-0707, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.
- (d) Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Procurement Specialist.
- (e) Any bidder or bidders finding discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the Procurement Specialist in writing no later than five (5) working days before the scheduled bid opening. Clarifications or changes in these specifications will be issued, in writing, only by the Procurement Specialist. Inquiries should be directed to the Procurement Specialist. Exceptions as taken by the bidder in no way obligates the City to change the specifications.
- (f) The successful bidder will be required to purchase a City of Hopkinsville Vendor's License prior to the official award of the contract, and for the duration of the contract period.

- (g) Any bidder may withdraw his bid either in person or in writing at any time prior to the scheduled time for closing the receipt for bids. Withdrawals after the scheduled time for closing the receipt of bids will not be permitted.
- (h) The City will assume no responsibility for oral instructions or suggestions. Any official correspondence in regard to the specifications should be directed to and will be issued by the Procurement Specialist.

**2. AWARD OF CONTRACTS**

- (a) All bids will be judged on the basis of best buy to the City and compliance with the General Instructions and conformance with the specifications.
- (b) Contracts may be awarded to a primary contractor and an alternate contractor for a period of one (1) year from contract date. Upon agreement by both parties the contract may be extended for a period of one (1) year.
- (c) Any other consideration or basis for judgment will be stated in the specifications.
- (d) When deemed necessary, a formal Contract Agreement will be prepared by the City for signature by both successful bidder and the Procurement Specialist.

**3. RESERVATIONS**

- (a) The Procurement Specialist reserves the right to reject any and all bids or parts of bids when, in his judgment, the City's interest will be served thereby.
- (b) The Procurement Specialist reserves the right to increase or decrease the quantities to be purchased at the prices bid.
- (c) When deemed necessary, the Procurement Specialist may require an open-ended quantity amount for a specified contract period. Such a requirement will be stated in the specifications.

- (d) The Procurement Specialist reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the city.
- (e) The Procurement Specialist may waive minor differences in specifications provided these differences do not violate the specifications intent nor materially affect the operation for which the items are being purchased, nor increase estimated maintenance and repair costs to the City.

**4. DELIVERY**

- (a) Bidders must guarantee to be delivered or prepared for pickups in accordance with schedules as requested by the Procurement Specialist or designated representative.
- (b) All items requested for delivery are to be delivered F.O.B. destination. All delivery costs, charges, and taxes are to be included in the bid.

**5. COMPETITION**

In order to assure fair competition and to permit determination of the best bid, the following shall be exercised:

- (a) The name of any manufacturer, trade name of manufacturer or vendor catalog number mentioned in the specifications or Bid Form is to designate a standard of quality and type and for no other reason.
- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids must be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.
- (d) Specifications provided are based on City needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet City requirements and shall be consistent with City policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

**6. DISPUTES**

In cases of dispute as to whether or not an item or service quoted or delivered meets specifications, the decision of the Procurement Specialist, or authorized representative, shall be final and binding on all parties. The Procurement Specialist may request written recommendation of the head of the City Agency using the item.

**7. EXCEPTIONS**

The submission of a bid shall be considered an agreement to all of the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

**8. BID BINDING**

Unless otherwise specified, all formal bids submitted shall be irrevocable for sixty (60) calendar days following the bid opening date, unless the bidder(s), upon the request of the Procurement Specialist, agrees to an extension.

**9. UNIT PRICING**

Unless clearly shown on the Bid Form that it is the intent of the Bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.

**10. SAMPLES**

Samples of items, when required, must be furnished free of expenses to the City and if not destroyed by test may, providing request is made at the time the sample is furnished, be returned at the Bidder's expense. When samples fail to meet the specified requirements, the City may require removal by the vendor without payment.

**SPECIFICATIONS**

IT IS THE INTENT OF THESE SPECIFICATIONS TO DESCRIBE SODIUM CHLORIDE (ROCK SALT) TO BE USED BY THE CITY OF HOPKINSVILLE IN THE CITY'S SNOW AND ICE CONTROL PROGRAM AS THE NEED ARISES.

PLEASE PROPERLY COMPLETE THIS PORTION OF THE BID PACKET, ALONG WITH THE BID FORM, AND RETURN THEM WITH YOUR BID. FAILURE TO COMPLY WITH THIS REQUEST MAY RESULT IN YOUR BID NOT BEING CONSIDERED.

**DETAILED SPECIFICATIONS**

The following are minimum specifications desired by the City of Hopkinsville.

**BIDDER SPECIFICATIONS**

Bidder is requested to indicate either by writing "Comply" or "Exception" whether his product meets the minimum specifications as listed on the opposite side. If "Exception" is written, please indicate in the space provided the deviation.

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**PRODUCT DESCRIPTION AND REQUIREMENTS**

1. Sodium Chloride Type 1, Grade 1, meeting the Kentucky Transportation Cabinet, Department of Highways Standard Specifications for Road and Bridge Construction, Edition of 1998, Section 825.02. (Copy is Attached as Attachment A)
2. Successful Bidder agrees to make deliveries in bulk, by truck, to the specified delivery point. Vendor will notify the City of delivery at least twenty-four (24) hours prior to delivery. (Failure to give such notice may result in vendor's truck having to await the availability of personnel for unloading.)

3. Sodium chloride will be treated with an anti-caking agent to prevent caking or freezing when stored, and will be delivered in a free flowing, useable condition, free from lumps and foreign material. The moisture content will not exceed 2.0 percent. Material which does not meet specified conditions at the time of delivery will not be accepted and will be removed by the vendor without payment \_\_\_\_\_
  
4. Vendor shall present to City at time of shipment delivery tickets showing compliance with requested quantity, entry of accurate weights and adherence to road weight limits as prescribed by law. Verification of moisture content not to exceed 2.0 percent and treated with an anti-caking agent to prevent caking and freezing at time of deliver to the City of Hopkinsville. \_\_\_\_\_
  
5. Tonnage required estimate.  
(1,900 ton minimum) \_\_\_\_\_



**ACKNOWLEDGEMENT OF RECEIPT OF BID PACKET**

SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL  
Bid Number: 2020-5110-9294

PROCUREMENT SPECIALIST  
CITY OF HOPKINSVILLE, KENTUCKY

I HEREBY ACKNOWLEDGE RECEIPT OF THE BID PACKET FOR SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL. MY COMPANY INTENDS TO BID ON OR BEFORE 11:00 A.M., LOCAL TIME, MONDAY, JULY 15, 2019 ON THE PROJECT AS SPECIFIED IN THE PACKET RECEIVED.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**CITY OF HOPKINSVILLE  
BID FORM**

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

DESCRIPTION	BIDDER DESCRIPTION	COST PER TON DELIVERED
Sodium Chloride Type 1, Grade 1, meeting the Kentucky Transportation Standard Specifications for Road and Bridge Construction, Edition 1998.	_____ _____ _____ _____	_____

I, the undersigned, do hereby certify that I am a duly authorized representative of \_\_\_\_\_ (company name) located at \_\_\_\_\_

and I have carefully examined the Instructions, Specifications, and Bid Form and agree to all terms and conditions as set forth in them.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
NOTARY PUBLIC ID#: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**SECTION 825 — DE-ICERS**

**825.01 SOLID (TYPE S) CALCIUM CHLORIDE.** Conform to ASTM D 98 for the following:

- A) **Grade 1.** Class A or Class B.
- B) **Grade 2.** Class A or Class B.
- C) **Grade 3.** Class A or Class B.

**825.02 SODIUM CHLORIDE.** Conform to ASTM D 632, Type I, Grade 1.